

Notice to Move

Notices to move must be given to the Landlord and **Campbell County Department of Housing (CCDH)**. You must give at least a 30-day written notice to move from your assisted unit and, your notice to move must also comply with any terms of your lease agreement. **Campbell County Department of Housing will not accept a notice to move more than 60 days before the reported vacate date.**

Both the tenant and landlord must sign this notice of lease cancellation and it must be received by CCDH prior to 4:30 p.m. on the date it will take effect If you wish to move to a unit outside of CCDH's jurisdiction under portability, you must inform your Housing Specialist in writing of the area where you wish to move (24 CFR 982.5). This information must be submitted with your notice to move.

If either the tenant or the landlord sign and date this agreement with less than 30 days from the date of their signature to the move-out date, both parties acknowledge that the tenant may not have given a full 30-day notice but are agreeing to mutually terminate the lease agreement on the vacate date listed below. If this notice is received by Campbell County Department of Housing with less than 30 days before the move-out date, CCDH will consider it a "mutual termination of lease agreement." If this notice is not received by the Department of Housing by 4:30 p.m. on the vacate date agreed upon below by the tenant and landlord, the client may be terminated from the Program for failure to give proper notice/abandoning/vacating an assisted unit without prior notice to the Department of Housing.

Campbell County Department of Housing recommends submitting your Notice to Move at least 30 days prior to your selected move-out date, as the agency requires time to process your paperwork, update documents, and issue a voucher in order that you may move with continued assistance. CCDH is not responsible for delays caused by a client by failing to give a proper 30-day notice. **If you remain in your unit after the lease cancellation date you will be responsible for the entire amount of rent for the unit, as the Housing Assistance Payment Contract will terminate the day your lease is cancelled and the agency will not issue housing assistance payments on your behalf for any month following the month of your move-out date.**

Campbell County Department of Housing cannot extend your lease cancellation date without a written request from you and written approval from your landlord, both which must be received by Campbell County Department of Housing on or before your lease cancellation date.

By signing this notice the owner is acknowledging the tenant is *currently* in compliance with their lease agreement, has not damaged the unit, and owes no outstanding balance. The owner may provide Campbell County Department of Housing with additional information regarding the condition of the unit or outstanding balances owed by the tenant within *5 days of the lease cancellation date* for review. If the tenant damages the unit, fails to comply with the terms of the lease agreement, or fails to vacate the property by vacate date shown below, their ongoing eligibility for assistance with Campbell County Department of Housing may be affected.

I am vacating my assisted unit on _____ (must be the last day of the month)

The address of the unit I am vacating is _____

My forwarding mailing address is _____

Participant's Signature _____ Date _____

Participant's Phone _____ Participant's Email _____

Landlord's Signature _____ Date _____

Landlord's Phone _____ Landlord's Email _____

Tenant: Initial Below if you wish to terminate your HCV Program Participation

_____. Not only do I wish to terminate the lease to my current unit with my landlord, but I also wish to terminate from CCDH's HCV Program. I understand that I will have to reapply to the CCDH rental assistance waitlist, if it is open, to receive assistance in the future."

Campbell County Department of Housing

1098 Monmouth Street, Room 235

Newport, KY 41071

PHONE (859) 261-5200 * FAX (859) 261-0577 * TTY 800-648-6056/ VOICE 800-648-6057 * EMAIL hgeneral@campbellcountyky.gov