

**Raleigh Housing Authority**  
**Leased Housing Department**

**REQUEST TO VACATE FORM**

**How To Complete The Request To Vacate Form**

STEP 1: Once you locate and been approved for the new unit; you will need to have the Request to Vacate form completed by both your current and new landlords. Completion by the new landlord will need to be returned with the documents.

STEP 2: Provide a written move out notice, per the terms and conditions of your current lease, with move out date to your current landlord. Make a copy and attach it to the completed Request to Vacate form. (The move out date given to your current landlord will be the date that Raleigh Housing will stop payment for the unit.)

STEP 3: Have new owner to complete attached form.

STEP 4: Return the three completed documents (Request to Vacate, Notice for New Landlord and Written Notice to Vacate with move out date) to Raleigh Housing Authority together.

STEP 4.1: Should the tenant decide to withdraw their written notice to vacate and remain in the unit AFTER the move out notice date has passed, you and the tenant will need to complete and submit the new leasing packet and begin the process from the beginning. **No HAP** payment will be released until the unit passes a new inspection.

STEP 4.2: Should the tenant decide to withdraw their written notice to vacate and remain in unit BEFORE the move out notice date has passed, you and the tenant will need to provide RHA with a written notice signed by the tenant and landlord agreeing to remain in the existing lease.

<b>Amount you need to look for rent only (01/01/2019 FMR)</b>			
0 –Bedroom = \$714.00	1 –Bedroom = \$768.00	2 –Bedroom = \$857.00	3 –Bedroom = \$1120.00
4 –Bedroom = \$1440.00	5 –Bedroom = \$1657.00	6 –Bedroom = \$1865.00	

**What Comes Next?**

Once the forms have been received:

STEP 5: A criminal background will be pulled on all family members 18 years of age or older. **At the discretion of the RHA**, on a case-by-case basis, a tenant’s past criminal behavior may not necessarily bar him/her from the program. RHA may, in its discretion, take into consideration a variety of potential extenuating circumstances including but not limited to: whether violence was involved, whether a pattern of drug use or sales is evidenced by the record, whether a participate has gone through a recovery program, the disposition of a case, time elapsed since the criminal act, etc.

STEP 6: The family will receive the date to come in for the moving session to obtain the moving paperwork. Once the family receives the moving paperwork the family will take the form to the new landlord to complete.

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(FOR WAKE COUNTY RESIDENCES ONLY)

This form is not an official 30-day Notice to Vacate.

This form must be returned and approval must be given for a family to move after this form is received by RHA.

Tenant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ SS# \_\_\_\_\_ (Last 4 digits)

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I understand that false statements of information and/or moving from my current unit while not in "good standing" (i.e., owing for damages or delinquent rent) may be grounds for termination of my housing assistance and tenancy.

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Date

**COMPLETION BY THE CURRENT LANDLORD is *REQUIRED* in order to begin the move process.**

Tenant owes money for unpaid rent Yes \_\_\_\_\_ No \_\_\_\_\_ As of \_\_\_\_\_ (date) Amount \$ \_\_\_\_\_

Please check one:

- Tenant is in a yearly lease  
 Tenant is on a month to month

**Current Lease End Date:** \_\_\_\_\_

A preliminary inspection of the unit indicates that the tenant owes money for damages Yes \_\_\_\_\_ No \_\_\_\_\_ as of \_\_\_\_\_ (date)

- Damages cannot be assessed until after move-out.  
 Money for damages will be deducted from tenant's security deposit of \$ \_\_\_\_\_.  
 Damages exceed security deposit amount of \$ \_\_\_\_\_.

\*\*\*DOCUMENTATION ON ALL MONIES OWED MUST BE PROVIDED TO THE RALEIGH HOUSING AUTHORITY WITHIN 10 BUSINESS DAYS AFTER TENANT MOVES OUT OF UNIT. \*\*\* **Please read STEPs 4.1 and 4.2 upon signing**

**Property Manager or Owner** your signature below indicates your acknowledgement and approval for tenant to vacate the unit on or before the written notice to vacate date they provided to you without any lease penalty.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Warning:** Section 1001 of the Title 18 of the United States Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

**Privacy Act Notice:** The collection, maintenance, use and dissemination of SSNs, Employer Identification Numbers (EIN) any information derived from SSNs and EINs, and income information under this subpart shall be conducted, to the extent applicable, in compliance with the Privacy Act (5 U.S.C. 552a) and all other provision of Federal, State and Local Law.

**Violence Against Women Act (VAWA) Notification:** VAWA provides protections for victims of domestic violence, dating violence, stalking, or sexual assaults to prevent them from being denied admissions to or from losing housing solely as a result of being a victim. This protection extends to all household members listed on a housing assistance application or lease agreement. At any time it is made known to RHA that an applicant, resident or voucher recipient is a victim of domestic violence, RHA will pause its negative subsidy action to allow the victim the time needed to provide documentation/verification of the abuse.

**Right to Reasonable Accommodation:** Applicants and assisted families have the right to request reasonable accommodations. Please notify staff if you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services.

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Please be aware that your new landlord may have to go through a pre-screening background check to participate in the Section 8 program with RHA. (Please allow 3-5 business days for background checks.)

**COMPLETION BY NEW OWNER:**

I am interested in renting the following unit to the above tenant. **I REALIZE THAT IT IS MY RESPONSIBILITY** to determine this tenant's suitability for renting my unit by conducting a screening (i.e.; credit check, past landlord history check, etc.) prior to agreeing to rent and the signing of a one-year lease.

New Unit Address: \_\_\_\_\_

Requested Rent: \_\_\_\_\_

(The ability for the tenant to afford the unit at your requested rent amount will be determined based on the tenant's income once the move packet is returned to RHA. A rent reasonable assessment to determine the unit's worth in comparison with unassisted units in the unit's ZIP code and two neighboring ZIP codes will be completed by our Inspections Division **after the initial inspection.**)

Owner's Name (Please print): \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Owner's mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_