



ORANGE COUNTY HOUSING AUTHORITY

Notice of Intent to Vacate (Mutual Termination of Lease)

By agreement, the mentioned parties below agree that the leasing agreement for the rental unit located at:

Unit Address _____, NC _____
City Zip Code

shall be terminated on: _____
(must be on the last day of the month)
Select one: [] 30 Day or [] 60 Day Notice

Participant Name: _____ Telephone: _____
(Cell, Home, or Work - Circle one)

I agree that I will be moving from my current unit on the date listed above. I understand that if I remain in the unit after the above-mentioned termination date, Orange County Housing Authority will not be responsible for my rent. I further understand that this agreement does not remove any rights or responsibilities under the laws set forth in Orange County's jurisdiction.

Tenant's Signature: _____ Date: _____

**Note: This form WILL NOT be approved if you are in your initial lease term or if the participant has been issued a proposed termination.

Owner or Property Manager Name: _____

Address _____, NC _____
City Zip Code

Telephone: _____ (Cell or Work - Circle One) Email: _____

Is tenant leaving in 'Good Standing'? [] YES [] NO Is tenant's account in arrears?: [] YES [] NO

Amount owe: \$ _____ Is tenant eligible for a payment agreement of debt: [] YES [] NO

I agree with the conditions and further understand that the Orange County Housing Authority will not be responsible for any rent portion after the move-out date stated above. I understand that the Orange County Housing Authority is not a party to the lease and cannot assist with collections of outstanding debts. I further understand that this agreement does not remove any rights or responsibilities under the laws set forth in Orange County's jurisdiction.

Owner/Management Signature: _____ Date: _____

Owners: If your unit is currently under abatement; the abatement will remain in effect. Please refer to the contract termination letter sent to you by the Orange County Housing Authority's Inspection Team.

Mailing Address
P.O. Box 8181
Hillsborough, NC 27278

Hillsborough Office
300 W. Tryon Street
Hillsborough, NC 27278

Chapel Hill Office
2501 Homestead Road
Chapel Hill, NC 27516