PROVO CITY HOUSING AUTHORITY

30-Day Moving Notice

Updated 3/11/25

THIS SECTION TO BE COMPLETED BY THE TENANT

Dear: _____,
(Owner/Manager Name)

I, _____ do hereby give a 30-day written notice to vacate the premises located at: _____. My expected move out date will be: _____.

If the dates changes for any reason, I will contact you and my housing specialist at the Housing Authority.

_____I am requesting off the Voucher program as of the move-out date listed above.

_____I am requesting to remain on the Voucher program and plan to move to a new unit in Provo City.

_____I am requesting to remain on the Voucher program and plan to port/transfer my voucher to:

Housing Authority Name:_____

Housing Authority Address: _____

Housing Authority Email:_____

Forwarding Address / My New Address will be:

Address: _____

City, State, Zip_____

I understand to be eligible for a moving voucher, I must complete this form, provide current income verifications, and complete a Voucher Certification Packet. All completed forms must be provided to the Provo Housing Office BEFORE I move out of my current unit.

_____	_____	_____	_____
Tenant Signature	Date	Phone	Email

THIS SECTION TO BE COMPLETED BY THE PROPERTY MANAGER / LANDLORD

Property Manager/Landlord:

The Housing Authority requests that a **30-day moving notice** be given and signed by both the landlord and tenant. This form serves as confirmation that all parties have been properly notified of the move.
This form also acknowledges that the tenant is currently in good standing with your lease agreement and/or all lease violations have been resolved.

Please note: If the family moves out of the contract unit, the HAP contract terminates automatically.

_____	_____	_____	_____
Landlord Signature	Date	Phone	Email