



*Strengthening Homes, Communities and Lives*  
289 Fair St. Kingston, NY 12401



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[www.rupco.org](http://www.rupco.org)

**NOTICE TO VACATE**

(Please complete and return this form 30 days prior to your effective move date)

**I hereby give notice to vacate the residence located at the address below.**

**I will return all keys to the Landlord/Management and all of my personal belongings and furniture will be out of the unit by the date listed below.**

<b>Head of Household Name</b>		<b>Log #</b>	
		<b>Move Out Date</b>	
<b>Address</b>			
<b>Reason for Move</b>			

I understand that should I need to continue to occupy the current unit after the above date, I must obtain written authorization from the landlord and submit to RUPCO prior to the move out date listed above.

I certify that I am current with my portion of the rent and have no outstanding lease violations.

I understand that my request may be delayed if RUPCO receives written notice from my Landlord of any unresolved lease violations.

<b>Head of Household Signature</b>			
<b>Phone</b>		<b>Date</b>	

**Please keep in mind that if there are lease violations during the move process, it could delay the move. In addition, if you vacate the unit without notice or have lease violations, you may be terminated from the Housing Choice Voucher program.**

**LANDLORD CERTIFICATION**

By signing this notice I, the Landlord, certify that the above tenant is up to date with his/her share of the rent and is in good standing with no lease violations.

<b>Landlord Name</b>		<b>Phone</b>	
<b>Signature</b>		<b>Date</b>	

**Warning: Section 1001 of Title 18, of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department of Agency of the U.S. as to any matter within its Jurisdiction.**