



Housing Authority of Thurston County  
PO Box 1638 • Olympia WA 98507-1638  
Tel: 360-753-8292 • Fax: 360-251-0500  
www.hatc.org

## NOTICE TO VACATE

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

Head of Household Name: \_\_\_\_\_

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

This is to notify the Housing Authority of Thurston County of my intent to vacate my current unit listed above. Please use this as my official 30-day notice to vacate.

Move-Out Date: \_\_\_\_\_

### **Please read and initial each of the following:**

\_\_\_\_\_ I have honored my lease term and am eligible to move

\_\_\_\_\_ I have given my landlord proper notice of my intent to vacate

\_\_\_\_\_ I understand that there could be a delay in processing my move if I have given less than 30-day notice to move

\_\_\_\_\_ I understand that I am responsible for the full rent in my new unit if the Housing Authority contract is not effective immediately. (Example: You move in prior to inspection passing and/or paperwork is completed)

### **Read and initial each of the following if you are porting your voucher out of Thurston County:**

\_\_\_\_\_ I understand that any money I owe to HATC must be paid in full prior to moving out of Thurston County

\_\_\_\_\_ I have completed a "Request for Portability" and submitted it to my housing specialist

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## HATC STAFF

I have verified that this participant is eligible to move and does not owe HATC any money or is current on their monthly payments.

\_\_\_\_\_  
Specialist

\_\_\_\_\_  
Date