



CITY OF ANN ARBOR, MICHIGAN

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ANN ARBOR HOUSING COMMISSION

Notice of Intent to Move

Whether you are under a month-to-month or annual lease agreement, a landlord must be provided with proper notice of a tenant’s intent to move. During the initial lease term, you may not give notice until 30 days prior to the lease end. If a tenant renews under an annual lease, this notice may be submitted 30 days prior to the end of the lease term. If the renewal is on a month-to-month basis, this notice may be submitted at the beginning of any month.

Please use the following form in order to facilitate the process. The landlord may use his/her own form which is subject to review by the Ann Arbor Housing Commission. Once completed, a copy of the notice must be provided to the Ann Arbor Housing Commission. **Both signatures must be present in order to validate the request.**

To: _____
Current Landlord

From: _____
Tenant

Address: _____

Date: _____

My family and I will vacate the above mentioned unit, and submit my keys to you and have the utilities shut off with all balances paid as of _____.

I understand that I am liable for any charges due to damages beyond normal wear and tear created by me, my family and guests during my occupancy. I further understand that I am liable for all rent incurred by my staying beyond the date of my proposed move out date. I will provide my landlord with my forwarding address within 2 weeks of my move.

Tenant

Landlord

Please select your Section 8 Coordinator

- Margaret Alford Lori Long Monica Moore Robin White Maria Spencer