



Weber County

Weber Housing Authority
www.co.weber.ut.us
237 26th Street, Suite 224
Ogden, Utah 84401
Voice: (801) 399-8691
Fax: (801) 399-8690

30 DAY NOTICE TO VACATE

TO WHOM IT MAY CONCERN:

_____, resident of
Print Your Full Name

Print Your Complete Address

Hereby submit your 30 day written notice to vacate the premises on:

(Last day you will reside in the unit- keys must be returned on or before this day)

Housing Assistance for this unit will cease on the date listed above.
The resident will be responsible for any holdover rent.

Resident's Signature

Date

TO THE OWNER/MANAGER:

The Weber Housing Authority requires owner(s)/manager(s) to acknowledge the receipt of this 30 day notice to vacate. Failure to sign this form will not stop the participant from moving, but participants on the Housing Choice Voucher program will not be given a voucher to move if they owe rent, other charges and/or damages to the unit above normal wear and tear.

Please answer the following questions before signing this form:

Is the resident current on their rent as of the date you are signing this form? _____
(If not, please attach your most recent 3-day pay or vacate notice)

Are you aware of any damages above normal wear and tear? _____
(If so, please attach your most recent 3-day notice to come in compliance or warning notice)

Have you asked this resident to move because of lease violations? _____
(If so, please attach your eviction notice)

By signing this form you are in no way relinquishing your right to legal action and/or recovery from the tenant for damage beyond normal wear and tear or delinquent rent; you are merely acknowledging proper notice has been received.

Owner/Manager Signature

Date Received

Contact Phone Number: _____

If the Owner or Manager determines either unpaid rent and/or damages after signing this form but prior to the tenant vacating the unit, they should submit a copy of the notice to the tenant regarding the unpaid rent and/or damages to the agency immediately. Claims submitted after that date will not be held against the Resident's participation.

Feel free to contact Andi Watkins 801-399-8691 if you have additional questions or concerns.



INSTRUCTIONS FOR PARTICIPANTS WISHING TO MOVE TO ANOTHER UNIT:

1. You must contact your Housing Officer to schedule a moving session. At that session you must bring current proof of income, deductions and family composition.
2. You must be in good standing with the agency (You must not owe this agency funds, have a suspended voucher, been given notice of voucher termination, or have an active promissory note).
3. You must give a written 30 day notice to the owner and this agency. Thirty (30) days must end on the last day of a month.
4. You must be current on your rent and lease obligations.
5. You must leave the unit in acceptable condition or pay for all damages. If the owner is required to collect for damages, you may be terminated from the program.

INSTRUCTIONS FOR PARTICIPANTS WISHING TO PORT THEIR VOUCHER TO ANOTHER AREA OF THE COUNTRY:

1. You must meet all the requirements listed above for persons wishing to move.
2. You must advise in writing the name, address and phone number of the Housing Authority in the area where you intend to move to. The new agency must have a payment standard equal to or less than ours or must be willing to absorb your voucher.

INSTRUCTIONS FOR PARTICIPANTS LEAVING THE PROGRAM AND MOVING OUT OF THE UNIT:

1. You must give a written 30 day notice to the owner and this agency.
2. You must leave the unit in acceptable condition or pay for all damages. If the owner is required to collect for damages, you may be barred from participating in any rental assistance programs in the future.



HOUSING CHOICE VOUCHER STEPS TO MOVE

1. Return 30-Day Notice to the Weber Housing Authority
2. Schedule an appointment and sign voucher
3. Find a unit located in Weber County
4. Make sure you qualify for the rent/bedroom size *(see your rent calculation worksheet)*
5. Get approved by the landlord
6. You and the landlord fill out the moving packet
7. Bring the moving packet to the Weber Housing Authority
8. Inspection scheduled
9. Once the unit passes inspection, sign the lease and move in *(if the unit doesn't pass the inspection, have the landlord contact the Weber Housing Authority once the repairs are complete)*
10. Bring a copy of the new 1 year lease to the Weber Housing Authority *(no payments will be issued without it)*

**Please note that a moving packet will not be issued until a "30 Day Notice to Vacate" has been signed by you and the landlord and returned to the Weber Housing Authority.*