



Serving elderly, disabled & low income citizens of
Bristol and Sullivan County, Tennessee
P.O. Box 1515 • Bristol, TN 37621-1515

Section 8 Housing Choice Voucher Program

NOTICE TO VACATE

Note to Tenant: This form may be used to notify the Owner of your intent to vacate your rental unit. A COPY OF THIS NOTICE MUST BE GIVEN TO BRISTOL HOUSING AFTER IT IS SUBMITTED TO THE OWNER FOR YOU TO BE ELIGIBLE TO RELOCATE.

Tenant Name

Owner Name

Address of Unit (including City, State and Zip Code)

This is my Notice to Vacate the unit listed above.

The last day I will reside in the unit is: ____/____/____.*

*This date must be the last day of a month and offer at least 30 days notice to the landlord.

I understand the following when giving this notice:

1. A minimum of 30-days written Notice to Vacate must be given to the Owner and Bristol Housing. The lease may require more than a 30-day notice (60 day notice). If the lease requires more than a 30-day notice, the terms of the lease must be met. The notice must end on the last day of a month. Bristol Housing recommends that the notice be given on the first day of a month and end on the last day of a month.
2. Bristol Housing recommends that voucher participants wait to give the Notice to Vacate to their current Owner until AFTER they have located other suitable housing. Once Bristol Housing receives a copy of the notice to vacate, the participant family must request an appointment to be issued a voucher to relocate.
3. I understand that the family is responsible for paying the tenant portion of rent at the current unit through the end date of the notice even if I relocate to a new unit before the end date of the notice.
4. I understand that Bristol Housing does not pay overlapping subsidy payments during my move. A lease at a new unit cannot be effective before the day after the end date of this Notice to Vacate. Bristol Housing may not begin a subsidy for a new unit until the day after this Notice to Vacate ends.
5. If I change my mind about relocating and the current owner agrees to allow me to stay in the current unit, I understand that I must notify Bristol Housing before the end date of this Notice to Vacate or a new lease an HAP contract will be required for assistance to continue at this unit. Housing assistance will not be paid between the end date of the Notice and the new lease and HAP contract date. I will be responsible for the full rent payment during this period.
6. Once I give my Notice, the Owner may lease the unit to another tenant; therefore, the unit may not be available to me should I change my mind about relocating.

Signature of Tenant

Date