



**Notice of Intent to Vacate (Mutual Termination of Lease)**

By agreement, the mentioned parties below agree that the leasing agreement for the rental unit located at:

\_\_\_\_\_, NC \_\_\_\_\_  
Unit Address City Zip Code

shall be terminated on: \_\_\_\_\_, **Select one:**  30 Day or  60 Day Notice  
**(must be on the last day of the month)**

**Participant Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
(Cell, Home or Work - **Circle one**)

*I agree that I will be moving from my current unit on the date listed above. I understand that if I remain in the unit after the above-mentioned termination date, Orange County Housing Authority will not be responsible for my rent. I further understand that this agreement does not remove any rights or responsibilities under the laws set forth in Orange County's jurisdiction.*

**Tenant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Note:** This form **WILL NOT** be approved if you are in your initial lease term or if the participant has been issued a proposed termination.

**Owner or Property Manager Name:** \_\_\_\_\_

\_\_\_\_\_, NC \_\_\_\_\_  
Address City Zip Code

**Telephone:** \_\_\_\_\_ **(Cell or Work – Circle One)** **Email:** \_\_\_\_\_

*I agree with the conditions and further understand that the Orange County Housing Authority will not be responsible for any rent portion after the move-out date stated above. I understand that the Orange County Housing Authority is not a party to the lease and cannot assist with collections of outstanding debts. I further understand that this agreement does not remove any rights or responsibilities under the laws set forth in Orange County's jurisdiction.*

**Owner/Management Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owners:** If your unit is currently under abatement; the abatement will remain in effect. Please refer to the contract termination letter sent to you by the Orange County Housing Authority's Inspection Team.

**Mailing Address**  
P.O. Box 8181  
Hillsborough, NC 27278

**Main Office**  
300 W. Tryon Street  
Hillsborough, NC 27278

**Satellite Office**  
2501 Homestead Road  
Chapel Hill, NC 27516

