



Housing Authority of the City of Fulton Missouri
Notice of Intent to vacate & Request for Refund of Unused Rent & Security Deposit

I, _____, herewith give notice to vacate the premises located at _____, Fulton, MO on _____. Per our lease agreement, I understand that I can be financially liable for any and all charges if less than a 30-day notice is given from the date signed on this form. If applicable, I am requesting a refund of such unused rent and security deposit(s) that may be due after the premises have been inspected and financial accounts reconciled by the management. I also give my permission for the Fulton Housing Authority to dispose of any and all items that remain on the premises after the vacate date.

Reason for vacating the unit: _____

Forwarding Address: _____ Apt: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Date: _____

Signature: _____

For Office Use Only:

Key Returned: [] Yes [] No Lease Terminated: [] Yes [] No M/O Date: _____

Total Refund to Tenant: \$ _____ Amount Due FHA: \$ _____

| Unit # | Acct # | Bedroom Size | Inspected Date | Inspected By | Monthly Rent | Rent Due | Unused Rent | Security Deposit Refund | Vacate Charges |
|--------|--------|--------------|----------------|--------------|--------------|----------|-------------|-------------------------|----------------|
| | | | | | | | | | |

_____ Date

_____ Prepared By

