

Matthew S. Meyer
County Executive



Marcus Henry
Acting General Manager

Department of Community Services

Date:

TO:

Landlord Name _____

Landlord Address _____

FROM:

Tenant Name _____

Tenant Address _____

Please be advised that I am requesting to move out with a 60 day notice.

I understand that in order to receive a Section 8 Voucher for another unit, my rent must be paid up to date and there can be no tenant caused damages in my current unit

You understand that my Housing Assistant Payments will cease on _____.

date

Sincerely,

Tenant Signature

Date

Landlord Response: (please return via fax or by mail)

- Tenant NOT in good standing
- Notification of non-renewal accepted.

Landlord signature

Date