



Neighborhood Services  
City of Tyler  
900 W. Gentry Pkwy, Tyler, TX 75702  
Phone # (903) 531-1303  
Fax # (903) 531-1333

**NOTICE TO MOVE**

THIS IS TO INFORM YOU THAT I \_\_\_\_\_ AM GIVING YOU  
ADVANCE NOTICE TO VACATE MY PRESENT UNIT AT  
\_\_\_\_\_. I WILL HAVE ALL MY PERSONAL  
BELONGINGS AND FURNITURE OFF OF THE PREMISES AS OF  
\_\_\_\_\_ **(30-day notice and must be end of the month).** THIS DATE  
WILL BE MY EFFECTIVE TERMINATION MOVE-OUT DATE.

**BEFORE YOU COMPLETE YOUR MOVE, PLEASE MAKE SURE YOU FOLLOW  
THE DIRECTIONS LISTED BELOW:**

1. Provide a signed copy of this notice to your landlord in accordance with your lease.
2. Before you move, be sure you have cleaned up outside your unit to remove all trash and debris.
3. You must be sure you have completely cleaned the inside of your unit, including the stove, refrigerator, floors and closets. This is your responsibility.
4. If any repairs need to be made, be sure to do this before you move out. You are responsible for any negligence on your part. You are responsible for your part of any damages.

By my signature, I understand all the instructions and terms listed in this move-out notice.

\_\_\_\_\_  
SIGNATURE OF TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER OF TENANT

\_\_\_\_\_  
SIGNATURE OF LANDLORD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF LANDLORD/PROPERTY MANAGEMENT

ATTENTION: THIS FORM AND A COPY OF YOUR MOST RECENT LEASE WILL ONLY BE ACCEPTED BY YOUR ASSIGNED PHA COUNSELOR AT YOUR SCHEDULED APPOINTMENT. PLEASE CALL IN ADVANCE TO SCHEDULE AN APPOINTMENT.