

**Please Note:** This form must be returned to this office by the tenant, additional paperwork is required from the tenant upon return of this form. This office will not accept this form from the landlord.

## Housing Authority of the City of Waterbury

2 Lakewood Road  
Waterbury, Connecticut 06704  
Telephone (203) 596-2640

### **Must be Completed by Tenant:**

I, \_\_\_\_\_ do hereby give notice to my landlord  
Tenant Name

that I intend to move out of my unit located at \_\_\_\_\_  
Address of Unit

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Must be Completed by Landlord:**

I, \_\_\_\_\_ do hereby acknowledge my tenant's  
Landlord or Authorized Agent Name

intent to move out of said unit.

- I hereby state that my tenant is in **good standing** and will be able to vacate the said unit by \_\_\_\_\_  
Date of Move Out (Last day of Month)

Landlord Signature \_\_\_\_\_ Date \_\_\_\_\_

Landlord Phone Number for Confirmation \_\_\_\_\_

- \*I hereby state that my tenant is **NOT in good standing**.

Landlord Signature \_\_\_\_\_ Date \_\_\_\_\_

Landlord Phone Number for Confirmation \_\_\_\_\_

*\*If Tenant is **NOT in good standing**, the Landlord **MUST** provide in writing, detailed history of why tenant is not in good standing. **Without written documentation from the Landlord, the Tenant will be allowed to vacate as requested.***