



Equal Housing Opportunity  
TDD: (800) 649-3777



**P.O. Box 405  
Gladwin, MI 48624**

## MOVE-OUT NOTICE

**Resident** to complete the following information when planning to move-out:

Property Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Resident Name: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

Reason for move-out: \_\_\_\_\_

Forwarding Address (if known): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** You will be charged if... Unit is not clean  
Keys are not turned in on above move out date

**NOTHING can be left in unit without Management approval.**

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

**Manager** to complete the following:

What attempts have been made to keep this resident? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

*"This institution is an equal opportunity provider and employer."*

*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)."*