



Notice to Vacate (NTV)

Boulder Housing Partners | 4800 N. Broadway, Boulder, CO 80304 | p: 720-564-4610 | www.boulderhousing.org

Today's Date: _____ **Move-out Date:** _____

The Notice to Vacate (NTV) form must be submitted at least 30 days prior to the end of the lease term. Breaking the lease agreement could result in charges including an administrative fee & a break lease fee equal to one month of rent.

Resident Name(s): _____ **Current Address:** _____
 _____ Unit _____
 _____ Boulder, CO _____

Property Name: _____

Is your rent paid by automatic withdrawal? Yes No

Please deliver this notice to the community manager via mail, email, fax, or by hand to their office. The NTV may also be delivered to BHP main office at 4800 Broadway, Boulder, CO 80304. **By signing and submitting this form the resident has read and agreed to the following:**

- 1) A mandatory, pre-move-out inspection will be conducted by BHP staff within 5 days of resident giving notice. Resident will receive 48-hour notice of entry.
- 2) The lease terminates at 5:00 PM on the NTV move-out date.
 - The resident will return possession of the unit by submitting all keys to the BHP main office or the community manager by 5:00 PM on the NTV move-out date.
 - Resident is responsible to pay rent through the 30-day notice period, even if the unit is vacated earlier.
 - Once NTV is received, BHP is permitted to show the unit to prospective renters with 48-hours' notice.
- 3) A final move-out inspection will be conducted by BHP staff once unit possession is returned to BHP.
 - The final move-out inspection will occur with or without a resident present – resident's attendance is highly encouraged. *(Move-outs scheduled on holidays, Fridays, Saturdays, or Sundays will be inspected the next business day.)*
 - Please contact your community manager if you would like to be present at your final move-out inspection.
- 4) All keys are expected to be returned at the time of the final move-out inspection.
 - Resident is responsible to pay rent until all resident keys are returned to BHP.
 - If resident is not scheduling a final unit inspection with the community manager, all keys must be returned to the community manager office or to BHP main office by 5:00 PM on the move-out date.
 - When returning keys, include the name of the resident, address, and unit number.
 - Fees may be assessed if all keys are not returned.
- 5) Pets must be removed during all inspections.
- 6) BHP is authorized to remove items left in unit. Fees will apply.

Signature *Date* *Signature* *Date*

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Please provide the information below:

What is your reason for moving?

- | | | | |
|---------------------------------------|---|---|---|
| <input type="checkbox"/> Health | <input type="checkbox"/> Money | <input type="checkbox"/> Relocation | <input type="checkbox"/> Construction BHP |
| <input type="checkbox"/> Dissatisfied | <input type="checkbox"/> S8 Termination | <input type="checkbox"/> Non-Renewal of Lease | <input type="checkbox"/> Gave up S8 Voucher |
| <input type="checkbox"/> Eviction | <input type="checkbox"/> Death | <input type="checkbox"/> Other _____ | |

Where are you moving?

- | | | |
|---|---|--|
| <input type="checkbox"/> Section 8 or Public Housing | <input type="checkbox"/> Shelter/Homeless | <input type="checkbox"/> Other Subsidized Property |
| <input type="checkbox"/> Assisted Living/Nursing Home | <input type="checkbox"/> Market Rate Rental | <input type="checkbox"/> Other BHP BAR Property |
| <input type="checkbox"/> Home Ownership Market Rate | <input type="checkbox"/> Deceased | <input type="checkbox"/> Home Ownership Subsidized |
| <input type="checkbox"/> Family | <input type="checkbox"/> Other _____ | |

Forwarding Address: _____

Phone: _____

BHP USE ONLY Date Received: _____ BHP Representative: _____ EFT Notification: _____



Hearing Assistance
1-800-659-3656