**NOTICE OF PLANS TO MOVE**

**TO: Dakota County CDA, Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FROM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Print your Full Name) (Date)**

**ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Street, Apt. No.)**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(City , State, Zip Code)**

***IMPORTANT : The CDA will only approve one move in a 12 month period of time and you will be required to sign a 12 month lease.***

I am planning to move on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and want to continue

 (Moving Date)

 to receive rent assistance at my new address. I know that I must give the CDA a minimum of a *proper* 60 plus one day notice of my plans to move. I must also give my landlord the required notice as stated in my lease. If I am ending my lease before the end of the term, I understand I must have my landlord sign a mutual termination of the lease form.

When the CDA receives this notice, my CDA Representative will review my file. If I do not owe the CDA money for an outstanding claim and have met the appropriate criteria, a Representative will send me the necessary paperwork to be completed and returned to the CDA office. If I do not receive the paperwork, *I will call to make sure the CDA received my notice of plans to vacate.*

I understand that assistance in the new unit will not be approved if my total housing cost will be more that 40% of my adjusted monthly income. I also understand that I must leave my current unit in good standing. Examples of not vacating in good standing are, but not limited to: leaving unit with damages beyond normal wear and tear, failure to give proper notice to the landlord and/or CDA, having outstanding debt with the landlord, a fraud investigation is underway or I owe the CDA money.

I must return the Request for Tenancy Approval to the CDA by the 15th of the month for rental assistance to begin on the 1st of the following month. If I plan to leave the CDA’s jurisdiction it *must* be in *earlier*.

 **\*\* If you are moving out of Dakota County plan ahead!! This process is very time sensitive.**

 **Please discuss the deadlines with your representative.**

**I have made a copy of this notice for my records.**

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(Signature) (Date) (Telephone Number)