



NOTICE OF INTENT

(Due in the My Home Housing Program Office **90 days** before lease expiration.)



If the lease is to be renewed, the Landlord and Tenant must sign the top portion of this form.

Both the Landlord and Tenant agree that the My Home lease will be renewed for another year. Both parties understand that the dwelling unit must be inspected and approved; and that the appropriate forms must be submitted to the My Home Housing Program Office in a timely manner if an interruption in payments is to be avoided.

The forms that must be completed and submitted to the My Home Housing Program Office **90 days** prior to lease expiration are:

- Notice of Intent
- Request for Lease Approval
- Dwelling Unit Check List
- Lead-Based Paint Disclosure Notice
- Smoke Detector Notice
- W-9

Landlord Signature

Date

Tenant Signature

Date



If the lease is not to be renewed, the Landlord and Tenant must sign the lower portion of this form.

Both the Landlord and Tenant agree that the My Home lease will not be renewed, and that this form is notice of termination of tenancy on the lease expiration date. Both Landlord and Tenant understand that no subsidy payments will be made beyond the lease expiration date.

The Tenant further understands that the property must be vacated by the lease expiration date; and that the property must be left in the same condition as it was at initial occupancy (less normal wear and tear).

THE LANDLORD UNDERSTANDS THAT MILWAUKEE COUNTY PAID THE SECURITY DEPOSIT ON BEHALF OF THE TENANT AND THAT THE LANDLORD MUST COMPLY WITH STATE LAW, THE LEASE, AND THE CONTRACT WITH RESPECT TO RETURN OF THE SECURITY DEPOSIT. *The security deposit should be sent to Milwaukee County, per provision 2.L of the Lease. Further, if the Landlord intends to submit a damage claim under the Housing Assistance Payments Contract, the Landlord must immediately contact the Housing Representative for a move out inspection. The move out inspection must occur prior to any repairs or occupancy by a new tenant.*

Landlord Signature

Date

Tenant Signature

Date

