**Notice to Vacate**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Name**

Subject Property Address

**City, State, Zip Code**

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This letter is to inform you that you must vacate the property located at (insert address of property) within 30 days of the date of this letter: \_\_\_\_Insert Date\_\_\_\_\_\_\_. (this date, must be at least 30 days after date of this letter, and 30 days after the City has title)

As a reminder all utilities should be disconnected upon vacating. Unless previously agreed upon in writing, all personal items must be removed prior to\_\_\_\_Insert Date\_\_\_\_\_\_\_. All remaining items after this date will be disposed of.

If you have any questions or need additional assistance to complete your move, please contact

\_\_\_\_\_Subrecipient representative Contact\_\_\_\_ at \_\_\_\_\_\_insert contact information\_\_\_\_\_.

Sincerely,

Subrecipient Name

***Disclaimer:*** *The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.*