



Housing Authority of the City of Helena  
1000 Holly Street – Phone (870)338-3407  
Helena, AR 72342

## Notice of Intent to Vacate and Record of Settlement

From: \_\_\_\_\_ Address: \_\_\_\_\_

I intend to vacate the apartment at the above address on \_\_\_\_\_  
Date

I am aware of all regulations as specified in the lease agreement and intend to abide by that agreement.

My security deposit account is \$ \_\_\_\_\_. I understand and agree that final settlement of accounts shall be after I vacate and the unit is inspected. I further agree that any or all of said security deposit will be used by the Helena Housing Authority if there are any charges against me.

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

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Last Rent Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ for (Month): \_\_\_\_\_

Date Vacant: \_\_\_\_\_ Days Used in Period: \_\_\_\_\_ 5 Day Notice: \_\_\_\_\_

Previous Balance \$ \_\_\_\_\_ FWD ADDRESS: \_\_\_\_\_

Rent Due/Refund \$ \_\_\_\_\_ \_\_\_\_\_

Charges \$ \_\_\_\_\_ \_\_\_\_\_

Other \$ \_\_\_\_\_ \_\_\_\_\_

Total \$ \_\_\_\_\_ Turned in \_\_\_\_ keys

Security Deposit Credit \$ \_\_\_\_\_ Date: \_\_\_\_\_

Amount Due PHA/Tenant \$ \_\_\_\_\_ Time: \_\_\_\_\_