



30 DAY NOTICE OF INTENT TO VACATE

Name: _____ Unit: _____

LAST DAY OF TENANCY: _____

You will **stop** being charged rent on the day we receive your keys. If you return your keys via drop box, be sure to label them with your name.

To avoid charges, remove all personal items and thoroughly clean the unit.

If it is already on, please **do not** turn off the furnace! A cold apartment can lead to frozen water lines and damage.

Upon vacating, your unit will be compared to the video record made of the unit prior to your tenancy. If charges are incurred, the housing authority will deduct the cost of repair from your security deposit and the remaining balance will be sent to you.

IF YOU VACATE WITHOUT PROPER NOTICE OR A FORWARDING ADDRESS, YOU WILL FORFEIT THE SECURITY DEPOSIT.

CONTACT INFORMATION:

Forwarding Address:

Phone Number:

HOH Signature: _____ Date: _____

Adult Signature: _____ Date: _____

FOR OFFICE USE ONLY

KEYS RECEIVED: ☐ In Person ☐ Drop Box ☐ Mail

RECEIVED BY: _____

NAME

DATE