

**NOTICE OF INTENT TO VACATE**

Unit Number: \_\_\_\_\_ Date: \_\_\_\_\_ Pro-rated Rent for \_\_\_\_\_ days @ \_\_\_\_\_ per month

Development: \_\_\_\_\_ \$ \_\_\_\_\_

Washington Courts: \_\_\_\_\_

Pioneer Square: \_\_\_\_\_

Terry Courts: \_\_\_\_\_

Heritage Homes: \_\_\_\_\_

Sunny View Courts: \_\_\_\_\_

Duvall Courts: \_\_\_\_\_

Elizabeth Courts: \_\_\_\_\_

I, \_\_\_\_\_, hereby serve my 30-Day notice of my intent to vacate dwelling # \_\_\_\_\_ effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. My Reason for moving: \_\_\_\_\_

I intend to move to: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**Housing Authority requires a forwarding address**

Signature of Tenant: \_\_\_\_\_

Date of initial Occupancy:	30 Day Expiration Date:	Last Day for which Rent is Charged:	Rent paid through:
# of Keys/Date turned in:	#	Unit Inspected by:	

*The Housing Authority recommends that you schedule an inspection and inventory accounting of the premises prior to your departure. During the Move-Out Inspection, any areas of concern can be discussed providing a general idea of what may be included or excluded on the final statement. Contact the office at least 48 hours prior to your request to schedule a move-out inspection. Inspections must be scheduled to occur during regular office hours.*

1. The refund of all or any part of your security deposit and/or unearned rent depends upon your compliance with the conditions contained in your Dwelling Lease.
2. Lease cancellation requires 30-days prior notice in writing.
3. All items included on your inventory of unit equipment shall be accounted for (refer to move-in inspection for condition of unit when rented) and returned in good condition, normal wear and tear excepted. When the unit is vacated, notify the office to schedule the Move-Out Inspection and return your keys.

Your cooperation in following these simple instructions will ensure careful consideration of Security Deposit and unearned rent refund.

1. Cleaning of the premises shall include the following:
  - a. Thoroughly clean cooking range inside and out.
  - b. Clean countertops and inside and outside of cabinets and drawers.
  - c. Clean windows, inside and out.
  - d. Thoroughly clean and sanitize kitchen and bathroom sinks, tub and toilet.
  - e. Wash and clean walls and all painted woodwork. Nail holes will be patched by the Housing Authority.
  - f. Sweep and mop all floors. (All carpet installed with tack strip are considered as belonging to the Housing Authority unless tenant or representative accepts responsibility for repairing or replacing tile underneath: Refer to Carpet Agreement.)
  - g. Carpet provided by the Housing Authority should be vacuumed in preparation for professional shampooing. The Housing Authority utilizes an approved professional carpet cleaning service to clean Housing Authority carpets. This association affords a reasonable rate for service, which when applicable, will be charged to your account and included in your final statement.
  - h. Remove all boxes, papers, garbage and other rubbish.
  - i. Remove all marks and dirt from outside walls of the unit, shed must be clean and swept also.
  - j. Should there be any damage to the premises as a result of installing, servicing, or disconnecting and removing an air conditioner, you will be held responsible for all repairs.
  - k. Ensure all windows and doors are locked before final departure.
  - l. **Keys must be turned into the office, signifying date of departure, officially terminating occupancy.**

**FAILURE TO RETURN THE UNIT IN THE ORIGINAL CLEAN CONDITION CAN  
RESULT IN A SUBSTANTIAL CHARGE TO YOUR ACCOUNT**

The Housing Authority is pleased to have been of service to you during your period of residence and wishes you and your family good luck and good fortune in the days ahead.