

**WATERVLIET HOUSING AUTHORITY
2400 - 2ND AVENUE
WATERVLIET, NEW YORK 12189**

30 DAY NOTICE OF INTENTION TO VACATE

TO: Watervliet Housing Authority

FROM: _____
(Tenant Name) (Apartment Number)

DATE OF VACATE:
(Minimum of 30 days from date below)

SUBJECT: **NOTICE TO VACATE APARTMENT**

I, _____, hereby serve my 30 Day Notice to vacate apartment
_____ on the (1st) / (15th) day of _____ 20 _____. I am moving to:

Street City State ZIP Code

I must leave my apartment by the above-mentioned date or be charged for an additional month's rent. I am also responsible for any damages or excessive cleaning that may be required, such as with the refrigerator or range, and any excessive garbage left in premises.

I also understand that you have the right to show the apartment to any prospective tenant prior to my vacating the apartment as long as a WHA representative is present.

If I vacate prior to the above-mentioned date I will notify the office and return the keys to the apartment. Upon the return of keys **I may request an appointment in writing to meet with a Watervliet Housing Authority representative to inspect premises, but no later than my official date mentioned above.** After I vacate I understand the locks will be changed. I also realize that any belongings abandoned will become the property of the Watervliet Housing Authority to dispose of as we see fit. Electricity (any accounts that are paid by the tenant) will be the responsibility of the tenant until the date of vacate or the return of the keys to the apartment.

Your security deposit will be returned after the report is submitted to the office and after the notification of any charges from maintenance. It takes 30 days to process your security deposit.

Signature Date

VACATING YOUR APARTMENT

Paragraph 20 of your lease requires you to give us written notice of the date on which you will move out, at least 30 days before the move. You may not remain in your unit beyond the move - out date in your notice unless you first get written consent from the Authority. If you do not vacate the apartment by said date; you will be charged for an additional month's rent. In the event you vacate the apartment before your move - out date you must notify the office and return all keys to the apartment. Keys can be returned to the office Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. After the move - out the locks will be changed and any belongings abandoned will become property of the Authority to dispose of as we see fit. Upon return of the keys tenants may request an appointment (no later than the move - out date) in writing to meet with a Watervliet Housing Authority representative to inspect the apartment.

To obtain a full and prompt refund of your security deposit, your unit must be turned over to us in the condition it was in at move - in, except for normal wear and tear. Paragraph 9 of your lease allows us to subtract the cost of repairing any intentional or negligent damages to the dwelling unit caused by the tenant, the tenants family, dependents, or guests, and any rent or other charges owed by the tenant. You will also be charged for any excessive cleaning that may be required, such as with the refrigerator or stove, and any excessive garbage left in the premises. Tenants wishing to dispose of large items must call the office to arrange pick - up.

Tenants are not allowed to monopolize the elevators (Hanratta) or drive moving vans or any other vehicle on the grounds.

Also, for your convenience you can drop off your cable box at the office. Before you leave you must receive a receipt for the box so there will be no confusion in receiving credit.

I, have read, understand, and agree to the terms of this agreement.

Signature of Tenant	Date	Unit Number
---------------------	------	-------------

Signature of Watervliet Housing Authority Representative	Date
--	------