

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