

NOTICE OF INTENT TO MOVE

Date _____

I/We _____

1. _____ are planning to move before the expiration of the lease OR
2. _____ are not planning to execute a new lease with the Housing Authority.

I/We will be moving from _____
on _____ My new address will be _____

The reason I am moving is _____

I am requesting that the Housing Authority schedule a **PRELIMINARY MOVE OUT INSPECTION** on _____. I understand this inspection is conducted as a courtesy to me and that I may ask questions and discuss ways to keep charges at a minimum at Final Move out.

I am requesting that the **FINAL MOVE OUT INSPECTION** be scheduled on _____

The apartment will be cleaned and in good condition before the inspection. Utilities will be maintained until the end of the 30-days, even if moving earlier.

I or a representative of my family **WILL BE PRESENT** to go over the move-out inspection and to sign it and discuss the charges, if there are any.

I understand that if I am moving before the expiration and breaking the lease, I will forfeit the Security Deposit and will pay any charges assessed at move out.

Signed _____

Date: _____

Instructions

1. After completion a copy must be given to resident
2. Copy of move out directions and Check List must be attached
3. Have Resident initial here _____ showing receipt of Move out Directions