

MOVING OUT?

- 1** - Notify the Asst/Program Manager in writing at least 30 days before you plan to move.
- 2** - Don't forget to file a change of address with the Post Office.
- 3** - If moving out washers, dryers, freezers, etc., make sure you use a hand truck or take special precautions so that the flooring does not get damaged, dented, ripped or marked.
- 4** - When you move out, the apartment must be left in as good condition as it was when you moved in. This means:
 - a) All lightbulbs must be working as they were when you moved in. If any lightbulbs are not working or are missing, you must replace them before the Move-Out Inspection or you will be charged for them.
 - b) The refrigerator, freezer, range, oven, broiler pan, range vent must all be cleaned thoroughly.
 - c) All kitchen cupboards, drawers and all closets must be cleaned.
 - d) Bathroom fixtures must be cleaned.
 - e) All nails, tacks, etc. must be removed from walls.
 - f) All excess marks should be removed from walls.
 - g) All floors should be thoroughly cleaned and excess marks removed.
 - h) Clean light fixtures and globes.
- 5** - Make an appointment with the Project Manager for Move-Out Procedures. Move-Out procedures will be conducted when all your belongings have been removed and the apartment has been thoroughly cleaned.

Move-Out Procedures

- a) You need to fill out a move-out form.
 - b) You, the Asst/Program Manager, and another Housing Authority staff member will conduct a Move-Out Inspection of the apartment together.
 - c) You and the Asst/Program Manager will need to sign a move-out inspection form.
 - d) You will need to turn over your keys:
 - ✓ The apartment key goes to the Asst/Program Manager.
 - ✓ The mailbox key goes to the Post Office.
 - e) The TENANT will call PP&L and have the electricity changed over to the Housing Authority's name **EFFECTIVE THE DATE OF THE END OF YOUR 30 DAY NOTICE. You are responsible for the electricity throughout your 30-day notice.**
- 6** - You will receive your deposit refund if:
- ✓ You gave the Housing Authority proper notice of your intention to move.
 - ✓ There are no damages to the apartment other than routine wear and tear.
 - ✓ The apartment has been thoroughly cleaned.
 - ✓ You do not owe any rent or other charges to the Housing Authority.

Notice of Termination of Lease

On this date, _____, I, _____,
hereby give 30 days advance written notice of termination of my Residential Dwelling
Lease Agreement (as required by Section 19) with the Snyder County Housing Authority
for the rental unit located at _____. The
apartment will be vacated no later than _____.

I understand that upon vacating the apartment, it is my responsibility to remove telephone
or cable equipment, and notify utility companies (cable, telephone, and electric company)
of termination of service. The Housing Authority is not responsible for any items
remaining in the apartment after the above date.

I wish to schedule a move-out inspection for _____,
at _____. I understand that if I fail to appear or have a representative present at
this inspection, I will be responsible for payment of all damages as listed on the move-out
inspection sheet.

I understand that I am responsible for cleaning the apartment prior to my move-out
inspection. If the maintenance staff is required to clean the stove, refrigerator, windows,
or any other part of the dwelling unit, I will be responsible for payment of labor charges.
The charges will be computed as actual time required to clean each item listed on the
move-out inspection sheet. I also understand that I will be charged labor to remove any
debris left on the premises after the last day of occupancy listed in paragraph 1.

Reasons for termination of Residential Dwelling Lease Agreement: _____

My forwarding address is: _____

Signature of Resident