

# Intent to Vacate

TO: The Greeley/Weld Housing Authority, property manager for:

\_\_\_\_\_  
ADDRESS OF COMPLEX

You are hereby notified that the undersigned will vacate the premises on or before \_\_\_\_\_  
20\_\_

\_\_\_\_\_  
Head of Household (please print)

\_\_\_\_\_  
Name of Spouse/Other adult (please print)

\_\_\_\_\_  
Address & Unit # to be vacated

\_\_\_\_\_  
Phone number

REASON FOR VACATING: \_\_\_\_\_

Upon move-out, it is the resident's responsibility to leave his apartment clean and in good condition. Listed below are general guidelines to be followed when cleaning the apartment.

## General Area

1. Light fixtures, window sills, and closet shelves are to be cleaned and all light bulbs working.
2. Windows upstairs should be washed on the inside. Windows downstairs should be washed inside & outside
3. All linoleum is to be washed and shined.
4. All mini-blinds are to be washed and shined.
5. All doors are to be washed.
6. All walls, woodwork, door-frames, are to be washed
7. Hallway cabinets are to be washed inside and outside.
8. Exterior grounds should be cleaned of all trash and debris.

## Kitchen

1. Refrigerator is to be cleaned and turned on low.
2. Entire oven and range must be cleaned including racks. Pull range out and clean outside sides.
3. Range hood and exhaust fan are to be cleaned.
4. Cabinets and drawers are to be completely cleaned inside and out.
5. Disposal is to be cleaned by using baking soda.
6. Clean floor under refrigerator and range. Clean walls behind refrigerator and range.

## Bathroom(s)

1. Medicine cabinet(s) are to be cleaned inside and outside, including shelves. Mirrors are to be shined, no streaks.
2. If there is tile present, it needs to be washed, including the grouting. Tile should be dried to a shine.
3. Tub, basin, showers, and toilet are to be cleaned and dried to a shine.
4. Bathroom cabinets are to be washed.

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When you have completely vacated and cleaned your apartment, notify the manager's office to schedule a move-out inspection. At the time of your move-out inspection, you will be advised of what, if anything you have missed. You will have the opportunity to take care of these things yourself at that time. If you should finish your cleaning after office hours, contact the office by noon the following day to make arrangements for your walk-through inspection. If we do not hear from you, we will assume that you want us to do the walk-through ourselves as well as any additional cleanup that may be required.

If you choose to leave any or all of the cleaning to our staffs you will be charged for these cleaning services at the rate of \$15.00 per hour. This is in addition to any work we must contract out. You will receive a copy of the inspection report itemizing what type of cleanup work was necessary.

Be sure that upon vacating your apartment, you notify Public Service Company, Greeley Gas Company, and the post office. When you return your keys to the Housing Authority you must provide a forwarding address.

## TENANT AGREEMENT

I understand that in accordance with my Residential Lease, it is necessary for me to give this notice of intent to vacate thirty (30) days prior to the expiration of my lease or any month-to-month tenancy. (Lease terms always expire on the last day of a month). If a full thirty days' notice is not given, I understand that my security deposit will not be refunded. I further understand that a full month's rental payment is due by me for our last month of occupancy. I also understand that I can be subject to all cleaning and painting charges to bring my apartment up to Housing Authority standards.

The following is my forwarding address:

\_\_\_\_\_  
Street address, include apartment number if applicable

\_\_\_\_\_  
City, State, and Zip Code

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse/Other Adult

\_\_\_\_\_  
Date

Received this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_  
PHA Representative