

## ATTACHMENT “D”

### INTENT TO VACATE NOTICE-PART I

Our HOUSEKEEPING and MAINTENANCE DEPARTMENT worked very hard to provide a SAFE, CLEAN AND DECENT apartment at the time you moved in, therefore TO AVOID CLEANING and MAINTENANCE CHARGES we ask that you LEAVE YOUR APARTMENT IN THE SAME CONDITION AS IT WAS WHEN YOU MOVED IN.

- When moving out, be considerate to all the neighboring residents. Avoid banging doors and excessive noise. Move during reasonable hours.
- Curtain rods and window blinds must remain in units at Avalon Court, Thompson Gardens and Woodside Manor. □ Remove all personal belongings, furniture, etc. □ Furniture can not be placed in the trash or dumpsters. □ All appliances, windows, doors, cabinets, floors, etc. must be clean. □ Leave the refrigerator running. □ You are not expected to wax the floors but we do expect them to be mopped clean.
- Carpeting owned by the tenant must be removed and the floor left free of tape residue, etc.
- Carpeting owned by housing must be vacuumed and shampooed.
- Walls should be free of dust and grease. If you lived in housing for less than 2 years, you may be subject to a painting charge if we have to paint the walls/ceiling due to neglect. □ You will not be charged for the normal amount of small nail holes left from pictures, etc., but you may be charged for large and/or excessive nail holes.
- You must remove all contact paper, wall boarder, etc. □ Grass must be cut and the yard free of weeds, trash, etc. □ Any alterations made to the yard area must be restored. □ Windows and doors must be locked. □ Notify the Post Office of a change of address.

The resident is responsible to notify the CABLE AND TELEPHONE COMPANY that service must be disconnected.

If utilities (electric, gas, water, sewage) are in the resident's name, you are responsible to notify the utility company that you are moving and request a final reading.

# ATTACHMENT "G"

HOUSING AUTHORITY OF THE COUNTY OF GREENE  
170 EAST GREENE STREET, WAYNESBURG, PA 15370  
PHONE: 724-627-6523 FAX: 724-627-6522

## NOTICE: REQUIRED THIRTY (30) DAY 'INTENT TO VACATE'-PART II

\_\_\_\_\_  
(DATE OF NOTICE)

\_\_\_\_\_  
(EXPIRATION OF 30 DAY NOTICE)

RESIDENT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE/CELLPHONE NUMBER \_\_\_\_\_

Reason for moving \_\_\_\_\_  
\_\_\_\_\_

If you intend to be out of your apartment prior to the expiration of your 30 day notice,

please write the date here

**A MOVE-OUT INSPECTION MUST BE SCHEDULED AT THIS TIME.  
MONDAY – FRIDAY, BETWEEN 8:30 A.M. – 3:00 P.M.**

**The apartment will be empty, cleaned, and ready for inspection on:**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

- All apartment keys must be turned in otherwise a \$30.00 fee will be charged for each lock. In addition to your apartment key you must also turn in mailbox keys and key cards.
- You or a representative appointed by you must be present for the move out inspection.
- The 'Security Deposit' check will be made out to the head of household. q Your 'Security Deposit' can not be returned without a forwarding address.

Forwarding address: \_\_\_\_\_  
\_\_\_\_\_

In accordance with your dwelling lease this document will also serve as your 48-hour notice of our intent to enter your unit for the purpose of showing the apartment for releasing.

\_\_\_\_\_  
(RESIDENT SIGNATURE)

\_\_\_\_\_  
(LANDLORD REPRESENTATIVE)