



AMSTERDAM HOUSING AUTHORITY

Damaris G. Carbone, Executive Director
52 Division Street, Amsterdam, NY 12010
www.amsterdamhousingauthority.org

NOTICE OF INTENT TO VACATE
(PLEASE PRINT)

I, _____, hereby give notice that I plan to vacate the premises located at _____. I request cancellation of my Lease with the Amsterdam Housing Authority effective _____.

NOTE: Paragraph 18 of the AHA lease states that Management shall be permitted to enter your unit during reasonable hours to show the apartment for re-leasing. Management will notify you, in writing, at least two days in advance of such entry.

For Garden Apartment tenants only: You MAY NOT disconnect the power to your apartment until you turn in the apartment keys to the office. You will not receive your security deposit refund, if applicable, until the Housing Authority has received the Final Service Bill from National Grid for your unit.

Please forward my security deposit or any correspondence to:

Number where AHA Management can reach you with any questions: _____

Reason for moving: _____

Signature of Tenant/ POA/Next of Kin

Date

Signature of AHA Representative

Date

PLEASE KEEP THE ATTACHED MOVE OUT INSTRUCTIONS FOR YOUR REFERENCE



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MOVE OUT INSTRUCTIONS

ALL APARTMENTS: Be sure to call the phone company and cancel your service.

GARDEN APARTMENTS ONLY: Be sure to call National Grid at 1-800-932-0301 and cancel your gas and electric service to your apartment on the day you return the apartment keys to the AHA office.

HI RISE AND STRATTON APARTMENTS ONLY: The AHA does not allow any move-outs on the weekends. You may only move out during business days and hours. Move out days are Monday through Friday between the hours of 7:30 a.m. to 2:30 p.m. If you need to move out during the weekend you must give us 72 hours notice so we can schedule a maintenance man to be here to give you the elevator key and if you live at Stratton maintenance has to unlock the garage door for you. Tenant will be charged the maintenance overtime, hourly rate, for any weekend move outs.

ALL TENANTS:

1. Leave the refrigerator running.
2. We expect the apartment returned to us in the same condition it was given to you when you moved in. Therefore you must clean the apartment (stove, refrigerator, floors, etc). There will be a charge against the security deposit if it is not cleaned.
3. Leave the following items in the apartment: television cable transformer, ice cube trays, broiler pans and cover, curtain rods. There will be a charge against the security deposit for missing items.
4. If you have an air conditioner installed in your window(s) please call the AHA office so one of our maintenance men can remove it. No outsiders are allowed to remove air conditioners. Please give us 72 hours notice. Please leave all air conditioner window brackets in the apartment. Brackets are the property of the AHA and the security deposit will be charged a fee if the brackets are missing.
5. **HI RISE AND STRATTON ONLY:** DO NOT put any large items in the trash chutes or the maintenance compactor room. When done with your move, leave unwanted items neatly bagged and tied in trash bags in your apartment. Do not jam pack the garbage chute; if maintenance has to unplug the chute due to too many items being thrown down the chute or items that do not belong in the chute you will be charged a fee for the labor. Maintenance will dispose of any materials left in the apartment for a fee.
6. Please be sure you go to the Post Office and put in a change of address. Any mail that is delivered to the apartment will be returned to sender once you return the keys to the unit. The AHA will not be responsible for any mail.

IMPORTANT: When you are done moving and cleaning, please contact the AHA office to arrange a move out inspection with a maintenance staff person if you wish to be present. The walk through/exit inspection will identify any problems with the condition of your vacated unit. Charges for repairs due to damages and/or missing items will be deducted from the security deposit. At the time of your move out inspection please return all apartment and mailbox keys to the AHA office. You will be charged a fee for unreturned keys.

If you have any questions, please call the AHA office. We are here to help make your move as easy as possible.