

NOTICE OF INTENT TO VACATE

TO THE PENINSULA HOUSING AUTHORITY (PHA):

From: _____, Resident(s)

Please accept this statement as official notice of intent to vacate the current address at _____

On the following date: _____

(Under current lease provisions and Washington State Statute, a notice to vacate must be presented a minimum of 20 days prior to end of month.)

By my signature below, I acknowledge that the member of my household understand that:

- Residents are responsible for rent up to and including the day the keys are turned in and
- If the day to vacate changes by more than four days, the office must be notified in writing, and
- Residents are responsible for disconnecting all utilities and paying all applicable fees and charges, and
- Any items left in the unit or storage unit upon vacation are to be considered of no value and may be disposed of by PHA according to Washington State Landlord Tenant Law, and
- Residents are responsible for leaving the unit in acceptable condition and may be charged accordingly. I/we have received a listing of maintenance charges. Residents may be contacted prior to move out by PHA staff to conduct a pre-move out inspection and review cleaning requirements and
- We do do not rent a storage unit. Storage units must be vacated and empty at time of key turn in, and
- **Residents are required to schedule an appointment during normal working hours with PHA staff to turn in the keys** and be present during the final move out inspection, at which time a walk through inspection will be presented during this inspection may waive our rights to contest other charges. **I/we further understand that failure to be present during this inspection may waive our rights to contest charges.**

Please forward all statements, refunds or charges to the new or forwarding address at:

Address City, State Zip

Signature Date

OFFICE USE ONLY

Project# _____ Unit# _____ Date Received: _____ By: _____

Date of Occupancy: _____ Date of Move-Out Inspection: _____

Unit Condition: _____ Date Keys Turned In: _____

The Peninsula Housing Authority does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission of access to its programs. If you need to request a reasonable accommodation, contact the PHA at (360) 452-7631

CLEANING REQUIREMENTS

KITCHEN:

1. Clean all cupboards, counters and woodwork.
2. Clean kitchen sinks and faucet fixtures.
3. Clean stove under burners, knobs, top and oven.
4. Wash all marks off the walls.
5. Floors should be swept and mopped.
6. Light fixtures should be taken down and clean.

UTILITY ROOMS OR AREAS AND HALLWAYS:

1. Clean woodwork (doors, shelves, etc.)
2. Wash all wall and baseboards.
3. Clean light fixtures.
4. Wash floors and stairs, where applicable.

LIVING ROOM:

1. Clean the windowsill and windows. Drapery or blinds need to be dusted
2. Clean the baseboards and marks off walls.
3. Woodwork (closets, shelves, doorframes, etc.) must be washed.
4. Floors should be swept and mopped.

BEDROOMS:

Same as above.

BATHROOM:

1. Toilet and tank cleaned
2. All chrome fixtures cleaned
3. Tile and floor cleaned, with the baseboards around the floor wiped off.
4. Bathtub and sink cleaned
5. Walls washed and all mold removed.
6. Floor swept and mopped.

MISCELLANEOUS:

1. All porches or carports free of litter and swept.
2. All smoke detectors in place and working order (battery works)

The Peninsula Housing Authority does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission of access to its programs. If you need to request a reasonable accommodation, contact the PHA at (360) 452-7631