

WEST VALLEY HOUSING AUTHORITY

P. O. Box 467
Dallas, OR 97338
(503) 623-8387

- OFFICE USE ONLY -	
Development No.:	_____
Unit No.:	_____
Unit Size:	_____
Accessible:	<input checked="" type="radio"/> Yes <input checked="" type="radio"/> No

NOTICE OF INTENT TO VACATE

DATE OF NOTICE: _____

NAME OF FAMILY: _____

ADDRESS OF UNIT: _____

I hereby serve notice that I intend to vacate the above-identified dwelling on:

_____, 20_____. (30th day_____).

My reason for moving is: _____

My forwarding address is: _____

(Signature of Tenant or Representative)

All belongings are to be removed from the premises prior to turning your keys into the Housing Authority. Failure to vacate the premises and return the keys by the 30th day will result in the Tenant being responsible for an additional month's rent, unless you have been granted an extension.

- OFFICE USE ONLY -		
Returned Keys on: _____	No. of Keys returned: _____	
Move Out Inspection: _____	Move In Inspection: _____	
Last day rent charged: _____	Re-rented on: _____	
Name of new Resident: _____		
Number of Vacancy Loss Days: _____		
TYPE	WORK DAYS	CALENDER DAYS
Down Time		
Maintenance Time		
Occupancy Time		

**WEST VALLEY HOUSING AUTHORITY
MOVE-OUT TENANT CHECKLIST**

The following items are expected to be thoroughly clean and in good repair when you vacate your unit:

STOVES – Oven, including racks & broiler pan, should be thoroughly cleaned of all baked on food spills and wiped clean to remove all cleaning residue. Range top surface area, including area beneath burners, should be cleaned.

RANGE HOOD - Thoroughly clean using a grease cutting cleaner and remove fan screen. Wash the fan screen with a grease cutting cleaner and then wash with hot soapy water, rinse, let dry and reinstall.

REFRIGERATOR - Thoroughly wipe/wash the interior including grates, drawers, shelves, egg tray, and freezer compartment. Thoroughly wipe down the exterior including front and sides.

KITCHEN FIXTURES – Thoroughly wash off all countertops; scrub out sink area; wipe down faucet and faucet knobs; sink drainers should be present and cleaned.

CABINETS, CUPBOARDS, & DRAWERS – All contact paper or shelf liner paper should be removed. Cabinets, cupboards, and drawers should be wiped thoroughly clean removing any food residue.

BATHROOM FIXTURES – Thoroughly scrub out the toilet (including washing seat and cover), tub/shower, and bath basin sink. All stoppers or drain plugs should be present. Wipe off towel racks and clean mirror. Wipe down any countertops, faucets, and faucet knobs. Toilet paper holder should be present. Wipe exterior of exhaust fan cover.

FLOORS – Tile and vinyl floors should be swept and mopped. Carpeting should be vacuumed and steam cleaned with removal of stains. (Determination of whether the carpet cleaning performed by tenant is acceptable will be at the discretion of the Housing Authority.)

WALLS – Wipe/wash down walls to remove any grime and any residue from smoking.

WOODWORK – Wipe/wash down all woodwork throughout the unit to remove grime and any residue from smoking.

HARDWARE & DOORS – All doors and hardware (door handles, knobs, door stops, switch plates and outlet covers, etc.) should be wiped/washed of grime and any residue from smoking.

LIGHT FIXTURE COVERS – Remove incandescent light fixture covers, wash, and reinstall. Incandescent light fixtures should have working light bulbs. Fluorescent lights will be addressed by the Housing Authority.

WINDOWS – Glass panes should be washed inside and outside (except for high rise windows that are not accessible); window tracks and sliding glass door tracks should be thoroughly cleaned; and drapery rods should be wiped of dust build-up.

WINDOW SCREENS – All screens should be in place and clean. This includes patio door screens (if applicable).

DRAPES – Drapes should be dry cleaned and reinstalled.

TV LEAD – TV antenna lead remains in the unit.

YARD, PATIOS, BALCONIES – All individual tenant yard areas, patios, and/or balconies should be cleaned with all unwanted items disposed of and yards to be cleaned of weeds.

THE HOUSING AUTHORITY WILL CHARGE YOU, THE TENANT, FOR ALL CLEANING NOT COMPLETED AS INDICATED ON THIS CHECKLIST.

I hereby acknowledge by my signature that I have received, read, and understand this checklist.

Tenant's Signature

Date

To the West Valley Housing Authority:

Please be advised that any personal property which is left on the premises of the apartment/house formerly occupied by:

(address)

May be deemed to be relinquished by

_____ when the keys are surrendered to the Housing Authority. The Housing Authority may dispose of said property in any manner which it sees fit.

Signature

Date

Spouse Signature

Date