

*NOTICE OF INTENT TO VACATE*

THE HOUSING AUTHORITY OF THE CITY OF  
WOONSOCKET, RHODE ISLAND  
679 SOCIAL STREET  
WOONSOCKET, RI 02895  
TELEPHONE (401) 767-8000

DATE:

I, \_\_\_\_\_ HEREBY SERVE NOTICE OF MY INTENT TO VACATE DWELLING  
APARTMENT NO. \_\_\_\_\_ AT \_\_\_\_\_ ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_\_.

I INTEND TO MOVE TO \_\_\_\_\_  
(STREET)  
\_\_\_\_\_  
(CITY) (STATE) (ZIP)

MY REASON FOR MOVING IS AS FOLLOWS:

\_\_\_\_\_  
\_\_\_\_\_

**UPON VACATING, ALL KEY(S) TO APARTMENT MUST BE RETURNED.** IF THE OFFICE IS CLOSED, PUT THE KEY(S) IN AN ENVELOPE WITH THE NAME & ADDRESS AND PUT IT IN THE RENT BOX. **RENT IS CALCULATED UNTIL THE OFFICE RECEIVES THE KEY(S).**

\_\_\_\_\_  
TENANT SIGNATURE

\_\_\_\_\_  
PHONE NUMBER

NUMBER APARTMENT KEYS RETURNED \_\_\_\_\_ MAILBOX KEYS \_\_\_\_\_

MANAGERS COMMENTS: \_\_\_\_\_

PURGE MEMO \_\_\_\_\_

REFUND/BILLING TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_