



**Housing Authority of the
County of Stanislaus**

P. O. Box 581918
Modesto, CA 95358-0033

1701 Robertson Rd.

VACATE INSTRUCTION STEPS

Date: _____

Please follow the steps outlined below to insure that your account is closed promptly and accurately.

1. **Notice of your intent to move must be given in writing 30 days before the date you plan to move** and mailed to ATT: Julie, P.O. Box 581918, Modesto, CA 95358.
2. **Include the forwarding address** where you want your refund mailed, and a phone number where you can be reached after you move. If you have a refund due and you do not give a forwarding address in your notice, you will have to pick up your refund check at the office.
3. **Remove all contents from your dwelling and clean it according to the attached cleaning guide.**
4. **You have the option to have a initial move-out inspection to allow you to mitigate any cleaning or damage issues prior to your final move-out inspection and returning possession of the unit.** This option needs to be selected on the "Vacate Notice" form if exercised. An appointment will be made with an inspector to meet you at the unit to preview the empty unit no earlier than 10 days prior to your final inspection. This will allow you to make any corrections needed to mitigate your charges.
5. If you are aware of any needed repairs to your unit, see the attached "Charges to Tenant" for items you can repair or replace yourself at a lower cost before you move.
6. **Julie Palma (557-2045) will be calling you to schedule the initial inspection if you chose this option and the final inspection of the vacant unit approximately ten (10) days in advance of the expiration of the vacate notice.**
7. **Return all your house keys, HA issued mail box keys and gate openers to the inspector at the time of your final inspection.**
8. **Pay your rent IN FULL on the first of the month** during the 30 day notice period. You will be charged rent for 30 days from the date of your vacate notice or until the day you return all house keys to the inspector, whichever is longer.
9. **Call in advance if you cannot move out within the thirty day notice period.** A two week extension may be granted depending on your circumstances. An extension of two (2) weeks may be granted only once. If still not ready to move after the extension, the vacate will be canceled and a new 30 day vacate notice will need to be filled out and submitted if you still intend to vacate.

If you have any questions regarding this information, please call me at (209) 557-2045.

Sincerely,

Julie Palma
Occupancy Department