

30-DAY NOTICE OF INTENT TO VACATE DWELLING UNIT

Date Notice Given: \_\_\_\_\_ Vacate Date: \_\_\_\_\_

Move out inspection date: \_\_\_\_\_

Reason for Move: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

As required by my Dwelling Lease Agreement with Helena Housing Authority, I hereby give this 30 day notice of intent to vacate my dwelling unit.

I HAVE BEEN INFORMED OF THE FOLLOWING:

1. I must leave the dwelling unit in a clean, safe, and sanitary condition as explained in the vacate instructions and that my failure to do so will result in deductions from my security deposit. If my deposit is not sufficient to pay all cleaning and damages, I am obligated to pay the differences.
2. There will be a \$75.00 charge for a lock change if I have not returned all keys assigned to me.
3. Rent will be charged and prorated until all keys are returned to the HHA office.
4. I am expected to attend or have a representative attend the move out inspection.

I AGREE:

1. To pay all charges for damages above normal wear and tear caused by me, members of my household or guests if those damages were not listed on the move in inspection form.
2. To contact NorthWestern Energy to have utilities changed to HHA's name. I understand that I could be held liable for damages if utilities are disconnected and were not transferred to HHA's name.
3. To remove all personal property from the dwelling unit before I return the keys. I understand that I will be charge if HHA has to remove any personal property.

Any outstanding charges that are not paid will be referred to the Collection Agency.

---

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

I certify that the above named tenant has been given copies of the vacate and cleaning instructions and a copy of the security deposit policy.

---

HHA Signature \_\_\_\_\_ Date \_\_\_\_\_

## SECURITY DEPOSIT

Within 30 days of move-out or subsequent to a surrender and acceptance of the leasehold premises, the HHA shall provide the departing tenant with a written list of any rent due and any damage and cleaning charges. The HHA may use the security deposit to pay for utilities which resident has failed to pay and which are then charged against or owed by HHA. Delivery of the list must be accompanied by payment of the difference, if any, between the security deposit and the permitted charges. Delivery must be accomplished by mailing the list and refund to the new address provided by the tenant or, if a new address is not provided, the tenant's last known address.

HHA will refund the Security Deposit within **10** calendar days after the move out inspection if there are no damages, no further cleaning required, no rent unpaid and no utility charges owed.

## Move out / Cleaning Instructions

### **KITCHEN**

- **Cabinet and Drawers:**
  - Must be thoroughly washed (inside and out).
  - Surface must be free any built up grease.
  - Tops of cabinets must be free of any grease and dust.
- **Range Hood**
  - Remove fan filter and clean with a degreaser liquid. Such as: 409, Awesome etc.
  - Clean range hood. Do not use a scouring pad as this will remove the paint.
- **Stove**
  - Lift top of stove to clean spillage around burners.
  - Clean burner pans.
  - Clean stove surface
  - Pull stove away from wall and clean sides.
- **Oven and Broiler**
  - Use oven cleaner to clean oven.
  - Wipe out all food spillage and oven cleaner film.
  - Pull out bottom drawer and clean spillage.
- **Refrigerator**
  - **DO NOT UNPLUG THE FRIDGE.**
  - Wash exterior of fridge. (Front and side of fridge)
  - Clean inside of fridge. Remove all food spillage.
  - Remove all food from fridge.
- **Freezer**
  - Has been defrosted and cleaned.
  - Remove all food from freezer
- **Kitchen Sink/Faucet**
  - Clean sink and faucet.
- **Countertops**
  - Wipe down all countertops.
- **Garbage**
  - Remove all garbage from the unit.

### **FURNACE AND HOT WATER AREA**

- Fixtures are free of lint and dust.

## **BATHROOMS**

- **Tub/Shower**
  - Remove soap build up in the tub, on the tiles.
- **Sink**
  - Sink is clean.
  - Interior and exterior vanity cabinet is clean, shelving and drawers are clean.
  - Exterior of door and drawers are clean of dirt or grim.
  - Clean inside of medicine cabinet including shelves.
  - Mirrors are clean.
  - There is no damage to mirror, vanity cabinet or medicine cabinet.
- **Toilet**
  - Base of toilet must be clean.
  - Clean toilet bowl and wipe down toilet.

## **FLOORS**

- Floors have been swept clean of debris and are free from black marks.
- They do not have a buildup of dirt in corners.
- Mop boards are clean.
- Mop floors.
- Pull out fridge and stove and sweep / mop floors.

## **WALLS**

- **DO NOT FILL IN NAIL HOLES OR HOLES IN WALLS.**
- Wash all walls
- Walls are free from grease and are clean.
- Remove stickers from walls and ceiling.

## **DOORS**

- Wipe down all doors.
- Remove stickers from doors.

## **WINDOWS**

- Wipe out window sills.
- Remove plastic cover over windows.

## **ENTRY WAY, PORCHES, STEPS AND STORAGE ROOMS**

- Must be swept and kept clean of litter, debris and garbage at all times.
- Wipe down entry doors.

## **Laundry Area**

- All appliance must be unhooked and shutoffs must be closed tightly to avoid leaking and causing damages.