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NOTICE OF INTENT TO VACATE

DATE OF NOTICE: _____

NAME OF FAMILY: _____

ADDRESS OF UNIT: _____

I hereby serve notice (minimum 30-days) that I intend to vacate the above-identified dwelling on:

_____.

My reason for moving is: _____

My forwarding address is: _____

I hereby acknowledge it is my **responsibility to provide at least 30 days, advance notice** of my household's intent to vacate the premises, my household will be **held responsible for the rent for a minimum of 30 days from the date of this notice**, and, if the keys are not surrendered to Management by the end of the 30th day, my household will be **charged additional rent until such time keys are surrendered and Management has lawful possession of the unit.**

(Signature of Tenant or Representative)

All belongings are to be removed from the premises prior to turning your keys into the Housing Authority.



MOVE-OUT CHECKLIST

The Housing Authority provides this checklist to aid you in obtaining as much of your Security Deposit as possible. The following items are expected to be thoroughly cleaned 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 be wiped clean to remove all cleaning residue. Range top surface area, including the 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 the 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.

CABINETES, CUPBOARDS, & DRAWERS – All contact paper or shelf liner paper and their adhesives 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 the 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/or residue.

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

HARWARE & 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.

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

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. Drapery rods (if applicable) should be wiped of dust build-up.

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

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.

Head of Household Signature

Date