

Move-Out Requirements
Giving Your Notice To Move and Security Deposit Refund
Lease Addendum No. 14
Stevens Point Housing Authority

Giving Your Notice to Move:

You may terminate your lease and move by giving thirty (30) days written notice to management. Management has a move-out form for you to use. If you move out before completing the one year term of your Lease, you will be responsible for payment of each month's rent until Lease end or until the unit is re-rented. There are certain requirements insofar as leaving your apartment are concerned. The following conditions must be met:

- 1) Your rent must be paid in full at the time of vacating. At no time can security deposits be used for payment of rent.
- 2) You must give the Housing Authority a WRITTEN notice not less than thirty (30) days in advance of your intent to move. The Management is to incur no rent loss because of your failure to give thirty (30) day's written notice of your intent to vacate.
- 3) No extra cleaning, repairs, or replacements should be necessary after you vacate the unit.
- 4) You must pay all service charges resulting from damages to the premises beyond ordinary wear.
- 5) All keys to the unit are to be returned to the management office upon vacating. A charge will be assessed for any **Keys** or **Microchips** not returned.
- 6) You must contact the Management to determine the time and date of the move-out inspection. If you fail to either arrange for; or participate in a move-out inspection, charges to your security deposit for damages, repairs or cleaning beyond normal wear and tear will not be discussed or negotiated once they are assessed.

Basic Move-Out Instructions:

- 1) You are responsible to have any cable or land-line telephone disconnected and mail forwarded to your new address. Any home health equipment should be returned to the company. The Management will not do this.
- 2) If you choose to leave garbage/recyclables for maintenance to throw away you will be charged for removal.
- 3) If you plan to dispose of an excessive amount of garbage there will be a charge imposed. We ask that you report this so that we can discuss the charge.
- 4) You may not dispose of any furniture items without first notifying Maintenance as there is a charge to us for disposal of all large items. You may not leave furniture or any items you no longer want in any common areas; or by any dumpsters or recycling areas.
- 5) If you live in a scattered site be sure to transfer utilities back to the Housing Authority as of your last day occupying the unit.

Items that will be charged against your security deposit if they are not in good condition or present when you move-out:

- Keys: 2 apartment and if it applies microchips and mailbox keys.
- Stove and stove parts must be clean and broiler pan clean and in place.
- Refrigerator must be clean-(glass, shelves, gaskets, etc.), ice cube trays there.
- Cabinet knobs and water stoppers must be in place.
- Windows, screens, shades are working and in good condition.
- All curtain rods, traverse rods and parts must be in place and in good condition.
- If it applies; doorbell and buttons in good condition.
- Toilet, tub/shower and sink clean. Towel bars, shower rod/curtain, grab bars, cabinet, mirror in place and in good condition.
- Floors- clean and waxed. If applicable; carpets vacuumed and cleaned. Carpets you

- personally own must be removed.
- Smoke detectors operational and in place.
 - Walls washed. Do not fill in small nail holes.
DO NOT PAINT ANY WALLS OR CEILINGS.
 - Doors have no broken locks, holes in doors, missing door bumpers.
 - Woodwork and door casings in good condition.
 - Light fixtures clean and working.
 - Closet doors, shelves, poles in good condition.
 - Heat registers in good condition.
 - Electrical switch plates, receptacles or TV cable cord in good condition.
 - All possessions, garbage, recycling are removed from all floors of apartment, around exterior of apartment. No non-running vehicles or bicycles left on premises.
 - Any other damaged or missing items including malicious damage will be charged to security deposit.

Scattered-Site Family Housing:

- Storage sheds emptied, personal lock removed if one was used. Grass mowed or snow shoveled as needed.

Hi-Rise Manor:

- Only the back entrance (parking stall "X") may be used for moving in or out of the building and is where moving trucks or vehicles should park. Please do not block the driveway.
- Only the large elevator may be used for moving in or out of the building. It is equipped with a rear door for the purpose of making it easier for people to move equipment and furniture through the back entrance.
- Do not block the elevator door or leave the elevator on hold between trips to your vehicle or apartment.
- Utmost care should be taken so you do not mar or scratch the walls, doors, and door jams. Do not drag heavy furniture on the hall carpets. Moving carts are available in the hallway by the back entrance. In inclement weather please keep the building and carpets clean.
- Please do not stack your personal belongings in the hallways while moving. This includes the area in front of the elevator doors and the hallway to the back entrance.