

To Martin Housing Authority

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned residents will vacate said premises on or before _____, 20____. Resident understands that they are responsible for rent for 30 days from notice date, regardless of move out date.

Name (Please print)	Address
Name (Please print)	Phone No.
Dated this ____ day of _____, 20__	Resident Signature
IT IS THE RESIDENT'S OBLIGATION TO LEAVE THE APARTMENT CLEAN AND IN GOOD CONDITION AT THE TIME OF VACATING AS INDICATED BY THE INSPECTION REPORT COMPLETED AT MOVE IN. THE FOLLOWING IS A CLEANING GUIDE TO BE USED IN ADDITION TO THE INSPECTION REPORT.	
GENERAL AREA	
<ol style="list-style-type: none"> 1. Walls are to be washed and all marks removed. 2. Windows are to be washed and the tracks cleaned. 3. Light fixtures, lamps, window sills and shelves are to be cleaned. 4. All light fixtures should have working bulbs. 5. All closets are to be cleaned. 6. All floors are to be swept and mopped clean. 	
KITCHEN	
<ol style="list-style-type: none"> 1. Refrigerator is to be cleaned inside/outside and turned on low. DO NOT TURN OFF 2. Range is to be cleaned thoroughly, including top, sides, under drip pans and drip pans. Oven must be cleaned thoroughly. 3. Hood and exhaust fan are to be cleaned. 4. Wall behind/beside the range must be cleaned thoroughly. 5. Countertops and sink are to be cleaned. 6. Cabinets are to have all paper and utensils removed and shelves and drawers cleaned. 7. Floor is to be swept and mopped clean. 	
BATHROOM	
<ol style="list-style-type: none"> 1. Bathtub surround is to be washed and grout cleaned. 2. Medicine cabinet is to be cleaned including mirror and shelves. 3. Tub, basin and toilet are to be cleaned. 4. Floor is to be swept and mopped clean. 	
WASHER & DRYER HOOK UP	
<ol style="list-style-type: none"> 1. Washer faucets are to be turned off and capped to prevent dripping. 2. Dryer vent is to be free from lint. 	
OUTSIDE	
<ol style="list-style-type: none"> 1. Porches are to be cleaned and cleared of any items. 2. Yard is to be cleared of any garbage and junk items. 	
IN ADDITION, YOU SHOULD RETURN YOUR MAILBOX KEYS AND LEAVE A FORWARDING ADDRESS WITH THE POST OFFICE, UNLESS MARTIN HOUSING AUTHORITY ISSUED THE MAILBOX KEY, THEN YOU SHOULD RETURN IT WITH DOOR KEYS AT MOVE OUT TO THE HOUSING OFFICE.	
The condition of the apartment at the time of vacating shall be inspected against the move-in inspection report by housing personnel. Resident is expected to be present at move out inspection. Security deposits are refunded in accordance with the conditions set forth in the Lease.	
Please give us the reason you are vacating:	