

NOTICE OF INTENT TO VACATE

Please complete the appropriate sections of this form and the attached Exit Interview. You MUST give 30 days' notice and schedule a move-out inspection with the property manager prior to your moving out.

THIS SECTION TO BE COMPLETED BY TENANT

Date: _____

I, _____, hereby serve notice of my intent to vacate my dwelling at (Unit Address) _____ on the _____ day of _____, 20____. My new address will be:

Number and Street	City	State	Zip Code
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Best contact phone number	Signed _____	Tenant
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Tenant

THIS SECTION TO BE COMPLETED BY PROPERTY MANAGER

Property Name: _____ Apt. Size: _____

ITV Enter In Software: _____ Date Unit Actually Vacated: _____

Unit Inspection Date: _____ Time: _____

Last Date for Which Rent is to be Charged: _____

Are there any move-out charges: _____ Move-out charges cost: _____

Date Security Deposit refunded or tenant invoice: _____

Signature of Property Manager _____ Date _____

**LIST OF ITEMS TO BE COMPLETED BY THE DATE
AND TIME OF A TENANT MOVE OUT INSPECTION**

* * FAILURE TO COMPLY MAY RESULT IN A BILLING FOR THE ITEM(S) NEGLECTED. * *

- APPLIANCES (stove, refrigerator): To be cleaned inside and outside.
- KITCHEN: Cabinets and closets to be cleaned.
- BATHROOM: Tub, sink and toilet must be cleaned.
- YARD: Tool shed and window wells to be cleaned. (Welles Village only)
- ALL ROOMS: To be emptied and swept.
- CELLAR: Must be cleaned up, and;
- ITEMS TO BE BROUGHT TO DUMP: Must be left in one pile by the end of the driveway and separated from ordinary trash collection. (Trash for rubbish collector must be bagged securely and placed in your trash can.) GHA will bring one pick-up truck load of items to the dump free of charge. Addition trips will be charged at \$75 per load
- CNG & Eversource Meters are to be transferred into the Housing Authority of the Town of Glastonbury on the day of the move out inspection. The housing authority will call to verify transfer of the meters.
- Failure to return keys by the move out inspection time will result in being charged for a lock change.

THANK YOU

EXIT INTERVIEW

We are sorry to learn that you are leaving. We are living in a mobile society and there can be many reasons for such a move. GHA would like to know if there has been anything about your occupancy with us that has prompted this decision. We would appreciate your taking a moment to respond to the questions below and returning your answers to us.

Have you been pleased with the general appearance of the grounds, walks, and other facilities and the manner in which they have been maintained? Please specify.

Have your requests for service and repairs been taken care of in a prompt and satisfactory manner? Please specify.

Have you been treated courteously and fairly by the property manager? Other GHA staff? Has the property manager been available when needed? Please specify.

Is there anything we might have done to encourage you to continue as a resident in our apartment community? Please specify.

Reason for leaving (check one or more):

- | | |
|---|--|
| <input type="checkbox"/> Moving to a larger apartment | <input type="checkbox"/> Moving to a smaller apartment |
| <input type="checkbox"/> Moving to a newer apartment | <input type="checkbox"/> Purchasing a home |
| <input type="checkbox"/> Dissatisfied with management | <input type="checkbox"/> Moving out of area |
| <input type="checkbox"/> Other _____ | |

Any other comments or suggestions as to how your stay with us could have been made more pleasant?

Resident's signature _____ Date _____

Unit vacated _____ Property _____