

Notice to Vacate Policy

When a tenant is moving out, they must submit a written notification 30 days in advance (if moving before the end of your first year lease, talk to the property manager). This is to help coordinate any maintenance or repair work that needs to occur before the new tenant moves in, as well as to set the move-in date for the new tenant.

A tenant may give their 30-day notice any time of the month. **The 30 day period begins the day the office (428 W. 5th St.) receives the written notice.** Tenants are obligated to pay rent through the rest of the 30 day period, even though they choose to vacate before the 30 days are over.

If the tenant has not completely moved out by the date specified, and the keys are not returned to the office by 9am the following business day, the tenant will be charged \$25 per day until the unit is fully vacant and all keys are returned to the HRA office.

If you have any questions regarding this policy, please contact the Property Manager at the Red Wing HRA at 651-388-7571.



Jordan Towers--MOVE OUT CHECKLIST **Keep for your reference as you move out.**

1. Give notice to vacate – 30 days notice can be given any time during the month. Even if a person dies a notice to vacate form must be filled out. **The 30 days start, when the notice to vacate is delivered to the RW HRA office at 428 W., 5th St. Office hours are Mon. – Fri. 9am to 3:30pm.** The notice must be date stamped by the HRA office for it to be official. If you need to give notice before the end of your first year lease please talk to the Property Manger.
2. Once a notice to vacate is received the maintenance staff will do a preliminary move out inspection of the apartment. If you want to be present please indicate this when you give notice to vacate. Please leave the phone number of the person wishing to be present and what day and time works best. **Move out inspections are done Mon. – Fri. from 9am to 3:00pm.**
3. The expectation is that the apartment will be in the same condition it was when the tenant moved in (minus “normal” wear and tear). Be sure the kitchen, including all appliances, and the bathroom are cleaned thoroughly.
4. The air conditioners are the property of the tenant so they either have to be sold, moved or can be donated to the HRA. (If donated a letter stating that must be given to the Property Manager) If you wish, the Social Services Coordinator can help you make for sale posters, which will be posted on the 1st floor bulletin boards.
5. Moving sales can be conducted in the apartment, but you are responsible for letting people in and out of the building. **The tables in the floor lounges and in the laundry rooms are not to be used as a way to**

donate items to other residents. If you have items you want to give away you need to have residents come to the apartment.

6. When clearing out the apartment up to **two orange (39 gallon bags)**, will be provided by the HRA, the bags can be left in the kitchen of the unit – additional bags can be purchased for \$5/bag at the RWHRA office. All garbage not in the orange bags must be removed from premise of Jordan Towers (not deposited in the Jordan Towers dumpsters) by the person responsible for the move.
7. Furniture, dishes, clothes etc. can be donated to the Salvation Army (388-9270), Annadee's Closet (388-7031), The Wise Penny (385-0565) or Connecting Connection (388-1900). It is best to call and find out exactly what they will and will not take, and when is the best time to drop items off.
8. If you need to dispose of items they can be taken to the RW incinerator (385-3658). There is a charge associated with disposal. Please call the incinerator with specific questions.
9. Moving carts are located in JI & JII. **Elevators can be locked open by calling ahead of time and requesting maintenance to lock them out on a specific day and time. Please note that the elevators will not be locked open from 11:00am to 12:30pm;** elevators are being used at that time for tenants going to and from the dining room. Moving carts can damage walls and floors; please exercise caution when using them.
10. If you want to be present at the final maintenance inspection of the apartment a letter will be sent as to date and time of the move out inspection.
11. See notice to vacate policy regarding the turning in of keys and key fob. Keys that are not returned will result in a charge of \$25 per key and if the fob is not returned you will be charged \$43.
12. A wireless modem is installed in every unit. The modem is mounted on the wall in the living room and is not to be removed. If the modem or the cords are removed, a charge of \$65.00 will be added to the security deposit disposition.
13. QAM boxes will be installed in units where the television may not be reading the television signal properly. These boxes are to remain in the unit at move out. If the QAM box and cords are removed, a charge of \$80.00 will be added to the security deposit disposition.
14. If you have the HRA landline service, please turn in the telephone equipment to the HRA office. HRA staff will contact Stortz, upon receipt of this equipment, to inform all equipment has been returned so they can issue the refund check.
15. A security deposition letter will be mailed to the forwarding address listed on the notice to vacate within 21 days, after the keys are turned in to the HRA office. It will explain any charges and will also show you the amount of the refund check you may receive.
16. **Security Deposit Refund Check:** If you are to receive a refund check, the check will only be made payable to the tenant which is vacating the unit. If that person has passed away, then the check will be made out to "To the estate of the tenant" who had resided in the unit.

If you have questions please talk to the Housing Property Manager (301-7020) or the Social Service Coordinator (301-7018).

For Office Use Only:

Date Received:

Initials:

Notice to Vacate

I, _____ hereby give notice that I will vacate the rental unit located at: _____

- Reason for moving: _____
- I will have all of my belongings out of the unit by Midnight on _____ . I will return all apartment keys to the HRA office either on this day or before 9:00 a.m. the next business day. If the apartment is not vacant and the keys returned as indicated above, I understand I will be charged **\$25.00 per day** until this is done.

X _____
Tenant's Signature

Date

Forwarding Address: _____

Phone Number: _____

Security Deposit Refund Check:

If you are to receive a refund check, the check will only be made payable to the tenant which is vacating the unit. If that person has passed away, then the check will be made out "To the Estate of the tenant" who had resided in the unit.

Jordan Tower's tenants only: If you wish to sell your air conditioner, contact the Social Service Coordinator for assistance. We do not guarantee that your air conditioner will be purchased.