

Notice to Vacate Red Wing HRA



- Give notice to vacate – 30 days notice can be given any time during the month. 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.
- Once a notice to vacate is received the maintenance staff will do a preliminary move out inspection of the apartment. This inspection will be scheduled and a notice will be delivered to the tenant.
- The move out inspection will be scheduled and a letter will be sent as to date and time of the inspection.
- The expectation is that the apartment will be in the same condition it was when the tenant moved in (minus “normal” wear and tear). See checklist for examples. All items need to be cleared out of the unit including the air conditioners; which are the property of the tenant.
- 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 \$45.
- 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.
- 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 Property Manager, Assistant Property Manager, or Resident Services Coordinators.

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 and/or FOB to the HRA office either on this day or before 9:00 a.m. the next business day.

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.

RESIDENTIAL SERVICE



REQUEST FOR DISCONTINUATION OF RESIDENTIAL SERVICE

Form will only be accepted if filled out completely and signed by both parties

Service Address

Street Address: _____ Unit# _____

City: _____ State: _____

Date

Date Billing Responsibility Ends* ____/____/____

* The date provided represents a mutually agreed to date and will be used in the event of any disputes.

Tenant Information

Primary Name on Account: _____

Contact Telephone Number: (____) _____ Cell Home Work

Forwarding Address: _____

NOTE TO TENANT: When this form is used it is not necessary to call Xcel Energy to end service.

Owner

Owner/Property Manager Name: _____

Telephone Number: (____) _____ Date: _____

Signatures

Signatures of both parties are required

Tenant's Signature: _____ Date: _____
(Must be signed customer named on account)

Owner/Property Manager Signature: _____ Date: _____

Fax Completed Form to 800-895-2895



Red Wing Housing & Redevelopment Authority

428 West Fifth Street
Red Wing, MN 55066

Telephone (651) 388-7571 TDD/TTY 7-1-1
FAX (651) 385-0551

www.redwinghra.org

I, _____, wish to **stop** my ACH payments effective on _____. This notice is being provided with enough time for Finance Department to stop all payments. (By the 20th of the month before payment should come out)

Signature: _____ **Date:** _____