

Notice to Vacate Jordan Tower I & II



- 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. – Thurs. 7:30am to 4:30pm and Fri. 8am to 12:00pm. The notice must be date stamped by the HRA office for it to be official.
- 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). All items need to be cleared out of the unit including the air conditioners; which are the property of the tenant.
- Moving carts are located in JI & JII stairwell. Moving carts can damage walls and floors; please exercise caution when using them.
- 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 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.
- 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.
- 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.
- 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.



Red Wing Housing & Redevelopment Authority

428 West Fifth Street
Red Wing, MN 55066

Telephone & TDD (651) 388-7571
FAX (651) 385-0551

Website: 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: _____



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Disconnect Notice for Red Wing HRA Cable, Internet and Landline Phone Services

Tenant: _____ JI or JII, Unit # _____

Phone Number: _____

Services to Disconnect: _____ Cable (required to have in order to have internet & landline phone services)
 _____ Internet (required to have in order to have landline phone service)
 _____ Landline Phone

To Disconnect Service: Notice to disconnect your services must be submitted to the HRA indicating when to end services; this is called the effective date. You are responsible for payment of your HRA services through the end of the month in which you have given notice. If the notice is submitted after staff have processed for the next month's payments and you are signed up for ACH, you will receive a credit on next months bill.

I hereby give notice that I no longer want the HRA services effective _____ (always the last day of the month).

Cable QAM Box

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.

Internet Modem

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.

Landline Phone Equipment

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.

Tenant: _____ Date: _____

Landlord: _____ Date: _____

Office Use Only:

- Copy to tenant
- Stortz
- Finance Staff
- HAB Work Order
- HAB Charges