



Now that you have given notice ... What Happens Next?

1. Please make sure that the housing authority has your forwarding address and, if you have one, a phone number where you can be reached.
2. When you are ready to complete your move, you need to complete a Check-out (Move-out) Inspection of your unit with the maintenance department. This will need to be scheduled ahead of time. Please call the office at 367-3323 and make an appointment to have this completed.
3. At the check-out, the maintenance staff will look at the apartment and compare the condition of the apartment now to the apartment at move-in. Anything that is not considered normal wear and tear will be charged to your account. Following is an example of what needs to be completed. This is by no means an exhaustive list:
 - a. You must wash down the walls
 - b. Clean the kitchen (including stove & refrigerator)
 - c. Clean the bathroom
 - d. Vacuum or mop the floors-whichever applies to your unit.
 - e. If there are light bulbs missing from sockets-you will be charged for each light bulb so make sure there is a working light bulb in every fixture.
 - f. If trashcans are missing you will be charged to replace them. (Duplexes only)
4. At the check-out, the maintenance department will collect the keys to the unit you occupied and the card key (if you lived at Mall Towers). Failure to return the keys will result in a charge to your account for re-keying the locks.
5. If you live in the duplexes your utilities must remain in your name until the last day of your 30-day notice. Remember, a proper 30-day notice is from the 1st to the end of the month.
6. You will receive a summary of your account balance within 30-days of moving. Tenant checks are generated the 15th of the month. Failure to provide a forwarding address may result in you not receiving your account summary and refund check (if applicable).

Reminder: *(Please keep for your records)*

Check-out is Scheduled for: _____ at **9:00 AM** **1:00 PM**
Date Circle scheduled time