



# WHITE PLAINS HOUSING AUTHORITY

- WINBROOK
- LAKEVIEW
- SCHUYLER-DeKALB

## NOTICE OF INTENT TO VACATE FORM

THIS FORM WAS \_\_\_\_\_ MAILED TO RESIDENT BY REQUEST  
\_\_\_\_\_ PERSONALLY GIVEN TO RESIDENT IN MANAGEMENT OFFICE

WPHA STAFF SIGNATURE \_\_\_\_\_  
TITLE \_\_\_\_\_  
DATE \_\_\_\_\_

### ALL QUESTIONS MUST BE ANSWERED BY THE LEASE HOLDER

Please print: DATE \_\_\_\_\_  
NAME \_\_\_\_\_  
BUILDING \_\_\_\_\_  
APT # \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

Entire family vacating? Yes  No   
Family member vacating? Yes  No  if "yes" please state family member's name:

\_\_\_\_\_ WPHA may require additional information to confirm validity of stated move-out for this family member

MOVE-OUT DATE: \_\_\_\_\_

REASON FOR VACATING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

Street/PO BOX \_\_\_\_\_

Apt # \_\_\_\_\_

City/Town \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone [include area code] \_\_\_\_\_

### REQUIRED COMPLETION OF REVERSE SIDE OF THIS DOCUMENT

**PLEASE TAKE NOTICE OF THE FOLLOWING MOVE-OUT PROCEDURES AS STATED IN YOUR LEASE AGREEMENT**

PER PART I., SECTION XIV. TERMINATION OF LEASE, ARTICLE (d): Tenant may terminate this lease at any time by giving 30 days written notice as described in SECTION XIII. NOTICE PROCEDURES: ARTICLE (a) Tenant Responsibility -- Any notice to Authority must be in writing, delivered to the Authority's central office, or sent by prepaid first-class mail, properly addressed. [966.4 (k)(1)(ii)]. SECTION XI. INSPECTIONS: ARTICLE (c) Move-Out Inspection -- The Authority will inspect the unit at the time Tenant vacates and give Tenant a written statement of the charges, if any, for which Tenant is responsible. Tenant and/or representative may join in such inspection, as scheduled at the Housing Authority's convenience unless tenant vacates without notice to the Authority [966.4 (i)]; SECTION IX. TENANT'S OBLIGATIONS: ARTICLE (w) to remove any personal property left on Authority property when Tenant leaves, abandons or surrenders the dwelling unit. Property left for more than 30 days shall be considered abandoned and will be disposed of by the Authority. Costs for storage and disposal shall be assessed against the former tenant; and SECTION V. SECURITY DEPOSIT... The Security Deposit may not be used to pay rent or other charges while tenant occupies the dwelling unit. No refund or the Security Deposit will be made until tenant has vacated, and the dwelling unit has been inspected by the Authority.

**Is rent and all other additional charges paid in full?**

**yes**    **no**

**If "no", are you willing to sign a repayment agreement?**

**yes**    **no**

**ARE YOU SUBMITTING THIS MOVE-OUT BY PROVIDING 30 DAYS WRITTEN NOTICE?**

**yes**    **no**

**Do you wish to be present for the required move-out inspection?**

**yes**    **no**

**Comments:** \_\_\_\_\_

**KEYS MUST BE SUBMITTED TO THE MAIN OFFICE, 223 DR. MLK, JR., BLVD. BY 4:00PM, MONDAY thru FRIDAY [except dates office closed via Holiday, etc.]**

**What date will keys be submitted?**

**PLEASE PROVIDE TELEPHONE NUMBER TO REACHED** \_\_\_\_\_

I, [we] hereby certify the above information is true and correct. I, [we] further understand that any misrepresentation of information or failure to disclose information requested on this form will disqualify me for the Security Deposit Refund. Additionally, if rent and all other charges are not paid in full, and no repayment agreement is executed, will result in grounds for legal collection.

**Signature of Head of Household** \_\_\_\_\_ **date** \_\_\_\_\_

**Signature of spouse/other adult** \_\_\_\_\_ **date** \_\_\_\_\_