

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 Housing 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 Jennifer.
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 Jennifer) If you wish, Enid 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. Recyclable items can be taken to the Hove Metals (388-5944). 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 or Hove Metals 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 please schedule a time **(Mon – Fri. 9am to 3pm)** with the Maintenance Supervisor Paul Nesteby (651-301-7015).
11. See notice to vacate policy regarding the turning in of keys and key fob.
12. 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.
13. 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 have questions please talk to the Housing Property Manager (301-7024) 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

or, if giving notice for a family member

X _____
Signature of Person Giving Notice

Date

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.

Forwarding Address: _____

Phone Number: _____

Security Deposit Check
Payable To:

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
TDD/TTY 7-1-1

Telephone (651) 385-7571
FAX (651) 385-0551
www.redwinghra.org

I, _____, wish to **stop** my ACH payments effective on _____. I wish to **stop** the following charges from being taken out via ACH. (Please circle all that apply):

Rent	Parking	Air Conditioning	Additional Utilities
Maintenance Charges	Cable	Internet	

I, _____, wish to **adjust** my ACH payments effective on _____. I wish to **only** have the following charges to be taken out via ACH. (Please circle all that apply):

Rent	Parking	Air Conditioning	Additional Utilities
Maintenance Charges	Cable	Internet	

Signature: _____ Date: _____

If/When you wish to restart your ACH you will need to fill out a new form at the HRA office

NOTICE TO DISCONNECT HRA INTERNET

Name

Address

Telephone Number

This form is to be completed when disconnecting from HRA internet service.

Please complete the information below and return to the Red Wing HRA office.

To Disconnect Service

A one month plus one day notice must be given in order to disconnect your service. You are responsible for payment of your HRA internet service through the end of the following month in which you have given notice. This is called the effective date. For example if notice was given on 9/25/14 you will be responsible to pay your internet bill through 10/31/14.

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

Cable Modem:

A deposit fee of either \$35.00 or \$65.00, depending on type of modem which was paid for at installation, will be refunded for the cable modem, power, cord, cable jack and two-way splitter upon return of the equipment to the HRA office.

Signatures:

Tenant: _____ Date: _____

HRA Staff: _____ Date: _____

Modem Returned: Yes _____ No _____

Modem Number: _____

WORK REQUEST FORM
Notice to Disconnect to HRA Private Cable System

Name

Address

Telephone Number

This form is to be completed when disconnecting from the HRA Private Cable System.

Please complete the information below and return to the Red Wing HRA office.

To Disconnect Service

A one month plus one day notice must be given in order to disconnect your service. You are responsible for payment of your HRA Private Cable System through the end of the following month in which you have given notice. This is called the effective date. For example if notice was given on 9/25/07 you will be responsible to pay your cable bill through 10/31/07.

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

In order to avoid interruption in service please select one of the following:

- 1.) I would like to continue to receive the HRA Private Cable System through the time I am paid up: **Yes or No** (circle one).
- 2.) I would like the HRA Private Cable System disconnected immediately. Please reconnect my TV to the antenna. I understand that I am responsible to pay the HRA Private Cable System through the above effective date: **Yes or No** (circle one).
- 3.) I authorize the HRA to disconnect my HRA Private Cable System at the time Charter Cable is to be connected for my TV service. I understand I will be disconnected from HRA Private Cable System no later than my above effective date. I understand I am responsible to contact Charter Cable for their service: **Yes or No** (circle one).

X _____
Signature Date

Or, if giving notice for a family member

X _____
Signature of Person Giving Notice Date

X _____
Maintenance Staff Date Completed

RETURN ORIGINAL TO ASSISTED HOUSING COORDINATOR

Common/assisted housing/procedures & instructions/notice to disconnect HRA cable 10.26.11