

Notice of Intention to Vacate – Jonesboro Sunset Gardens & Craighead Place

I, _____, hereby serve notice of my intent to vacate the apartment unit located at _____ on _____, 20_____.

I intent to move to: _____
Street Address City, State Zip

I shall receive mail at: _____
PO Box or Street City, State Zip

My reason for moving is: _____

If your electricity is shut off upon move out, a \$20.00 reconnection fee may be charged. You may have utilities transferred to JURHA upon your move-out. If utilities are turned on in JURHA name prior to your moving, you will be charged for the service.

Notice to ALL Residents:

- 1. Per your lease you must give a 30 day notice and turn in all apartment & mailbox keys. You will be charged rent until the 30 day notice has expired AND the keys returned to our office or the apartment has been rented AND the keys have been returned.**

Section 8 Voucher Holders:

- 1. You will NOT be cleared for Section 8 or any other Rental Assistance until your all house and mail keys are turned into the Housing Authority Office and your 30 day notice has expired or the apartment has been rented.**
- 2. You will not be cleared for Section 8 or any other Rental Assistance until you have paid all debts including any move out assessments caused by failure to properly clean unit or damages. Locks must be changed if you do not turn in all keys and you will be charged for locks being changed due to your failure to turn in keys.**
- 3. Until you are cleared by Jonesboro Housing Authority, you will owe the full rent to your new landlord, Section 8 rental assistance will not assist with your rent until you have turned in keys, completely vacated the apartment by removing all belongings, and paid all debts to Jonesboro Housing Authority**

Example: You turn in keys on March 24 without giving 30 day notice. Thirty day notice is counted from March 24-April 24. Your rental assistance will not begin until you have paid all debts to Public Housing including the rent that accrues during your 30 day notice (rent stops accruing prior to the 30 day notice IF the apartment is re-rented)

Tenant Signature Date

I hereby authorize the Jonesboro Housing Authority to release information pertaining to my rental history with the Jonesboro Housing Authority to the landlord of the property I/we are trying to rent.

Tenant Signature Date

Witness JURHA STAFF

This portion to be completed by JURHA Staff:

Date Vacated: _____ Door Keys Returned: _____ Mailbox Key Returned _____ STAFF Initials: _____

POLICY ON MOVE-OUTS

The tenant may terminate this Agreement at the end of the initial term or any successive term by giving a 30 day written notice in advance to the Public Housing Department. Notice to the Resident Manager will **NOT** be adequate. Written notice stating date of planned move out and forwarding address must be submitted to the Public Housing Department at 330 Union, Jonesboro AR 72401.

We charge rent for each day after the last day of the month until the keys to the apartment are turned in. You should plan to have all items moved out and your cleaning complete by then if you wish the rent to stop at that time. You should make arrangements regarding the date you will complete the move. You will be responsible for the charges of not turning in both door keys to your unit. The charge will be \$40.00, which covers two door keys and three new locks, due to the fact that we have to change the locks on both front and back door and storage room door if you do not turn in both door keys.

You are not permitted to drive on the lawns to move in or out. Please take your furniture to and from the apartment from the nearest parking area. You will be charged for making any ruts in the lawn, if you fail to abide by this rule. Charges are made at \$15.00 per hour labor in addition to the cost of dirt and sod needed to repair the lawn.

The apartment should be left clean. We charge for any cleaning that is necessary after the tenant moves. In the event the cost of cleaning exceeds the amount of the deposit, you are liable to us for the balance of the cleaning costs. Tenant Charges are posted in our lobby and on the website. Tenant Charges are included in your move in packet.

If the following items are not cleaned as specified below, we use a contract cleaner in order to help facilitate the use of our maintenance staff. Contract cleaning charges are:

1 Bedroom	\$110	2 Bedroom	\$120
3 Bedroom	\$250	4 Bedroom	\$175
Craighead Place	\$190	Sunset Gardens	\$190

The following items of cleaning are required.

1. Floors: All floors should be thoroughly cleaned removing any marks and stains. If you have installed any carpeting, you are expected to remove the adhesive and restore the tile to the original finish. Some of these adhesives require extensive time to restore; therefore, you should expect to remove and clean these and restore the tiles; or be prepared to pay extra cleaning charges for this service.
2. Walls: Remove all nails from the walls. If you have placed wallpaper or other adhesives to the walls, you are expected to remove the paper and restore the wall to the original finish, including any charges by JURHA for repainting the wall if necessary.
3. Range: Clean the range including top burners and pans, under top burners, oven, broiler, remove any oven cleaner residue.
4. Refrigerator: Clean the inside, wash top and outside, move out and clean underneath.
5. Kitchen: Wash and clean all fixtures. Cabinets should be emptied and cleaned. Remove all shelf paper.
6. Bathroom: Wash and clean all fixtures.
7. Closets: Should be emptied and cleaned. Remove any shelf paper.
8. Windows: Wash all windows. Leave all curtain rods and shades.
9. Storage areas and porch: These areas should be left free of all trash and debris.
10. Lawns: The lawn should be left in neat condition, having been recently mowed and all trash picked up.

Do not remove items permanently attached to the building. Replace all missing or burned out light bulbs; these were furnished. We charge to replace them. A charge is made for any damage to the unit; broken floor tiles, windows, torn screens, etc. If you have any questions, please contact the office at 870-336-9618.