

HOUSING AUTHORITY OF JACKSON COUNTY MOVE-OUT PROCEDURE

NOTICE

A 30-day notice is required prior to vacating your unit. The 30-day period starts the day after it is received by the HAJC. The notice needs to include the following information.

1. NAME
2. ADDRESS OF UNIT
3. DATE OF PROPOSED VACATE
4. FORWARDING ADDRESS
5. SIGNATURE
6. DATE NOTICE IS SUBMITTED

If you do not provide us with a forwarding address, we will send your deposit refund/statement to the last known address, which may delay your receipt of any refund due to you or result in it being returned to our office as undeliverable.

RENT

You will be responsible to pay the rent through the 30 days of the vacate notice. If you vacate the unit and turn in the keys to management prior to the 30 days expiration, and the Housing Authority re-rents the unit, you will be reimbursed from the date it is re-rented. Every effort will be made to re-rent the unit. However, if the unit is not re-rented, you will be responsible through the full 30 days.

If you signed a six-month lease and your notice is within the initial six-month period, you will be responsible for rent until the unit is re-rented or 1 ½ times the rent amount, whichever is less. You will be notified if this applies to you by your case manager.

CHARGES

You will be charged for any damages or cleaning required to return the unit to the condition it was at the time of placement, less normal wear and tear. The yard should also be mowed and trimmed, weeds pulled and bushes trimmed in single family units. All garbage must be hauled away.

Our standard charge for maintenance is \$30.00 per hour for labor plus materials. The more work you do on your unit means the less you will be charged for cleaning/repairs. Please follow the attached checklist carefully!

MOVE-OUT CLEANING INSTRUCTIONS

The following is a detailed list of cleaning requirements to assist you in obtaining a refund on your security deposit. You will be responsible for any damage outside of normal wear and tear.

ENTIRE HOUSE

1. Clean all baseboards, switch-plates, outlet covers, walls, and woodwork.
2. Check ceilings/walls for spider webs & remove.
3. Remove & replace any broken switch plate or outlet covers.
4. Clean windows, window tracks and windowsills.
5. All window screens must be in place and undamaged.
6. Pull nails out of the walls. (DO NOT FILL HOLES)
7. Clean all blind slats and head rails thoroughly.
8. Clean vinyl floors, vacuum carpets thoroughly. Carpets will be cleaned professionally by the Housing Authority and charged against your deposit.
9. Remove light fixture covers, clean thoroughly and replace any burnt bulbs.

KITCHEN

1. **REFRIGERATOR:**
Pull out the refrigerator and clean the sides and underneath, empty the ice trays, wash inside and out including the rubber gaskets around the doors. Replace the refrigerator bulb if burned out.
2. **STOVE:**
Pull out the stove and clean the sides of the stove and the floor underneath, clean oven racks, controls, under drip pans, and inside of oven. The oven must be in the same condition as when you moved in. Clean the range hood and range hood filter. Replace burnt bulbs. Do not replace drip pans, this will be done for you at no charge.
3. **CABINETS:**
Clean the cupboards by washing out any dust, stains, or spilled food. Wash the cabinet fronts, clean underneath the sink, and the cutting board.
4. **DISHWASHER:**
If the unit has a dishwasher, it must be cleaned inside and out.
5. **OTHER:**
Wash and clean sink and countertops completely.

BATHROOM

1. Scrub toilet inside and out.
2. Clean bathtub thoroughly. Remove all soap scum deposits from walls and tub. If there is a shower door, clean it and the tracks.
3. Clean sink thoroughly.
4. Clean cabinets as in kitchen description.
5. Clean and thoroughly polish chrome.
6. Clean towel bars, toilet paper holder, and light fixtures. Replace burnt bulbs.

PATIOS, PORCHES, GARAGES, AND STORAGE ROOMS

1. Sweep clean, replace burnt bulbs, remove all debris from premises, remove all oil on concrete, get cobwebs out of corners and wipe down door fronts.

DON'T FORGET TO

Have your utilities put back into the name of the Housing Authority. Return **ALL** keys to the Housing Authority.