

# CHELSEA HOUSING AUTHORITY

54 Locke Street, Chelsea, MA 02150

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## 30-Day Move Out Notice

To: Chelsea Housing Authority

I hereby advise the Chelsea Housing Authority that I will vacate my apartment located at \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ for the following reason:\_\_\_\_\_.

The date given above is a definite move out date. Should I subsequently wish to cancel or extend my notice to a later date, I will contact the Chelsea Housing Authority office immediately either in person or through a written request. If my apartment has already been re-rented to a new resident by the time I make such request, I understand that it may be impossible for the Chelsea Housing Authority to grant this request. I further understand that any money accepted by the CHA from me or on my behalf will not create a new tenancy, but will be accepted for the use and occupancy of the apartment and/or for damages.

I understand that giving of this notice does not relieve me of any liability that I may have under my present occupancy agreement.

When I vacate the premises, no other person has my permission to occupy or maintain the premises on my behalf. I give permission to the Chelsea Housing Authority to dispose of any and all property left on the premises and understand that I may be charged for its removal. I hereby surrender to the Chelsea Housing Authority all rights to possession of the premises.

Forwarding Address: \_\_\_\_\_

I understand that I will be liable for the cost of Chelsea Housing Authority expenses if the following provisions are not abided by:

- All conditions of the Lease Agreement must be fulfilled
- Complete vacation of the premises on or before the move-out date noted above
- No damages beyond normal wear and tear
- The entire apartment is to be clean
- All keys must be returned
- All debris and trash must be placed in appropriate waste containers
- All rent must be paid through the move out date.

Signature of Resident: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_