

Notice has been given that you are moving and we would like to make sure that your move will be made without any problems.

When you moved in you paid a security deposit. In order to get your full security deposit returned, the following must be done:

1. Make sure the office is notified in advance on what day and time you plan on moving.
2. Do not drag furniture across the floors.
3. Movers, either professional or family members & friends will be liable for any and all damages incurred either to building, grounds and/or personal injuries sustained during move outs.
4. Positively no children under the age of 16 will be allowed to move any articles either in or out of the buildings.
5. If you pay utilities, including telephone and cable, call and let them know you are moving.
6. The apartment must be left in the same condition you found it in when you moved in.
7. The refrigerator and range must be clean inside and out. No broken or missing parts. **LEAVE THE REFRIGERATOR PLUGGED IN.**
8. Toilets, sinks, showers and tubs must be clean.
9. Floors swept.
10. All screens, windows and doors must be attached and in good condition.
11. Shades and traverse rods must be left in good condition.
12. All light bulbs must be left.
13. All furniture must be removed. If you leave anything in the apartment, you will be charged to have it removed.
14. All carpets (including wall-to-wall) must be removed.
15. All garbage must be removed.
16. Turn in all keys. There is a charge for any keys not returned.
17. Notify the Post Office of where you want your mail delivered.

For residents moving out of the Senior Citizens projects, all of the above and:

1. **Do not dispose of large items, clothing, hangers, dishes, pans etc. in the compactor. These items will plug up the compactor.** Instead, put all items to be disposed of in plastic bags in the middle of the living room, and our staff will dispose of them for you.
2. **Use only the elevator on the left for moving.** Do not tie up both elevators. Please be considerate in not tying up more than one entrance.
3. If there is an air conditioner in the window that needs to be removed, please contact the office prior to moving so arrangements can be made to have it removed.
4. **Remove any items stored in the tenant's storage area.**

Thank you for your cooperation. Please call our office at 753-1171 for assistance.

NOTICE TO TERMINATE LEASE

I, _____, hereby give my full and proper 30 day notice to vacate the premise at
Address _____
Apt. # _____

I will be completely moved out of my apartment as of _____.
I will return my keys to the Cortland Housing Authority at that time. If I wish to be present for a move-out inspection, I will contact the Authority at 607-753-1171 to schedule an appointment.

(Please initial and complete only **one** of the appropriate statements below)

_____ I will have removed all items that I wish to keep by _____.
Any items that are left in the apartment after that date, I do not wish to keep. The Cortland Housing Authority has the authority to dispose of any remaining items as they see fit.

_____ I am requesting that the Cortland Housing Authority continue to store any belongings** left in my apartment after _____ and I will contact the CHA no later than 30 days after my move-out to retrieve said belongings and arrange a convenient time for the CHA to allow me access to the apartment.
After _____, any items left in the apartment will become the property of the Cortland Housing Authority to dispose as they see fit.

****As referenced in the Lease, the CHA has the right to charge storage fees for any time that the CHA has stored belongings up to the 30 day maximum holding period.**

I certify that when I took possession of the premises no item or fixture was broken, damaged or missing, which has not been since repaired or replaced except for:

My forwarding address will be (must be supplied to CHA):

TENANT

Date