

**Assisted Housing Complexes
Managed by Human Resource Development & Employment Inc.
30 Day Written Notice for
Vacating an Apartment**

Tenants who do not give proper 30-day notice and provide a forwarding address when vacating an apartment will forfeit their security deposit, in addition to being charged for any damages to the unit and for unpaid rent through the 30-day period.

Upon vacating, the tenant is required to leave the apartment in the same condition as it was when rented. If an apartment is determined by the exit inspection to be damaged or left unclean, the cost of the necessary repairs and cleanup will be deducted from the security deposit. No key deposit will be returned until all keys are received at the rental office. If keys are not returned, the charge for new locks will be deducted from the tenant's security deposit. **The tenant should accompany the management agent on the exit inspection.**

I, _____, will be vacating apartment # _____
at _____ on or before _____.

Tenant Signature

Date

NEW ADDRESS AND NEW PHONE NUMBER:

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