

Charles Alonge
Chairperson
Walter Harbacz
Vice-Chairperson
Carolyn Dion
Mark Pascale
Shawn Higgins
Colleen Mayo
Melanie Taylor



Cohoes Housing Authority
Administrative Building
100 Manor Sites
Cohoes, NY 12047
Tel: (518) 235-4500 Fax: (518) 235-8120
CohoesHousing.org



Charles Patricelli
Executive Director

Brian Kremer
Attorney

Tracey Freemantle
Accountant

Move Out Instructions

- No driving on lawns permitted.
- Refrigerator & Stove to be cleaned- do not throw away broiler pans.
- Garbage from apartment clean-out to be put out on garbage night.
- Large items such as furniture that is disposed of at the site will be charged.
- No large items such as carpets, furniture, kitchen items or large garbage bags go in garbage chute at the McDonald Towers only.
- Do not monopolize the elevators at the McDonald Towers.

Signature

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30 DAY NOTICE OF INTENTION TO VACATE

TO: **Cohoes Housing Authority**

FROM: _____
(Tenant Name) (Unit Number/Site)

DATE OF VACATE:
(Minimum of 30 days from date below)

SUBJECT: **NOTICE TO VACATE APARTMENT**

I, _____, hereby serve my 30 Day Notice to vacate apartment
_____ on the _____ (1st or 15th of month) day of _____ 20_____.

I am moving to:

Street City State ZIP Code

I must leave my apartment by the above-mentioned date or be charged for an additional month's rent. I am also responsible for any damages or excessive cleaning that may be required, such as with the refrigerator or range, and any excessive garbage left in premises.

I also understand that you have the right to show the apartment to any prospective tenant prior to my vacating the apartment as long as a CHA representative is present.

If I vacate prior to the above-mentioned date I will notify the office and return the keys to the apartment. Upon the return of keys, **I may request an appointment in writing to meet with a Cohoes Housing Authority representative to inspect the premises, but no later than my official date mentioned above.** After I vacate, I understand the locks will be changed. I also realize that any belongings abandoned will become the property of the Cohoes Housing Authority to dispose of as we see fit. Electricity/Gas (any accounts that are paid by the tenant) will be the responsibility of the tenant until the date of vacate or the return of the keys to the apartment.

Your security deposit will be returned after the report is submitted to the office and after the notification of any charges from maintenance. It takes 30 days to process your security deposit.

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VACATING YOUR APARTMENT

Paragraph 20 of your lease requires you to give us written notice of the date on which you will move out, at least 30 days before the move. You may not remain in your unit beyond the move - out date in your notice unless you first get written consent from the Authority. If you do not vacate the apartment by said date; you will be charged for an additional month's rent. In the event you vacate the apartment before your move - out date you must notify the office and return all keys to the apartment. Keys can be returned to the office Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m. After the move - out, the locks will be changed and any belongings abandoned will become property of the Authority to dispose of as we see fit. Upon return of the keys tenants may request an appointment (no later than the move - out date) in writing to meet with a Cohoes Housing Authority representative to inspect the apartment.

To obtain a full and prompt refund of your security deposit, your unit must be turned over to us in the condition it was in at move - in, except for normal wear and tear. Paragraph 9 of your lease allows us to subtract the cost of repairing any intentional or negligent damages to the dwelling unit caused by the tenant, the tenants family, dependents, or guests, and any rent or other charges owed by the tenant. You will also be charged for any excessive cleaning that may be required, such as with the refrigerator or stove, and any excessive garbage left in the premises. Tenants wishing to dispose of large items must call the office to arrange pick - up.

Tenants are not allowed to monopolize the elevators (McDonald Towers) or drive moving vans or any other vehicle on the grounds.

I, have read, understand, and agree to the terms of this agreement.

Signature of Tenant

Date

Unit Number/Site

Signature of Cohoes Housing Authority Representative

Date