

BROOKLINE HOUSING AUTHORITY

MOVE OUT NOTICE

To: Brookline Housing Authority

I hereby advise the Brookline 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 Brookline 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 Brookline Housing Authority to grant this request.

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 Brookline 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 Brookline Housing Authority all rights to possession of the premises.

Forwarding Address: _____

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

- All conditions of the Occupancy Agreement must be fulfilled
- Complete vacation of the premises on or before the move out dated 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: _____