

THE HOUSING FOUNDATION
353 MAIN ST. & 37 BOULDER DR.
ORONO, MAINE 04473

MOVE IN DATE _____
PROPERTY _____
APARTMENT # _____

THIRTY -DAY NOTICE OF INTENT TO VACATE

I, _____, hereby serve notice of my intent to vacate
(HEAD OF HOUSEHOLD ONLY- IF ENTIRE HH IS LEAVING)

dwelling number _____ on the _____.

Are all members of the household leaving? Circle: YES \ NO

Forwarding address: _____

Telephone number for inspection results, if necessary: _____

Reason for moving: _____

Failure to provide a complete forwarding address may delay or prevent proper return of your security deposit reconciliation.

I understand that according to my Lease, I must give The Housing Foundation 30-days written notice before moving from my apartment. If I do not give full 30-day notice, I am liable for rent up to the end of the 30 days for which my notice was required. Verbal notices are not permitted. I further understand that in order to stay in the unit past the expiration of my thirty-day notice I must have written permission from The Housing Foundation's management office. I understand this is not usually a possibility so I should be sure to follow through with my notice and have vacated my apartment by the date listed above.

I understand that according to my Lease, it is my responsibility to leave the unit in clean condition as defined by The Housing Foundation. I understand that I must schedule a move-out inspection with The Housing Foundation maintenance department by calling 207-866-3022 during normal business hours at least 3 business days prior to the time the inspection is to be performed. I understand the business office number is located above and is open Monday – Thursday 9:00am – 4:00pm and Friday 9:00am – 1:00pm.

I understand that if the apartment is too dirty or too dark to determine all damages at the time of the first inspection, a follow-up inspection will take place at a reasonable and scheduled time. I am aware that I will only be allowed two inspections to pass. I am aware that I am not required to be present at either inspection. However, if I choose not to be present The Housing Foundation will conduct a move out inspection, reclaim the unit and change the locks. If not present for the inspection, I understand The Housing Foundation cannot guarantee that I will receive a copy of the inspection results. In the event I do not attend the inspection, it is my responsibility to follow up with the business office within 24 hours after the inspection and request a copy of the inspection results. If I am not present for the move out inspection, I understand The Housing Foundation will complete any additional necessary cleaning at my expense. In the event you have to re-schedule a move out inspection, we require 24-hour advance notice.

I understand that if I do attend the initial inspection and/or receive its results within twenty-four hours after the inspection and additional cleaning is required, I will be allowed a second inspection. After the second

PLEASE READ THE FOLLOWING MOVE-OUT, CLEANING, INSPECTION, AND SECURITY DEPOSIT RECONCILIATION PROCESS INSTRUCTIONS AND TIPS.

This information will help you to be thorough in your move-out preparations as well as keep you informed of all applicable policies and procedures. If you have any questions regarding the move-out process or your security deposit reconciliation, please contact The Housing Foundation office at 207-866-4300 or 207-866-4634

SECURITY DEPOSIT RECONCILIATION

By Maine State Law we are required to return your security deposit to you thirty days from the last legal day you are responsible for your apartment. If for some reason you have a hardship, you may request that we expedite your security deposit reconciliation. However, The Housing Foundation makes no guarantee that this will occur. Your security deposit will be returned in the manner indicated on your *Notice of Intent to Vacate*. If you wish to make any special arrangement regarding your security deposit reconciliation, such a request must be submitted in writing prior to the expiration of your thirty-day notice. Again, we make no guarantee that we will be able to accommodate this type of request.

MOVE-OUT PROCESS AND CLEANING INSTRUCTIONS:

Move-out inspection process:

You are allowed a maximum of two move-out inspections. If your apartment is still not clean after the second inspection then we will hire a cleaning person at your expense to complete the cleaning. **(The cost for cleaning includes the cleaner's hourly rate plus the cost of supplies.)** You will be charged rent until the apartment is clean and passes inspection. If you choose to return your keys after your first inspection and additional cleaning is necessary, we will complete the cleaning at your expense. You will be charged rent until the unit is clean and passes inspection. The Housing Foundation can make no guarantee regarding the length of time required to complete the necessary cleaning and inspection(s).

Your apartment and storage unit (if applicable) must be empty of **ALL** items before an inspection will be conducted. You should be present at any inspection in order to be guaranteed inspection results. If you are not present to receive inspection results you should contact our business office at 207-866-4300 during normal business hours within 24 hours of the inspection to receive the results. Be aware that if you do not attend your move-out inspection The Housing Foundation will conduct the inspection, reclaim unit & change locks, and you automatically forfeit your right to a second inspection.

On the day of your final inspection, you are expected to return all known apartment and mailbox keys to us immediately following the inspection. If you do not return all keys, you will be charged for new locksets. ****For Talmar Wood Tenants only: Please note that all mailbox keys should be returned to the Orono Post Office**.**

Scheduling your move-out inspection:

You must call our business office at 207-866-4300 or 207-866-4634 during normal business hours at least three business days prior to the time you wish to have the inspection. Inspections are conducted during the hours of Monday-Thursday 9-2:30pm and Fridays between 8:30-9:30am, except holidays.

In the event you have to re-schedule a move out inspection, we require 24-hour advance notice. Our business offices are open Monday-Thursday 9-4pm and Friday 9-1pm.

Damage assessment:

Be aware that during your move-out inspection the inspector will note any damage(s) present in the apartment. This does not necessarily mean you will be charged for all items listed on the form. After your apartment has passed the final cleaning inspection, management will compare all damages listed on your move-out inspection form to your initial move-in inspection form. You will only be charged for damages listed on your move-out form that are not found on the move-in form and are not a result of normal wear and tear. In other words, you will only be charged for damages sustained during your tenancy.

Cleaning tips/instructions:

- Be sure that you go room by room, item by item, in order to clean the apartment thoroughly.
- Plan to spend enough time cleaning to ensure the unit will be returned to us clean. On average, this takes from 12-24+ hours of cleaning, depending on the size and condition of the unit.
- Pull out and clean behind the stove and refrigerator. If you are unable to move the stove and refrigerator you can call ahead of time to request maintenance move these items for you.
- Only interior screens and windows must be washed. Mildew on grouting must be washed as well. Mildew is best cleaned with hot soapy water and bleach.
- The unit must be returned smoke free. Everything in the unit should be washed down and aired out if you smoked in the apartment. You may be charged for your apartment to be repainted if the smoke film and odor has not been successfully removed.
- All walls should be washed and cleaned. Wash floors and remove any wax build-up if necessary.
- The inspector will use the inspection form to assess each item listed in your unit. He/she will rate the item clean-C, very dirty-V, dirty-D, or slightly dirty-S. Very dirty means there is heavy buildup or cleaning needed, dirty means that the item needs further cleaning, slightly dirty means that the item is primarily clean but requires further cleaning to remove cleaning residue, clean a corner or crevice, etc.
- Be careful to check for powdery residue when you are done cleaning. If you leave soap residue in the tub, on the floor, or anywhere you will need to rinse with water the item in order to remove the residue.
- If any garbage or items are left inside or outside your apartment you will be charged the current trash removal fee based on the amount of cubic yards removed. Be sure to check outside both your front and back doors and remove any items that may be lying on the ground.
- Do not perform any wall repair as this is done by maintenance. Performing your own wall repair could result in additional damage charges being added to your bill.

MOVE OUT TIPS – The Housing Foundation phone numbers
207-866-4634 207-866-4300

- Moving is chaotic and stressful! Give yourself time!
 - Make sure you have given the office a written 30-day notice of your intent to vacate the apartment. Please call to request an Intent to Vacate form.
 - Move-out inspections will not be conducted until all contents are removed.
 - Make sure you have called the maintenance office to schedule your move-out inspection, at least 3 business days in advance of when you wish to have the inspection. We do not conduct inspections on the weekends or holidays.
- We do not want your stuff!
 - Be sure to remove all your personal property from the apartment, outside of the unit as well as the storage unit (if applicable).
 - Plan for any trash removal or bulk items. Our property dumpsters are only for normal household trash: not for furniture, electronics, televisions, or small appliances. Your local town may have disposal locations for these items.
 - Clean the apartment, AFTER all your personal property is out of the apartment. It will make cleaning it much easier.
- We do not want your deposit!
 - Do not attempt to make repairs yourself. Spend your time cleaning!
 - Give yourself time to move and clean as required to avoid deductions from the security deposit.
 - Leave all keys (unit, storage, and mailbox keys) that were issued for your unit on the countertop if you do not plan to attend your inspection, you may also return keys to the office. (Talmar Wood mailbox keys return to the Orono Post-Office)

You are allowed a maximum of two move-out inspections. Be aware that if you do not attend your first move-out inspection, The Housing Foundation will conduct the inspection, reclaim unit and change locks, and you automatically forfeit your right to a second inspection.

- Any personal belongings left inside or outside the unit, or in the storage unit, will be considered abandoned and disposed of by The Housing Foundation at the household's expense. If these charges are incurred, they will be listed along with any other charges on the final account statement.

Final account statements are mailed out, within 30 days from the last legal day you are responsible for your apartment, to be returned to the forwarding address that was provided on your *Intent to Vacate* form.

Make sure to contact the Post Office (usps.com) to complete a change of address form.

<https://moversguide.usps.com>