



Bristol Housing Authority BENJAMIN CHURCH MANOR

1014 Hope Street, Bristol, RI 02809
401.253.4464 FAX 401.253.9249
M. Candace Pansa, Executive Director

30 Day Notice to Vacate

Date: _____

Apt #: _____

Head of Household: _____

Phone #: _____

Phone #: _____

Name of Person Reporting the Notice to Vacate

Reason For Vacating: _____

You are hereby notified of my intent to vacate my apartment and remove all my belongings on or before (thirty days (30) _____). I understand that I will be charged rent until I fully empty, clean and turn in all keys to the apartment.

Lastly, I understand that the security deposit will be returned within 20 days of vacating the apartment minus any costs to repair or cleaning that had not been completed by me.

Signature of Head of Household or Responsible Party

Date

FORWARDING ADDRESS

For Return of Security Deposit

Street

City

State and Zip Code

Phone Number: _____



Benjamin Church Manor Apartment Release Checklist

Head of Household:

Apt #:

Every apartment will be inspected by a member of the maintenance department in the presence of the party representing the occupant and/or former occupant.

Keys cannot be turned in until inspection is performed and the apartment is declared acceptable. Rentals will remain in force until the apartment is found to be acceptable.

Checklist of Inspected Items

- Floors swept
- Walls cleaned and free of washable smudges and nicotine (If applicable)
- Closets cleaned out and wiped down.
- Range (surface, drip pans, oven and racks) pull out range-clean floor and wall
- Refrigerator- clean and pull out and clean floors and walls
- Kitchen exhaust fan, kitchen cabinets – inside and out
- Bathroom sink, medicine cabinet, bathtub and wall surrounding vanity and toilet
- If apartment is carpeted, remove and dispose of carpeting (we do not take carpet to dump), remove any adhesive marks on floor.
- All items must be removed from cabinets, closets and hallway closet (If applicable)
- Ceiling fans
- Wash all windows and clean tracks.

Housing Authority Equipment

- Blue Recycling Bucket
- Curtain Rods
- Broiler pan

***Please DO NOT place any items (ex: furniture, mattresses, TV's, A/Cs or bags of trash) near our trash bins. It is your responsibility to have these items removed from the apartment. Thank you for your cooperation.**

M. Candace Pansa
Executive Director

I understand that all of the above must be taken care of or I will be billed for the cleaning, replacement of Housing Authority equipment or damage to unit, not attributed to normal wear and tear. I understand rent is ongoing until keys are turned in and unit is inspected.

Signature

Date



WHEN YOU ARE DONE CLEANING THE APARTMENT, ALL KEYS *MUST* BE RETURNED TO THE OFFICE! (do not leave keys on counter in apartment).

IF ALL THE KEYS (INCLUDING ANY COPIES AND MAILBOX KEY) ARE NOT TURNED IN, THE RENT IS ONGOING.

WE WILL DO A FINAL INSPECTION OF THE APARTMENT, THEN YOU CAN TURN IN THE KEYS!



THANK YOU.

