

BERKS COUNTY HOUSING AUTHORITY
30-DAY NOTICE OF INTENT TO MOVE-OUT

Your name _____

Your current address _____

In accordance with my lease, I am giving notice of my intent to move out of my dwelling on
_____ (date).

I agree that on the date I have written above, my dwelling will be vacant, all my personal belongings will be removed, all final cleaning will have been performed, and my keys will have been returned to the Housing Authority office.

My new address will be: _____

Please note: we must have your forwarding address in order to return your security deposit.

I am moving out because: (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> My dwelling is not the correct size. | <input type="checkbox"/> I no longer need rental assistance. |
| <input type="checkbox"/> The rent for my dwelling is too high. | <input type="checkbox"/> I am dissatisfied with management. |
| <input type="checkbox"/> I purchased a home. | <input type="checkbox"/> I am dissatisfied with maintenance. |
| <input type="checkbox"/> I am receiving Section 8 assistance. | <input type="checkbox"/> I am dissatisfied with the neighborhood. |
| <input type="checkbox"/> I can no longer live independently. | <input type="checkbox"/> Other: _____ |

Please answer the questions on the reverse side of this form.

I understand that failure to provide **thirty (30) days'** written notice, as required by the lease, of my intention to move may lead to the forfeit of my security deposit. I understand that if I desire to be present for a move-out inspection, it is my obligation to schedule an inspection appointment by contacting the management office at least two (2) business days in advance of my move-out date. Otherwise, the Berks County Housing Authority is hereby authorized to inspect the dwelling on or after the above-noted move-out date. I understand that all appliances provided by the Authority remain the property of the Authority and must remain in the dwelling.

Signature _____ Today's Date _____

This form must be returned to our management office at 1803 Butter Lane, Reading, PA 19606.

Please answer the following questions in order to help us improve our service to you. Thank you.

While living with us, have you been pleased with the general appearance of the common areas of your development (including grounds, walks, hallways, etc.) and the manner in which they have been maintained? _____

Have your requests for service and repairs been taken care of in a prompt and satisfactory manner? _____

Have you been treated courteously and fairly by our staff? Have the staff been available when needed? _____

Did you feel safe in your neighborhood/building? _____

Is there anything that we might have done to encourage you to continue to be a resident in our community? _____

Would you like to make any other comments or suggestions as to how your stay with us could have been more pleasant? _____
