

ARLINGTON HOUSING AUTHORITY
4 WINSLOW STREET
ARLINGTON, MASSACHUSETTS 02474-3062

NOTICE OF INTENT TO VACATE

I, _____ wish to give notice that
(Name)
I will be vacating my apartment at _____
(Address)
of the Arlington Housing Authority on _____ .
(Move out Date)

I understand that I am required to give a 30 days notice prior to vacating.

I have been given a copy of Rules for Vacating from the Housing Authority
(see attached)

Tenant Signature

Date

RULES FOR VACATING APARTMENTS

Arlington Housing Authority

Thirty (30) days written notice must be given to the Arlington Housing Authority in order to terminate a tenant's lease. This notice must be signed by an authorized person (tenant or the person designated on the lease). Notice must be presented in person or by mail to the Administrative Office at 4 Winslow Street, Arlington, MA 02474. Please contact the Authority (781-646-3400 extension 24) to arrange a day and time for the removal of the possessions from the apartment. The elevator will be padded on this day if necessary.

Move-outs are allowed on **weekdays only** between the hours of **9 AM and 4 PM** when the Maintenance Staff is on duty. If you would prefer to remove furniture at night, on a weekend or a holiday, you must make special arrangements and agree to pay a fee for a three hour minimum to have AHA Maintenance on the premises. This is to ensure the smooth working of the elevator and to handle any unforeseen problems.

You may **not** use the incinerator or compactor for trash disposal during the move-out process. Trash should be placed in plastic trash bags and tied securely and brought to the outside of the maintenance shop.

Tenants or family members are not allowed to leave furniture behind. If you do not want to take all of your furniture you must make arrangements to donate such to an appropriate agency and arrange for pick up prior to date of vacating. You should be present when the furniture is picked up. The AHA is no longer able to handle disposing of unwanted furniture. You must make arrangements to clear the apartment of everything. Please refer to the next page for names and numbers of agencies to call to pick up donations or to remove unwanted furniture.

All keys should be returned to the Maintenance Person who is on duty during the move-out unless other arrangements are made.

All apartments must be left clean. The Authority will bill for any damages caused during move-out.

If you have any questions at all, please call the office for assistance.

Please remember to notify the Post Office and the Arlington Housing Authority of your forwarding address for mail delivery.

Some agencies to call if you wish to donate goods.

1. Big Brother/Big Sister
617-542-9090, 800-483-5503, 774-776-7200
 2. Massachusetts Coalition for the Homeless
781-595-7570
 3. Saint Vincent de Paul
800-675-2882
 4. Salvation Army
781-231-0803
 5. Cambridge Greenhouse (buys antiques and collectables)
617-876-1430
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Some agencies that charge for removal of items.

1. Central Disposal Inc.
617-666-3300
2. 1-800-Got Junk
800-468-5865
3. U call – We Haul
7814833360