

## Plattsburgh Housing Authority

39 Oak Street  
Plattsburgh, New York 12901  
(518) 561-0720

### NOTICE TO VACATE

I, \_\_\_\_\_, hereby serve notice of my intent to vacate \_\_\_\_\_

Plattsburgh, New York on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

My reason for moving is: \_\_\_\_\_

My forwarding address is: \_\_\_\_\_

(We must have a forwarding address in order to send a refund, if applicable)

I relinquish all rights to any personal belongings left in the dwelling unit. I understand that I must provide thirty (30) days, a full calendar month, advance written notice of my intent to vacate. I further understand that I am required to attend the move-out inspection. If I do not, I understand the PHA reserves the right to assess charges based on the condition of the premises at the time of the inspection & proceed to collect the assessed charges. When I have vacated, I agree to notify the Business Office that my apartment is empty and to turn in my apartment keys.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Received & Initials	Occupancy: Date Received & Initials		REMARKS NOTICE: Proper _____ Improper _____						
ORG.- OCCUPANCY Copy 1- Accounting Copy 2- Maintenance Copy 3- Site Copy 4- Resident	DEV. #	ACC. #	Unit Size	Date Vacated	Inspecti on Date	Maintenance Finish Date	Charge Thru	Rent Paid to	Balance (cross out one)
								RETURNED DUE	

Exec. Director

Reviewed by: