

PLATTSBURGH HOUSING AUTHORITY

4817 South Catherine Street, Suite 101, Plattsburgh NY 12901 (518) 561-0720

NOTICE TO VACATE / SCHEDULE OF CHARGES

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 (for refund, if applicable) _____.

Have you paid a pet deposit? Yes _____ No _____ If yes, would you like your pet deposit transferred to your rental account to be applied with your security deposit to cover any charges? Yes _____ No _____ (Please initial to indicate approval). _____

I understand that I must provide a 30 day advance written notice of my intent to vacate.

IT IS THE RESIDENT'S OBLIGATION TO LEAVE THE APARTMENT CLEAN AND IN GOOD CONDITION AT THE TIME OF VACATING PURSUANT TO THE LEASE AGREEMENT. THE FOLLOWING IS A CLEANING GUIDE TO BE USED IN VACATING YOUR UNIT.

General Area. 1) Walls must be washed and all marks removed; 2) Windows and tracks must be washed and cleaned; 3) Light fixtures, lamps, window sills and shelves must be cleaned; 4) Front and back yards must be free from items/debris; 5) All floors and closets must be cleaned.

Kitchen. 1) Refrigerator must be cleaned inside/out and under; 2) Range must be cleaned thoroughly including sides, top, under drip pans and drip pans, oven, and under range; 3) Cabinets must have all paper and utensils removed and shelves cleaned; 4) Floors must be swept and mopped clean.

Bathroom. 1) Tub, basin, shower, toilet, floor, medicine cabinet, including mirror and shelves must be cleaned.

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 and proceed to collect the charges. Upon vacating, I agree to notify the PHA that my apartment is empty and to turn in my apartment keys.

Signed _____ Date _____

Telephone: _____

Office Use: Charge Through _____

Maintenance Information: Unit Size _____ Moved-in _____ EOP _____ Completed _____

Date Vacated _____

Cc: Occupancy, Maintenance (2), Resident

**Plattsburgh Housing Authority
Schedule of Charges
Effective April 1, 2019**

Repairs/Maintenance. IMMEDIATE REPORTING is required. There is no charge for normal wear and tear that is promptly reported to the PHA.

Breakage, Damage, Loss, Negligence. Charges shall be the cost of labor and materials. The labor rate is currently \$35 per hour and subject to adjustment based on labor contracts. Please be reminded that do-it-yourself repairs frequently create extra charges. Hiring repairs done is more expensive than PHA doing the repairs.

Coverings, Wallpaper, Paint, Contact Paper. Unauthorized use of these products will be charged against your security deposit at \$50 per room.

Keys Dropped in Elevator Shaft. Resident will be charged the fee charged to the PHA by the elevator contractor.

Mowing Lawns. Upon the resident having been put on notice, resident shall be charged \$35.

Refuse/Garbage Removal. For removal of trash carts from sidewalks and placement in proper storage place the day following pickup, residents will be charged for not complying with sanitation pickup requirements a minimum of \$20 plus \$3 per bag, in addition, landfill fees with fuel costs will be applied for items remaining after move-out.

Exterminating. Extermination when residents are at fault and/or fail to report the problem shall be charged actual labor cost and supplies (minimum charge \$65).

Other		Windows (Market Price + Labor)	Paint (+Labor)
Duplicate Keys		Bathroom Window Operator (+ Labor)	Parchment \$15.50
Apartment/Mailbox	\$ 3.00	Screens (Includes Labor)	Gripper Primer 21.00
Lockouts		Screen \$18.00	Bin Primer 44.00
Business Hours	10.00	Complete Screen w/Frame 19.00	Bin Primer (Spray) 10.00
Evenings & Saturdays	50.00	Fiberlux Screen 19.00	
Sundays & Holidays	65.00		Recycling
Lock Change (No Damage)	33.00	Interior Luan Door Slab (+Labor)	Zarn Cart 85.00
Mailbox Lock Replacement 10.00		24" 29.00	Blue Bin 18.00
Unauthorized Animals		28" 32.00	
1 st Warning	25.00	30" 32.00	Locksets & Parts (Market Price + Labor)
2 nd Warning	50.00	32" 33.00	
3 rd Warning	Eviction	36" 36.00	Refrigerators
Smoke Detector Reactivation	50.00		Crisper Drawer Top 36.00
Storage after Move-Out	60.00	Exterior Door (Market Price +Labor)	
Serving Fee	20.00		Stoves
Charter DTA/Cable Box	100.00		Drip Pan 6" 3.00
Remote	3.00		Drip Pan 8" 4.00
Monthly Cable Charge	17.00		
Resident Caused Clogged Toilet	35.00	Storm Door (Market Price +Labor)	
Blocked Egress/Access	50.00	Storm Door Closer (Entire Kit) 18.00	Locks
NSF/Returned Check Fee	30.00	Latch 5.50	Privacy Lock 8.00
Late rent payment penalty	20.00		Passage Set 8.00
			Dead Bolt 102.00
Flooring (+Labor)		Toilet (+Labor)	
Tile (Each)	1.00	Replacement Toilet 103.00	Air Conditioner Installation
		Toilet Seat (Standard) 10.00	A/C Installed 20.00
Heaters (+Labor)		Toilet Seat (Elongated) 14.00	Each Additional A/C Installed 15.00
4' Heater	45.00	(Lakeview/RS Long/HB Sterns)	Inspection Fee 10.00
New Control (Small)	40.00		Verification Fee 20.00
Adapter	42.00	Bathroom Window Operator (+Labor)	Monthly A/C Utility Charge 12.00
		Shower Rod 4.00	Excess Utility Charge 5.00
			Late Removal Fee/Month 20.00
			(Charges may include material costs)