

## **WHEN YOU MOVE OUT**

### **NOTICE TO VACATE**

You must give the Medford Housing Authority at least a thirty (30-day) written notice of your intention to vacate the premises. If you do not give a 30-day written notice, you may be charged for additional time of up to thirty (30) days.

### **KEYS/KEY FOBS**



The resident is responsible for rent and for any damage incurred until the key/key fobs are returned to the housing manager. Do not leave keys/key fobs in your apartment when you vacate. Do not give your keys/key fobs to maintenance workers in your development.

### **VACATING AND DAMAGE TO THE APARTMENT**

If there are tenant damages, other than normal wear and tear to the unit, charges will be assessed and placed on your account. When you leave your apartment it is required that all of your furniture and personal items be removed and left in “broom swept” condition. Failure to do so may result in maintenance charges for removal and disposal of items, and cost(s) of repairs for damages.

### **MONEY DUE TO THE MEDFORD HOUSING AUTHORITY**

Prior to your moving out, your housing manager or a Medford Housing Authority representative will contact you if you have any unpaid rent or charges on your account. You are expected to end your tenancy at the Medford Housing Authority with all of your accounts at a zero balance. You have the right to dispute the balance or charges the Authority indicates you owe. It is a requirement of all residents of federal developments to sign acknowledgment that they understand that any unpaid balance due to the Authority will be posted on the “Debts Owed” HUD Website for any federally funded housing program to access. This means you will not be allowed to participate in any federally funded housing programs until this debt is paid.

## **INSTRUCTIONS FOR MOVING**

- When moving in or moving out of any of the developments please be considerate of your neighbors.
- Do not move in or out early in the morning or late at night.
- Do not obstruct or block hallways or other passageways so as to create a safety hazard.
- Be careful not to damage walls, doors, light fixtures, or other Medford Housing Authority property in the moving process since you may be charged for any such damage. If such damage occurs, please notify the Authority at the earliest possible time.

- If you hire a commercial mover be certain that the mover is insured so that the Medford Housing Authority can be reimbursed for any damages by the mover's insurance company. This will help to limit the amount of your personal liability for damages.

**Moving in on weekends is permissible only at the following developments:**

- LaPrise Family Development
- Willis Avenue Family Development
- Walkling Court Elderly Disabled Development
- Canal Street/Phillips Building\*
- Fellsway West/Doherty Building\*

\*Canal and Fellsway West are secure buildings. **Please Do Not** allow movers to leave the entry doors to the building opened and unattended.

**Moving in on weekends is not permitted at the following developments:**

- Saltonstall Building
- Tempone Apartments
- Weldon Gardens

The following rules apply to moving in and out of these elevator-equipped buildings:

- No one can use elevators to move in or out on weekends. The purpose of this requirement is that Saturday and Sunday are the days when residents of these elderly/disabled buildings receive the most visitors, and the elevators are extremely busy.
- You must call the Maintenance Department when you determine your move-in or move-out date is so that the interior of the elevator can be covered.
- Never use more than one (1) elevator.
- **Please Do Not** allow movers to leave the entry doors to the building opened and unattended.

Please follow the procedures above for moving at each development.

Finally, do not allow moving trucks to drive up on our lawns or over our sidewalks, or the resident will be charged for the damage.