

Watertown Housing Authority
Move-Out Instructions/Checklist for Tenants

Dear [Tenant's Name],

We hope you have enjoyed your time as a resident at [Unit Address]. As your lease comes to an end, we want to ensure a smooth and efficient move-out process for both you and us. Please carefully review the following instructions and checklist to help facilitate a successful move-out:

1. Notice of Intent to Vacate:

Please provide written notice of your intent to vacate the premises at least 30 days beforehand. This will allow us to make necessary arrangements for the property.

2. Schedule a Move-Out Inspection:

Contact your Program Manager to schedule a move-out inspection. This inspection will determine the condition of the property and identify any damage beyond normal wear and tear.

3. Cleaning:

Thoroughly clean the entire unit, including floors, walls, appliances, windows, and bathrooms. Remove all personal belongings and trash. The property should be in the same clean condition as when you moved in.

4. Repairs and Maintenance:

Repair any damage caused during your tenancy, including holes in walls, broken fixtures, or damaged appliances.. Per Section IX 'N' of your lease you may be charged for damage determined to be caused by misuse or negligence.

5. Walls and Paint:

Patch and repaint any walls that have been altered, painted, or damaged during your tenancy. The paint color should match the original color.

6. Carpets and Flooring:

Clean or professionally steam-clean carpets to remove any stains or odors. Sweep, mop, or vacuum all other types of flooring.

7. Appliances:

Clean all appliances thoroughly, including the stove and oven. Ensure they are in good working condition. *For Family Developments:* Prior to vacancy, please remove your refrigerator and call the maintenance office to schedule a time to disconnect your washer and dryer.

8. Utilities and Services:

Schedule utilities to be turned off in your name on or after the move-out date. Provide proof of service termination if required.

9. Keys and Access Devices:

Return all keys. Failure to return these items may result in additional charges.

10. Mail Forwarding:

Update your mailing address with the post office and notify any relevant parties of your new address.

11. Final Rent and Fees:

Ensure that all outstanding rent, fees, and charges have been paid in full before moving out.

We appreciate your cooperation in adhering to these move-out instructions. Our goal is to make the transition as smooth as possible for you and the next occupants. If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for being a valued resident, and we wish you all the best in your future endeavors.

Sincerely,

Watertown Housing Authority

617-923-3955