



HOUSING AUTHORITY OF THE CITY OF ANACORTES

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MOVE-OUT INFORMATION AND REQUIREMENTS

HARBOR HOUSE

There is more to moving than just calling a moving van or renting a truck. You will save both yourself and us trouble by observing these simple rules and steps to a proper move-out. We expect your apartment to be in the same condition as it was when you moved in, other than normal wear and tear.

1. **NOTICE** – Refer to your Lease.
2. **SCHEDULE A MOVE-OUT INSPECTION** with the office. Be sure to clear your account before you leave. Your security/damage deposit may not be used to pay your last month's rent. Your deposit will be refunded within 21 days by mail or you will be advised of the reason for not receiving the refund and any charges in excess of your deposit will be billed to you. Any outstanding balances on accounts not paid will be turned over to a collection agency.
3. **CLEANING OF THE APARTMENT** – The following housekeeping chores are to be performed prior to your vacating and prior to inspection. If they are not done satisfactorily and/or deviate from the move-in inspection, you may be charged for the work and/or material. Charges for repairs, replacements and services of tenant/guest caused damages are billed at \$40.00 an hour.
 - a. Windows are to be cleaned inside and out as well as all window tracks. Broken/cracked windows and window screens that are damaged will be charged to you.
 - b. Draperies should be washed in cold water and hung back up to dry. Do not dry in the dryer. If they are damaged, you will be charged.
 - c. Blinds are to be cleaned and in good repair. Blinds should be wiped clean of dust. If they are damaged, you will be charged.
 - d. Floors throughout the unit are to be free from damage and are to be scrubbed clean, including removal of tape, which might have been used to secure carpeting.
 - e. Carpeting If you have installed carpet in your unit, it must be professionally cleaned and receipt turned in with keys. If carpet is not installed it must be removed.
 - f. Cupboards, Cupboard Drawers and Countertops are to be wiped clean and free from damage.

- g. Range is to be cleaned inside oven, stove top and burners. Clean hood fan and screen. Do not unplug the stove. Any damage or missing parts will be charged to you.
 - h. Refrigerators are to be cleaned inside, outside and underneath. (2) Ice cube trays must be in the freezer. Do not unplug the refrigerator unless you leave the door open. Any damage or missing parts will be charged to you.
 - i. Walls are to be free from damage and are to be scrubbed clean. This also includes windowsills and all woodwork. When you scrub the walls, be sure to rinse them properly so they are not streaked.
 - j. Toilet Fixtures (tubs, sinks, toilets and faucets) are to be clean and free from damage. Shower/tub walls are to be cleaned and free from mildew. There are excellent products on the market for removing mildew. Medicine cabinets and vanity doors are to be cleaned and free from damage.
 - k. Light bulbs and light shades/covers must be in place and working. These must be free from damage. Any burned out or missing light bulbs will be charged to you.
 - l. Television pigtail and cable box – Do not remove the pigtail or cable box. This is the property of the Housing Authority.
 - m. Curtain rods, closet clothes bars, outlets, switch plates, doorframes, doors and door hardware that are damaged or broken will be charged to you.
 - n. Keys must be returned to the office. There is a charge for keys if not returned.
4. **LOADING** – Please be careful when loading. Do not back over the curb or lawn.
 5. **LOCK ALL WINDOWS AND DOORS** when you leave the apartment and return the keys. You may be charged rent until the keys are returned. If you move out after the office is closed put your keys in an envelope with your apartment number on the envelope and deposit them in the mail slot near the office entrance door.
 6. **NOTIFY PUGET SOUND ENERGY** of your intentions to move. Do not have the power turned off until the day you return the keys. The phone number of Puget Sound Energy is (888) 225-5773.
 7. **GARBAGE** –Do not dispose of your unwanted items in, or next to, the dumpster, you will need to haul them to the dump yourself. The Housing Authority charges \$75.00 per cubic yard plus labor to haul refuse to the dump. We recommend that you dispose of these items yourself.
 8. **VEHICLE DISPOSAL** If we have to dispose of a vehicle, the cost will be charged to you.. We recommend that you dispose of this yourself.
 9. **REFERENCES** – Do not hesitate to request a reference regarding your tenancy. These are important in locating other housing.

