



**Housing Authority of the Town of Portland
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Susan Malecky, Vice Chair
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Matthew Pegolo, Treasurer
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30 DAY NOTICE OF INTENTION TO VACATE

TO: **Portland Housing Authority**

FROM: _____
(Resident Name) (Apt. No.)

DATE OF VACATE: _____ Phone Number: _____
(Minimum of 30 days from date below)

SUBJECT: **NOTICE TO VACATE APARTMENT**

I hereby serve my 30-Day Notice to vacate apartment ____ on the ____ day of ____ 2020.

I am moving to _____
Street City State Zip Code

I must leave my apartment by the above-mentioned date or be charged for an additional month's rent. I am also responsible for any damages or excessive cleaning that may be required, such as with the refrigerator or range, and any excessive garbage left in the premises.

If I vacate prior to the above-mentioned date I will notify the office and return the keys to the apartment. Upon the return of keys, **I may request an appointment to meet with a Portland Housing Authority representative to inspect the apartment.** After I vacate, I understand the locks, including the mailbox, will be changed. I also realize that any belongings abandoned in the apartment or basement storage will be stored for 30 days. If I fail to make arrangements to claim belongings, they will become the property of the Portland Housing Authority to dispose of as they see fit. **Electricity will be the responsibility of the resident until the date of vacate or the return of the keys to the apartment.**

Signature of Resident Date

Signature of Portland Housing Authority Representative Date

