



NOTICE OF INTENT TO VACATE

A UNIT IS NOT CONSIDERED TO BE VACANT UNTIL ALL KEYS AND ACCESS CARDS ARE RECEIVED IN THE DEVELOPMENT OFFICE

COMPLETED BY RESIDENT

COMPLETED BY HOUSING AUTHORITY

Today's Date: _____

Move Out Transfer

I, _____, hereby serve notice that I shall vacate my unit/address/apartment No.: _____ on _____, 20___. I intend to move to _____

***SEE OTHER SIDE TO SELECT REASON YOU ARE MOVING ***

Cancel Automatic Rent Withdrawal.

Yes, I wish to have the manager inspect the unit with me, and I will contact the Manager for an appointment.

No, I do not request a joint inspection.

Resident's Signature: _____ Date: _____

B. TO BE COMPLETED BY MANAGER:

Keys and access cards were returned on _____ To: _____

Inspection of the above unit made on _____ By: _____

This inspection indicates that repair and/or cleaning charges:

Will be necessary (refer to unit inspection sheet for charges)

Will not be necessary

This unit will be ready for occupancy on _____.

The resident vacating the above unit should be charged through _____.

(Include all sales and service charges as indicated on the unit inspection sheet.)

Manager's Signature: _____ Date: _____

EXIT SURVEY

Please take a few minutes to tell us about your experience while living with the Housing Authority of the City of Milwaukee. We value your feedback.

Were you treated respectfully and courteously by staff?

Manager	Yes	No
Office Support	Yes	No
Maintenance	Yes	No

If not, please explain _____

Were work orders completed in a timely manner? Yes No

Were you satisfied with how your building and unit looked? Yes No

Did you feel secure/safe in your building? Yes No

What do you wish you could have had in your apartment?

SELECT THE REASON(S) WHY YOU ARE MOVING:

- New job/Job location
- School (self or children)
- Better area/neighborhood
- Found newer/better apartment for same amount of money
- Purchased home
- Rent too expensive/unable to afford it
- Ongoing maintenance problems in unit and/or building
- Neighbor problems
- Smaller unit needed
- Larger unit needed
- Moving to an assisted living facility

COMMENTS:
