

# 30-DAY NOTICE TO VACATE

I, \_\_\_\_\_, will be vacating my residence at  
Tenant name  
\_\_\_\_\_, Eureka, CA, on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Unit address Date

My forwarding address is: \_\_\_\_\_  
Street address

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City State Zip code

Acknowledge receipt: \_\_\_\_\_ Notice of pre move-out inspection \_\_\_\_\_ Cleaning tips  
Initials Initials

I am requesting a pre move-out inspection (to be done no more than 2 weeks before move-out date). The best phone number to reach me at to schedule an inspection is: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# KEYS TURNED IN

The Housing Authority has taken possession of the above unit due to:

- Keys **returned** by the tenant on \_\_\_\_/\_\_\_\_/\_\_\_\_
- Eviction** on \_\_\_\_/\_\_\_\_/\_\_\_\_       **Abandonment** on \_\_\_\_/\_\_\_\_/\_\_\_\_
- No keys returned** but tenant indicated in **writing** \_\_\_\_\_ or **verbally** \_\_\_\_\_ that they had vacated unit. Date notification received: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_  
Employee initials
- Other:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Completed by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Employee initials

Have tenant complete form, initial sign and date; note any information given by tenant.  
**30 Day Notice:** at tenant screen go to notice, input dates given and date notice is up if notice is less than 30 days. Count 30 days and input full 30 days if longer put date given by tenant. E-mail Stan Cheryl and Kevin with date 30 days notice was given and expected move out date. 30 Days Notice is to be clipped and hung in Jennifer's room until keys returned. See wooden board with hooks on wall by door.  
**Keys Turned In:** pull 30 Day Notice and complete KTI portion. Pull file, check dates, and make sure full 30 days are up. End tenant, complete and print the 50058 or 50059, click on move-out button on front screen (this is a general description for PH) file down along with 30 Day Notice. Give file to Kevin to process move-out. Hang keys in key safe and e-mail Stan, Cheryl and Kevin with information so Stan can create maintenance order.



**HOUSING AUTHORITIES**  
**CITY OF EUREKA & COUNTY OF HUMBOLDT**  
Executive Director Cheryl Churchill  
735 West Everding Street, Eureka CA 95503  
Phone: (707) 443-4583 Fax: (707) 443-4762

**NOTICE**

**TENANT'S RIGHT TO A PRE MOVE-OUT INSPECTION**

**You are herein notified** that you have the right to have an inspection conducted by Housing Authority staff within two weeks prior to the date **you** have established as the day you are moving out, as stated on your completed "30-Day Notice to Vacate".

The purpose of the inspection is to provide you with a "Statement of Deficiencies". A "Statement of Deficiencies" is a list of specific repairs and/or cleaning tasks that need to be done by you in order for you to maximize the return of your Security Deposit when you move out.

**You are further notified** that you should not consider the "Statement of Deficiencies" provided by the inspector to be a complete list of repairs or cleaning tasks that need to be done in order for you to recover 100% of your Security Deposit. The inspection will be limited to that which is readily visible and accessible to the inspector. You may be held responsible for the cost to the Housing Authority for the correction of those deficiencies that are not readily visible or accessible to the inspector or which may be created after the inspection and are discovered after you move out. In order to document the condition of the unit and/or the inspector's inability to inspect, photographs may be taken.

**You are further notified** that if you fail to request the aforementioned inspection you may end up paying for cleaning or minor repairs that you could have addressed prior to moving out. Your failure to request the inspection may be a factor considered if you later dispute the amount of the Security Deposit returned or the demand of payment for repair and/or cleaning charges that exceed the amount of the Security Deposit.

**You are further notified** that to schedule an inspection you must contact Les Gildersleeve, Maintenance Lead (443-4583 ext. 225), or other designated backup maintenance personnel. Upon your request you will be given a date and time for the inspection that is mutually agreed upon but will be no sooner than 24 hours after the date of the request.

**You are further notified** that if you fail to be present for the inspection or have someone there in your stead, the inspector will not enter. If you fail to be present as described or cancel the inspection, it will be your responsibility to reschedule the inspection in the same manner as described above.

*Ryan Harvey*

Maintenance Supervisor  
707.443.4583 x226



The Housing Authorities are Equal Housing Opportunity Organizations



## CLEANING TIPS FOR DEPOSIT REFUNDS

In order for you to receive a refund of your security deposit, you must leave your apartment in **substantially the same condition as when you moved in**, taking into consideration **normal** wear and tear. Here are some cleaning tips to help you maximize the amount of refund you may receive.

### **Stove**

#### **(Gas Ranges)**

1. Remove grate and drip-pan. Soak and scrub in HOT soapy water, removing all grease and stains.
2. Remove burners and soak and scrub in HOT soapy water, making sure all orifices (holes) are clean. An ordinary toothpick is useful in removing blockages from these holes.
3. Clean over and broiler with oven cleaner, following instructions on the can. Remove all grease and stains.
4. Raise the top of the stove (if you need instructions, call our Maintenance staff to assist; THERE IS NO CHARGE FOR THIS SERVICE). Clean thoroughly with HOT soapy water, removing all grease.
5. Clean all outside surfaces of the stove with hot water and soap, removing all grease and stains. (Remember, the knobs are removable and should be soaked and scrubbed.) DO NOT use SOS pads, metal scrapers, or abrasive cleaners. These may damage the enamel surface.
6. When all cleaned parts are dry, reassemble the stove.

#### **(Electric Ranges)**

1. Raise element (some elements unplug; if yours is one of these, remove the element).
2. Remove grate and drip-pan. Soak and scrub in HOT soapy water, removing all grease and stains.
3. Clean over and broiler with oven cleaner, following instructions on the can. Remove all grease and stains.
4. Raise the top of the stove (if you need instructions, call our Maintenance staff to assist; THERE IS NO CHARGE FOR THIS SERVICE). Clean thoroughly with HOT soapy water, removing all grease.
5. Clean all outside surfaces of the stove with hot water and soap, removing all grease and stains. (Remember, the knobs are removable and should be soaked and scrubbed.) DO NOT use SOS pads, metal scrapers, or abrasive cleaners. These may damage the enamel surface.
6. When all cleaned parts are dry, reassemble the stove.

### **Refrigerator**

1. Defrost. DO NOT use any sharp pointed instruments such as ice picks or knives to remove ice. You might puncture gas tubes that run throughout the freezing compartment.
2. Remove shelves and crisper and wash in hot water and soap. Dry thoroughly.
3. Wash all interior surfaces with warm water, 1 teaspoon baking soda, and soap. Be sure to wash the shelves in the door. Wipe dry.
4. Wash all outside surfaces. DO NOT use SOS pads, metal scrapers or abrasive cleaners. These may damage the enamel surface.

## **Cupboards**

1. Remove all items and any shelf paper.
2. Wash shelves and drawers with hot water and soap.
3. Wash all outer surfaces, such as doors and drawer fronts, with hot water and soap.
4. Wipe dry.

## **Kitchen Sink**

1. Scrub out thoroughly, removing all stains and dirt.
2. Clean faucets and nozzle thoroughly.
3. Rinse well.

## **Counter Tops**

1. Clean thoroughly with hot water and soap, removing ALL stains and dirt.

## **Bathroom**

1. Clean sink and tub, removing all stains and dirt. If applicable, clean shower head and walls thoroughly, removing any mold or mineral build-up. DO NOT use abrasive cleaners on painted surfaces.
2. Clean toilet bowl, removing all stains.
3. Clean entire outer surface of toilet, including base.
4. Remove glass or metal shelves carefully from the medicine cabinet and clean with HOT water and soap. Dry carefully.
5. Clean inside surfaces with hot water and soap and dry.
6. Clean outside surfaces with hot water and soap and dry.
7. Replace dried shelves.
8. Clean mirror with glass cleaner. Wipe down any remaining exterior surfaces.

## **Closets**

1. Wash shelves and clothing bars with hot, soapy water.
2. Wash down walls.

## **Walls**

1. Remove any wall paper from all rooms. Wash walls throughout apartment.
2. Remove picture hangers and fill nail holes with DAP. Wipe off excess DAP with damp sponge. Fill large holes with "Fixall" and smooth the surface.
3. Remove any black marks that may have been caused from furniture rubbing against the wall.

### **Light Fixtures**

1. Remove shade and wash in hot water and soap. Dry thoroughly.
2. Wipe fixtures, removing dirt and dust. Replace any burned-out light bulbs or missing light bulbs.
3. Replace shade.

### **Windows and Window Shades**

1. Wash all windows inside and out. Windows on the second floor only need to be cleaned inside.
2. Wash the casement and window sills.
3. Remove shades and lay flat. Wash with warm water and soap, removing any pen, crayon or dirt marks.

### **Heater**

1. Remove front grate and vacuum heater.
2. Wash the grate with hot soapy water. Dry thoroughly.
3. Wash outside of heater with hot soapy water.
4. Replace the grate.

### **Floors**

1. Move out stove and refrigerator. If you can't do it by yourself, call the office and a Maintenance employee will be sent out to help you. **THERE IS NO CHARGE FOR THIS SERVICE.** Do NOT disconnect gas stoves. A Maintenance employee will do this at no charge.
2. Clean the walls and floors following the instructions under Walls and Floors in your tenant handbook.
3. Laundry area: Clean the walls and floors as instructed. Wash the dust and dirt from around the faucets and dryer vent.
4. Sweep all floors in the apartment.
5. Scrub all floors, being sure to remove any black marks and all garbage from the rooms. Strip off the old wax.
6. Reapply wax.
7. Wash down base boards and remove any stains.
8. If applicable, vacuum and shampoo all carpet on stairs so they are dirt and stain free. **YOU ARE RESPONSIBLE FOR HAVING YOUR CARPETS PROFESSIONALLY CLEANED.** Please provide a copy of your receipt to the Housing Authority office, or you will be charged for carpet cleaning services.

**Turn in your keys to the office. Remember, you are charged rent until your keys are turned in.**

**\*\*You may request a walk-through with one of our maintenance staff before you turn in your keys.\*\***