

## **MOVING PROCEDURES**

### **WITHIN YONKERS OR PORTING OUT OF YONKERS**

In order for you to move **WITHIN** Yonkers, you must provide this office with the following:

#### **Intent to vacate form filled out by you and your Landlord**

\*Please note Section 8 must receive completed Intent to vacate form 30 prior to move out date

**-OR-**

- 1. A copy of the 30-day notice to your landlord with the date of move out!**  
Please note, your landlord **must** receive this notice **before** the 1<sup>st</sup> of the month
- 2. A Copy of the Certified Mail Receipt. Move out notice must be sent Certified Mail/Return Receipt Requested**
- 3. A letter from landlord stating that your rent is paid up to date and releasing you from the lease. \*If you are not living in your unit for a full year, or have a signed lease the landlord must release you from lease as of (give date)\***

Once these documents are received, you will be given a Request for Lease Approval, which must be filled out by the new landlord and yourself. **Please be advised this request must be returned to the office NO LATER THAN THE 5<sup>TH</sup> of the month, in order to move you into the new apartment on the 1<sup>st</sup> day of the following month.**

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In order for you to move **OUT** of Yonkers, you must provide this office with the following:

- 1. An Intent to Vacate form filled out by you and your landlord.**  
**- OR -**  
**A copy of the 60-day notice to your landlord with date of move out with a copy of Certified Mail receipt, and a letter from your landlord which states your rent is up-to-date and his/her consent to releasing you from your lease.**  
**-and-**
- 2. Name, Address, Phone and Fax Number as well as Contact Person of Housing Authority in which you wish to port to.**

**Note: The Housing Authority recommends that you take the following actions to protect yourself and your rights when you vacate your current apartment:**

- (1) Leave the apartment clean and in good repair-** this will avoid a claim and /or lawsuit against you for damages to the apartment;
- (2) Take pictures-** pictures that show the condition the apartment was in when you vacated will help you to defeat any unfair claim that you damaged the apartment, and /or left it a mess; and
- (3) Return the keys to the landlord-** this will help protect you from a claim that you owe another months rent because you are able to establish exactly when you vacated the premises. If you turn the keys in personally, ask for a receipt that notes the date and time the keys were turned into management.

**The Family must move out of their old unit by the last day of the month indicated in their 30-day notice. If the family fails to move out on time, they may be responsible for the full rent.**

If you have any questions regarding this matter, please contact this office.



THE MUNICIPAL HOUSING AUTHORITY  
FOR THE CITY OF YONKERS

ADMINISTRATION OFFICE  
1511 CENTRAL PARK AVENUE  
P.O. BOX 35, YONKERS, NEW YORK 10710  
TEL: (914) 793-8400

FAX: Section 8/Public Housing: (914) 793-9117 FAX: Purchasing/Maintenance: (914) 793-2880

**NOTICE OF INTENT TO VACATE**

Date: \_\_\_\_\_

I (print your name) \_\_\_\_\_, hereby give notice of my

Intent to vacate the unit located at \_\_\_\_\_.

I fully understand that after I submit this notice I may be issued a voucher and a moving packet before I move. I will be completely moved out of the unit indicated above by

\_\_\_\_\_. I will leave the unit clean and repair any damages caused by my family before vacating. I will contact the Landlord on the day of my

departure in order to return the keys to the unit. I understand the Lease and the Housing

Assistance Payment Contract will be cancelled on the last day of the month.

In the event that I decide to remain in the unit, I must notify the Section 8 Housing Choice Voucher office **in writing** within ten (10) business days before my move out date. If I do not notify the office as required, I understand that I am responsible for the following months full rent.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

**THIS SECTION TO BE COMPLETED BY LANDLORD**

Does the family currently have a rent balance? (Circle one) YES NO

Have you set up a repayment agreement for any balance that is owed? (Circle one) YES NO

Does the tenant have a current lease or a lease that you will not consent to breaking? YES NO

**Attention Landlords: If "no" is circled on the questions above, the MHACY will assume that the tenant is leaving in good standing and process the tenant's new move.**

\_\_\_\_\_  
*Landlord Signature*

\_\_\_\_\_  
*Date*



## Be Prepared Before You Move

Whenever you are renting and want to move to another unit, make sure that you leave on good terms with the owner. Before you move, you must make sure that the unit is in good condition and that your rent is paid.

### **MOVE – OUT CHECKLIST:**

- Repair any item damaged by you, your family or visitors
- Make sure that walls and doors are clean
- Clean the entire unit
- Remove **ALL** of your possessions from the unit
- Have your utilities turned off
- Return all of your keys to the landlord and **get a dated receipt** for the keys