
MOVE OUT PROCEDURES

Tenant termination procedure, Section 11-H of the Dwelling Lease

Tenants must give a written notice at least thirty days prior to a Lease termination to the Ashford Housing Authority. If there is less than the required thirty-day notice given, the Tenant will be responsible for the full amount of rent for the following month.

Residents family members must meet with Executive Director to review timeline and the following procedures when moving out of Pompey Hollow Senior Housing:

- ALL items must be removed from the apartment; do not leave any items in the apartment unless you have permission from the Executive Director.
- Residents or family members CANNOT use the dumpsters to throw furniture or any other items from the apartment. If you need help getting rid of unwanted items, ask the office.
- Moving vehicles must be parked on the road alongside the curbing. NO NOT move vehicles on to the grass or sidewalks.
- Emergency exits may be used and propped open ONLY while actively moving items. Doors must be closed when finished. Contact office to make sure door alarms are deactivated prior to move out date.
- Apartment must be cleaned! This includes appliances, cupboards, bathroom, etc.
- Residents or family members must schedule a walk through with the Executive Director.
- All keys, FOBs, and door openers must be turned in.
 - Replacement Fees are as follows: \$20.00 per FOB, \$10 apartment key, \$10 mailbox key
- Provide forwarding address for return of security deposit.
- Call Eversource to discontinue service at (800) 286-2000. This must be done immediately.

All of the above conditions must be completed in order to receive full security deposit back. Please call the office at (860) 429-8556 if you have any questions.