NOTICE OF INTENT TO VACATE

Name: _____ SSN: _____ Project/Unit: _____

Address: _____ Bedroom Size: _____

I intend to vacate my unit on: (date) _____

My forwarding address will be: _____

I am moving because: _____

Any personal property left on the premises is to be considered abandoned to the Housing Authority of the City of Reno.

I would like to schedule a move-out inspection on: _____

| _____ | _____ | _____ |
| Resident signature | Date | Witness |

Date keys turned in: _____ Date vacated: _____

Date rent paid through: _____ Date rent charged through: _____

1.   Current balance $ _____

2.   Current monthly rent $ _____

3.   Charge (days) _____ @ _____ =   _____

4.* Unused rent (2 minus 3)   (_____)

5.* Credit for current month's rent (if posted on computer)   (_____)

6.* Rent credit (4 minus 5) (post here and in "dwelling rent" portion of adjustment ticket) $ _____

7.   Miscellaneous charges not previously posted (itemize in notice to resident and post in $ _____

     appropriate column of adjustment ticket)

8.   Transfer security deposit to accounts receivable $(_____)

9.   Vacated inventory charges

     a. Labor account #4410 $ _____

     b. Materials account #4420 $ _____

     c. Contract account #4430 $ _____

10. Balance due (refund) (1 minus 6 plus 7 minus 8 plus 9) (post here and in "balance due" column of $ _____

     adj. ticket. If a refund is due resident, post credit amount in "other" debit column of adj. ticket.)

General comments on tenancy: _____

_____

Completed by: _____   Date: _____

Approved by: _____   Date: _____

Adjustment ticket number: _____   Date: _____

Statement of charge or refund letter date: _____   Check # _____

* In the event the resident is on a credit rent, these figures are debits. Remove brackets. Item 10 would then read (1 plus 6 plus 7 minus 8 plus 9).