

BRUCE A. BLAKEMAN
NASSAU COUNTY EXECUTIVE



KENNETHA A. PETTUS
DIRECTOR OF HOUSING

**COUNTY OF NASSAU
OFFICE OF HOUSING**

40 MAIN STREET – FIRST FLOOR – SUITE C
HEMPSTEAD, NEW YORK 11550
(516) 572-1900 FAX (516) 572-2790

Name of Housing Specialist

MOVE OUT PROCEDURE

Before leaving your present unit, be certain you have complied with all the following procedures:

- 1) Give a **30-day written notice** to your landlord or a 30-day **Mutual Termination Agreement** (notarized by the landlord); then, call your Nassau County Housing Specialist to schedule an appointment for a new **Request for Tenancy Approval** packet. *It will only be issued when you come to the office with the notice or Mutual Termination.* Your landlord must receive your notice no later than the last day of the prior month you wish to vacate. Upon receipt of your written notice, you will be issued a new **Request for Tenancy Approval** form.
- 2) The rental unit must be left in **broom clean** condition: floor must be swept, carpet vacuumed, any debris thrown out, furniture removed, and all cabinets emptied.
- 3) Participant's rent and utilities, *if applicable*, must be paid up-to-date. Documentation must be provided. You will not be subsidized in another unit until they are paid.
- 4) It's the participant's responsibility to notify the landlord of the time and date of the move-out.
- 5) The keys must also be returned to the landlord *the last day* of the month you are moving. Withholding the keys could leave a tenant/participant liable for any subsequent damage and/or additional rent.

PLEASE NOTE

THIS AGENCY WILL NOT PAY TWO LANDLORDS FOR ONE GIVEN MONTH; THEREFORE, IF YOU REMAIN IN YOUR CURRENT UNIT BEYOND THE MOVE OUT DATE, YOU WILL BE HELD RESPONSIBLE FOR THE SUBSIDY PAYMENT TO THE LANDLORD AND WILL BE PLACED ON A REPAYMENT AGREEMENT.

Failure to comply with the above procedure may adversely affect your status on the Housing Choice Voucher Program. Following these rules will help make a smooth transition to your new home. Good Luck!

Print Name

Signature of Tenant

Date