



ANDOVER HOUSING AUTHORITY

100 Morton Street Andover, Mass. 01810 Tel. 978-475-2365 FAX: 978-475-0313
TDD 1-800-545-1833 X372

November 1, 2023

Amendment to Move Out Policy

Regarding unwanted items that need to be removed from the apartment; residents can arrange an appointment for a junk removal company to come out to remove the items. The Andover Housing Authority has uses RIDOF Junk Removal. They can be reached by calling (603) 943-2885. This company will also dispose of mattresses. The cost is \$120 per unit for the first mattress and \$40 for any additional mattresses per unit. Residents are responsible for these costs as indicated in the tenant charges list that was provided upon occupancy of the unit.

Presented to BOC: April 19, 2023

Approved by BOC: April 19, 2023

Revised by BOC and Approved: November 15, 2023

ANDOVER HOUSING AUTHORITY

Move Out Policy

To assist you in moving, the following guidelines must be adhered to:

MAINTENANCE:

1. Clean the refrigerator completely.
2. Empty out all cabinets in the kitchen area.
3. Clean out all closet areas.
4. The apartment must be completely emptied, and broom swept clean.
5. All unwanted items must be removed from our property.
Arrange for someone to remove unwanted furniture items, rugs, and/or large personal items.
Salvation Army Lawrence: (978) 682-8038
Mission of Deeds: (781) 944-9797
ABH Services: (781) 941-2422
RIDOF Junk Removal: (603) 943-2885.
6. Tenants or tenant family members will be charged for any furniture, personal property, and/or trash left on Andover Housing Authority property.
The Andover Housing Authority will obtain an estimate for the removal of items left on the property and bill accordingly.
7. Under no circumstances are furniture items, mattresses, rugs, or large personal items to be discarded in or by the dumpsters.
8. Notify the cable company to come and pick up the cable box (If applicable).
9. Notify the telephone company to turn off your telephone and if you rent your telephone, arrange to have it picked up or deliver it to the appropriate store.

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ADMINISTRATIVE:

1. A completed Notice of Intention to Vacate Form is required to be completed by all tenants and/or tenant family members.
2. Conduct a Unit Inspection with a member of Andover Housing Authority. This will be scheduled by the Andover Housing Authority.
3. Upon vacating the unit, keys may be returned to the Andover Housing Authority by:
 - Dropping them off to the Andover Housing Authority office during normal business hours.
 - Dropping them in the locked mailbox located outside the Administrative Office.Ensure that the keys are labeled with the appropriate unit address.
 - Leaving keys on the kitchen counter (Please notify the Andover Housing Authority Administrative Office).

If the keys are not returned to the Andover Housing Authority, you may be charged additional rental fees for each day they are not returned.

4. Notify the U.S. Post Office of a forwarding address.

I, _____, received a copy of the Andover Housing Authority's Move Out Policy.

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