



# THE MUNICIPAL HOUSING AUTHORITY FOR THE CITY OF YONKERS

ADMINISTRATION OFFICE  
1511 CENTRAL PARK AVENUE TEL: (914) 793-8400  
P.O. Box 35, Yonkers, New York 10710

FAX: Section 8 Dept/Public Housing: (914) 793-9117

FAX: Purchasing/Maintenance Dept: (914) 337-2880

## MOVING PROCEDURES

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

1. A copy of the **30** day notice to your landlord, with the date of move out! Your landlord **must** receive this notice before the **1<sup>st</sup>** of the month. **THE NOTE TO YOUR LANDLORD MUST BE SENT BY CERTIFIED MAIL!**
2. If you are **NOT** living in your current apartment for a year you must return a letter from your landlord releasing you from your lease.
3. A copy of the **CERTIFIED RECEIPT**.
4. A letter from your landlord stating that your rent is paid up to date.

Once the release has been received, you will be given a Request for Lease Approval, which must be filled out by the new landlord and yourself. Please be advised that this packet must be returned to Section 8 no later than the **5<sup>th</sup>** of the month in order for you to move in to the new apartment on the **1<sup>st</sup>** of the following month.

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

1. Copy of **60** days notice and certified receipt.
2. Letter from Landlord releasing you from the lease
3. Letter from your landlord stating that your portion of the rent is paid up to date.
4. Name, Address, Phone and Fax Number, and Contact person of the city your paperwork should be forwarded to.

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**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 the 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.
3. Return the keys to the landlord- this will help protect you from a claim that you owe another month's 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 in to management.

Signature: \_\_\_\_\_



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## **PROCEDIMIENTOS PARA MUDARSE**

Si usted piensa mudarse **en la** ciudad de Yonkers debe:

1. Notificación de **30** días a su Landlord, incluyendo la fecha cuando piensa mudar. Su landlord debe recibir esta notificación antes del día primero del mes. **ESTA CARTA DEBE SER CERTIFICADA POR EL CORREO.**
2. Si usted no está viviendo en el apartamento por un año; usted debe conseguir una carta de su Landlord donde el le permite romper el Lease.
3. Una copia del Recibo Certifiacdo del correo.
4. Una carta de su Landlord donde se informe que su Renta está al día. [Que usted no debe dinero de renta.]

Al momento que recibamos copias de las cartas y el recibo del correo; la enviaremos el formulario para que el Landlord del nuevo apartamento y usted los llenen completamente [Lease Approval.] El formulario para el nuevo apartamento debe ser sometido en nuestra oficina no mas tardar del día 5 del mes, par que se pueda mudar para el primero del mes siguiente.

Si usted se va a mudar **FUERA** de la ciudad de Yonkers:

1. Notificación de 60 DIAS para su Landlord, certificada por el correo. Debe enviar una copia a nuestra oficina.
2. Carta del Landlord permitiéndole romper el Lease.
3. Carta del Landlord explicando que su renta está al día.
4. Nombre, Dirección, Teléfono, Número de fax, Ciudad y la persona a quién le enviaremos sus documentos.

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**Aviso: Las Autoridades de viviendas les recommienda que antes de mudarse tome las siguientes precauciones:**

1. Dejar el apartamento limpio y organizado- para evitar demandas de daños al apartamento
2. Tome fotos antes y después de mudarse- para demostrar que el apartamento está en buenas condiciones.
3. Devolver las llaves y pedir recibo- para evitar un mes de renta y establecer fecha cuando usted entregó las llaves de el apartamento.

Firma: \_\_\_\_\_