

THE HOUSING AUTHORITY
OF THE CITY OF
WOONSOCKET, RHODE ISLAND 02895

TO THE SPONSOR: PLEASE KEEP THIS FOR FUTURE USE.

REGULATIONS

MOVE IN:

1. Moving time must be between the hours of 8:00 AM and 4:30 PM by a BONDED mover only. (A listing of local movers will be provided). This is for FURNITURE only.
2. You may move anything that fits in your automobile at any time, nights and weekends.
3. You must notify Manager's office as to the DAY AND TIME your Move will take place at which time we will have the elevator padded And reserved for you .

MOVE OUT:

1. Your sponsor should contact the Manager's office located at Kennedy Manor, 547 Clinton Street either in person or by telephone at either 767-8094 or 767-8034 to sign an **INTENT TO VACATE** form.
2. Move out time is the same as move in which is MONDAY through Friday between the hours of 8:00 and 4:30. **FURNITURE ONLY.**
3. Again, you must notify office as to the date and time of move so we Can pad the elevator.
4. Once apartment is vacant, you may either drop the all the keys, tags And laundry cards in the Manager's rent slot or you may bring to the Manager's office located at Kennedy Manor. Manager will then inspect the vacant unit and if a refund is due, will be mailed within 10 working days.

**DO NOT REMOVE THE BUTTER DISH, THE ICE CUBE TRAYS
OR TV AMPLIFIER/CABLE FOR THE APARTMENT.**