



## NOTICE TO VACATE HOUSING

Today's Date: \_\_\_\_\_ Lease Expiration Date: \_\_\_\_\_ Date Vacating: \_\_\_\_\_

Resident's Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for move:

PCS  ETS  Retirement  Copy of Orders provided

Other \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

New Duty Station: \_\_\_\_\_ Cell/Alternate Phone Contact: \_\_\_\_\_

Report Date: \_\_\_\_\_

DD 2558 (stop allotment form) completed and attached (Army, Air Force and Navy excluded):

Marine  Coast Guard *\*Effective date is month of move-out*

- I understand my rent allotment is paid in arrears and partial allotments cannot be processed. Regardless of the vacate date indicated above, the final allotment is a full month; therefore, any refund that I am due for my last month of residency will be returned to me in accordance with applicable state law and will be mailed directly to me at the forwarding address listed above.
- Pursuant to the terms of my Resident Occupancy Agreement, I am required to give a \_\_\_ day notice to vacate. I understand that if my notice is given less than \_\_\_ days in advance, then I will be held financially responsible up to \_\_\_ days from the day I give notice unless I am able to provide written documentation verifying I was unable to give proper notice. \_\_\_\_\_(Initial)
- I agree that if I am retiring or separating from the military the same month I am vacating housing, then an allotment cannot be processed thereby requiring me to pay Owner with a check, money order or credit card for my last month's rent, which must be paid prior to my scheduled move out.
- I understand that my rental ledger must be current and all unpaid utilities and/or damage charges must be paid in full prior to move-out.
- The Community Office will schedule a home inspection for the actual move-out date noted above.
- I grant authorization to share my contact information with the privatized housing partner at my next duty station for leasing purposes.

**Resident Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**\*\*\* FOR OFFICE USE ONLY \*\*\***

Pre Move-Out Inspection Appointment:	Date: _____	Time: _____
Move-Out Inspection appointment:	Date: _____	Time: _____

Is Resident Ledger Account up-to-date?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Outstanding Balance: _____	Utility Balance: _____
Is this a lease break?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Requirements and instructions for Lease-Break: _____	

ETS-ing?	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ (Initial)
If Yes (choose one):		
<input type="checkbox"/> Vacating same month as final date of service. Informed SM he/she must pay pro-rate amount for last month of occupancy in the amount of \$_____ five (5) days prior to scheduled move out date.		
<input type="checkbox"/> ETS date is scheduled for month following vacate date. Owner should get allotment and issue refund as usual.		

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Normandy - Bastogne Gables Pre-Inspection/Notice to Vacate Addendum**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**UPON RECEIPT OF THIS NOTICE TO VACATE, ROUTINE SERVICE REQUESTS WILL NOT BE PERFORMED**

\_\_\_\_\_ **Surface Clean Concept:** Resident agrees to abide by the Surface Clean Concept and understands that if guidelines are not met there could be charges assessed for cleaning.

\_\_\_\_\_ **Trash removal:** No kitchen trash or bulk trash items permitted at the curb, inside the home, outside the home or in the storage area at time of final. **There will be a discretionary fee charged for all trash left behind by vacating residents at the time of final.**

\_\_\_\_\_ **Trash can/Recycle bins:** Corvias trash can and recycle bins must be rinsed out and placed in storage room or garage area.

\_\_\_\_\_ **Satellite dish and cables:** Remove dish, pole and all cables.

\_\_\_\_\_ **Flower beds and landscaping:** Remove all timbers, weeds, concrete borders and rocks/stones from flower beds and yard areas.

\_\_\_\_\_ **Personal items:** Make sure and remove all personal items from home, storage, garage and yard areas.

\_\_\_\_\_ **Outside areas:** Clean back yard to include removing all dog waste (\$50 a pile removal fee), remove all trash, cleaning white fences, back door, screens and windows.

\_\_\_\_\_ **Interior/exterior walls:** Remove picture hangers, screws, and/or nails – do not spackle holes. Holes larger than an inch will result in charges. Residents must apply primer to self painted walls. Be prepared to paint two coats of primer to adequately cover the area.

\_\_\_\_\_ **Light bulbs:** Make sure all conventional light bulbs are in working order and/or burned out bulbs are replaced (does not include fluorescent bulbs)

\_\_\_\_\_ **Cabinets:** Remove all child safety locks and contact paper/liners from shelves and drawers.

\_\_\_\_\_ **A/C filters:** Replace old filter. If you need a replacement filter you can pick up one at our Neighborhood Office.

\_\_\_\_\_ **Garage/Carport area:** Clean all oil stains, apply dry sweep and remove any additional shelving you installed while occupying the home.

\_\_\_\_\_ **Pool Pass and Key Fob:** Turn in pool pass and key fob. \$30.00 charge each for lost pass or key fob.

\_\_\_\_\_ **House/mailbox keys:** Return all keys at final clearing appointment. \$12.00 house/garage/storage keys. \$50.00 charge for garage remotes.

\_\_\_\_\_ **Blinds:** Damaged blinds will need to be replaced. Please see staff for details.

\_\_\_\_\_ **POA:** If the Service Member (leaseholder) is not present for the scheduled move-out, only a representative with a sPOA that states the representative can sign for/clear military housing and start/stop BAH allotments will be able to sign the move-out documentation and receive the termination memo.

\_\_\_\_\_

Resident signature \_\_\_\_\_ Date \_\_\_\_\_

Corvias Representative \_\_\_\_\_ Date \_\_\_\_\_