

# MOVING OUT PROCEEDER

---

## WHAT TO EXPECT WHEN DEPARTING?

We hope that you've enjoyed your stay with us and are sorry to see you leave. Below is information which will help ensure a smooth transition for you and your family.

### **Notice to Vacate**

Please stop by your Community Office to complete the Notice to Vacate. Providing written Notice to Vacate is a legal requirement in your lease. Generally, a minimum of 30 days' notice is required. Please note that you do not have to have orders in hand to give Notice to Vacate. If you're PCSing, orders must be available by the Move Out day. If you receive short notice orders, please come to the Community Office at once. Providing short notice orders in a timely manner may waive the 30-day notice requirement. We also will provide you with your pro-rated rent amount and discuss stopping your allotment at this time.

### **Schedule Pre Move Out and Move Out Appointments**

The Pre Move Out appointment is your one on one time to go through your home with a staff member. You have until the final inspection to correct items the staff member points out. If you have questions about potential charges, ask during the Pre Move Out appointment. At the Final Move Out appointment, everything needs to be completely out of the home and garage. Keys and remotes must be returned and the home must be clean and ready to hand over. Damage fees, if any, must be paid at this time.

### **Use the Time Before Move Out Wisely**

Locate all keys and remotes. If you have a storage drawer under the stove, remove your cookie sheets. Make meals out of what is left in the freezer. Donate or dispose of unwanted items. Isolate items you don't want packed. Ensure important papers are not packed and don't forget to get copies of your children's school records.

### **Trash Talk**

You know when your final trash pickup before move out will be. Ensure you've discarded everything on or before that day. Your trash cans must be empty and clean at your move out.

### **Changes**

If you need to make changes to the date or times of your appointments, please come into the office to make the request in writing. Depending on your lease, changes may not be allowed and in some cases, changes may require a new 30-day notice period. Check with your community office to see what applies to your lease. If changes are permitted, please know that we will try to accommodate changes, but if your home is leased to a new resident, it may not be possible to change your move out date. A change in move out date also changes the last month's prorated rent.

### **Allotments**

Your BAH will be stopped on the date you move out. Please check with your Community Office to discuss final payment or potential refunds. It is critical that you leave a forwarding address so refunds can be sent. If you don't have an address, you may leave the name and address of a trusted relative or friend and have your refund check mailed there. Your move out paperwork may be used to request TLE (Temporary Living Expenses), if applicable. Remember that if you need landlord references for a rental in the future, your BAH allotment payment counts as on-time rent payment and we're happy to verify that.

### **Hunt Loyalty Program**

If you're moving to another Hunt base, and there are a lot of them across all services, you can pocket some cash by becoming a Hunt resident again! Ask for details when you submit Notice to Vacate.

*\*\*Due to COVID-19 restrictions the process maybe modified slightly*