

MOVE OUT PROCEDURES

WHAT TO EXPECT WHEN DEPARTING?

We hope you've enjoyed your stay with us and are sorry to see you leave. Below is information to 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 a 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 visit the Community Office immediately. Promptly providing short notice orders may waive the 30-day notice requirement. We also will provide you with your prorated 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, all personal belongings must be removed from the home and garage. Keys and remotes must be returned to the office, and the home must be cleaned 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. Remove your baking sheets if you have a storage drawer under the stove. Make meals out of remaining freezer items. Donate or dispose of unwanted items. Isolate items you don't want packed. Ensure essential 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 change the date or times of your appointments, please come into the office and make a written request. Depending on your lease, changes may not be allowed; in some cases, changes may require a new 30-day notice period. Check with your community office to see what applies to your lease. Please know that we will try to accommodate changes if they are permitted. If your home is leased to a new resident, changing your move-out date may not be possible. A change in the move-out date also changes the last month's prorated rent.

Allotments

Your BAH will terminate on your move-out date. Please check with your Community Office to discuss final payment or potential refunds. You must leave a forwarding address so refunds can be mailed to you. If you don't have an address, you may leave a trusted relative's or friend's name and address and have your refund check mailed there. Your move-out paperwork may be used to request TLE (Temporary

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