

# NOTICE TO VACATE

Lease Holder Name: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Emergency Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ @ \_\_\_\_\_  
 Forwarding Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reason for Moving: \_\_\_\_\_ (PCS, Relocation, EAS, Retirement, etc.) PCS Destination: \_\_\_\_\_

Are you interested in earning money with Hunt's Resident Loyalty Program?  YES,  No, Thank you

Orders Received: Circle: [ YES ] or [ NO ]      Date Received: \_\_\_\_\_ Received by (OFFICE USE): \_\_\_\_\_  
 Move-Out Date: \_\_\_\_\_ Date Submitted (OFFICE USE): \_\_\_\_\_

## Move-Out Terms & Conditions

\_\_\_\_\_ A Final Inspection appointment will be conducted once the home is vacated. The community representative will submit a final inspection form and a cost estimate of damages to the resident at the time of the move-out inspection. Additional damages may be accessed after move-out in accordance with the Lease Agreement. Residents will be required to pay for damages directly to the Community at the time of move-out. All damages must be paid for with certified funds, mac allotment, or credit or debit card on the date of move out.

\_\_\_\_\_ I have received a copy of the move out procedures and cost estimate list. I understand the condition the home must be in when possession is returned to Management.

\_\_\_\_\_ Resident acknowledges that the move-out date is a definite date. A request for a cancellation or extension of this Notice to Vacate must be made in writing for consideration. If the home is leased to another resident, it may not be possible to move the final inspection appointment. If it is approved to move the final inspection appointment, it will be scheduled on the next available appointment which may be one or more business days beyond the original appointment. **If the home is not vacated on the move-out date specified above, the Resident is liable for damages, cleaning and rent up to and including the actual move-out date in addition to a one-time missed appointment fee of \$50.** This notice does not release the Resident of any liability under the Lease Agreement.

\_\_\_\_\_ I understand if I choose to have my allotment stopped prior to vacating my home, I must pay any outstanding monies via certified funds to include damages owed by the first (1) of the month I plan to vacate.

\_\_\_\_\_ I am required to give written notice to vacate per the terms in my Lease Agreement. If not described in the termination section of the lease agreement as a reason for early termination, I am subject to any rents and/or fees associated as described in the Lease Agreement. I will provide documentation to support my reason for early termination.

\_\_\_\_\_ I understand that if I am retiring or separating from the military the same month I am vacating; my allotment will not be taken. Therefore, I will be required to pay manually for my last month's rent with certified funds one month in advance.

\_\_\_\_\_ A rent refund, if applicable, will be returned by check, mailed to the forwarding address shown above and following all state and local laws. The check will be addressed to the Resident named on the Resident Lease Agreement.

\_\_\_\_\_ I waive my rights under the Privacy Act and authorize any government agency or agent to release my home forwarding address, email and phone for the purpose of collecting an unpaid debt or damages to a dwelling caused by me, a member of my family or guest while I was a resident.

\_\_\_\_\_ I grant authorization to share my contact information with other PPV partners for the purposes of assistance in housing relocation.

\_\_\_\_\_ I understand that if I have not provided the required written notice to vacate in accordance with my lease terms, I will be held financially rent responsible until the end of the required notice period or until the home is occupied, whichever comes first.

\_\_\_\_\_ I understand that I am breaking my lease agreement, and I owe the lease break fee listed at the bottom of this form.

\_\_\_\_\_ I understand and have read the transfer policy and agree to the maintenance recovery fee.

I (we) have read the above move-out terms and understand and agree to the terms, in addition to the lease agreement.

Pre-Inspection Date: \_\_\_\_\_ Final Inspection Date: \_\_\_\_\_

Rent Responsible Date: \_\_\_\_\_ Early Termination Fee: \_\_\_\_\_

Maintenance Recovery Fee: \_\_\_\_\_ Move and Go Fee: \_\_\_\_\_

Prorate/Other: \_\_\_\_\_ Estimated Utility Payment: \_\_\_\_\_

TOTAL ESTIMATE: \_\_\_\_\_

The above charges are not inclusive of any of potential damage fees or other fees that may be incurred between the notice to vacate submission and the actual move-out date.

Resident Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



- \$100 credit to the resident ledger at the new duty station
- Or \$200 credit off of the first month's rent at your new duty station if you sign your lease in advance\*

**FOR OFFICE USE ONLY**  
 Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

## MOVE OUT PROCEDURES

We sincerely hope you enjoyed your stay at Fort Lee Family Housing. Following the recommended procedures will ensure that your move from Fort Lee Family Housing is stress free and smooth. Please turn in all keys to your current home at the time of your scheduled move out inspection appointment. If you have chosen a site un-seen move out inspection you may drop your keys off at your local Neighborhood Center by close of business the day you are vacating. If someone is not present, please drop your keys off in an envelope with your Name and forwarding address written on it. If your keys are not received the day of your scheduled move out a \$50 lock change and additional rent for each holdover day will be charged to your account.

### Recommended Cleaning Guidelines

#### **GENERAL AREA**

1. Blinds must be wiped down and free of dust.
2. Garage, patios, and walkways should be swept.
3. All trash and personal items must be removed from the home, surrounding grounds, and storage areas.
4. All baseboards and windowsills must be wiped down and free of dust.
5. Light fixture globes should be taken down and free of dust or bugs.
6. Interior windows and mirrors should be clean of any smudges or dirt.

#### **KITCHEN AREA**

1. Range must be completely assembled; clean of all dirt, grease, food and carbonized particles and cleaning residue. Elements, oven racks, burners, burner rings, boiler pan, storage drawer and knobs must be clean.
2. Refrigerator must be wiped down inside and out. No food items should be left in the refrigerator or freezer.
3. All cabinets, drawers, shelves, cutting boards, and countertops must be wiped down and all shelf paper removed.
4. Sinks and faucets must be wiped down.
5. All items should be removed from dishwasher.

#### **BATHROOM**

1. Tile, tub and shower should be wiped down and free of mildew and mold.
2. Toilets and sinks should be wiped down and free of mildew and mold.
3. All cabinets including the medicine cabinet should be emptied.
4. Floors should be swept.
5. Linen closet must be emptied and shelf paper must be removed.

#### **OTHER OBLIGATIONS**

1. All house keys returned.
2. Leave window screens in good condition.
3. Switch plates should not be cracked or broken.
4. All Carpet, vinyl, tile, and hardwood should be left in clean (swept or vacuumed) condition with no stains or damages.
5. Any alterations to the yard should be removed including ornaments and small fencing.
6. Painted colored walls need to be primed so that a single coat of paint can cover.
7. Back yard fencing put up by the resident should be removed.
8. There should be no Pet damage including odors, fleas, damage to walls, carpet, or baseboards
9. Remove all oil stains from the driveway and garage.
10. Nail holes larger than a dime need to be patched and repaired. Wall damage from tape, wall hangings, etc. will be charged.
11. Trash cans should be cleaned and in good condition.

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Residents Signature

## Damage Cost Estimate Sheet

A final inspection will be completed on your home. The charges on your account will be determined based on the move-in checklist you completed at move in. Any differences between the move-in checklist (with the exception of normal wear and tear) and the final inspection will be charged to your account based on the amounts below.

**The below listed items must be returned at move out in order for the final inspection of your home to take place.**

Updated Forwarding Address	Your Final Statement and Refund will be sent to this address
Door Keys	\$5.00 per key
Change out cylinders (rekey home if no keys turned in)	\$50.00
Garage Remote	\$50.00
Self Help and Video Library rentals	Actual replacement cost

### Hourly Charges (Plus Cost of Materials Used)

Removal of Fences left in Yard	\$50.00 per hour
Bulk or excessive trash or furniture Removal	\$50.00 per hour
Damaged Drywall, Trim, Masonry, or Cabinetry work	\$50.00 per hour
Stains on Driveways	\$50.00 per hour
Pet Damages-including odor treatments	\$50.00 per hour
Treatable Carpet or tile Stains	\$50.00 per hour

### Cleaning Charges

Stove	\$25.00	Pay and Go Fee	\$250.00
Vent Hood	\$10.00	Counters	\$10.00ea.
Refrigerator/Freezer	\$25.00	Cabinets	\$10.00ea.
Dishwasher	\$5.00	Light Fixtures	\$5.00ea.
Bathtub and tile	\$30.00ea.	Blind cleaning	\$5.00ea.
Sinks	\$5.00ea.	Windows-interior	\$5.00ea.
Toilets	\$15.00ea.	Trash/Recycling Bins left dirty	\$10.00ea.
Mirrors	\$5.00ea.	Vinyl Floors	\$25.00ea

### Replacement Charges

Blind replacement \$25.00ea.

**All other replacement costs will be charged based on the cost of actual replacement. Carpet and vinyl are prorated based on life expectancy and hardwood is based on actual cost. Additional paint damages, tub or counter top damages resulting in resurfacing or extra coats of paint will be charged at standard cost. Damages to Garage doors will vary and be based on replacement or repair cost.**

**NOTHING HEREIN WILL BE CONSTRUED AS A LIMITATION ON MANAGEMENT'S RIGHT TO PURSUE RESIDENT FOR DAMAGES NOT SPECIFICALLY LISTED HEREIN.**

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Residents Signature

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Management Signature