

MOVE-OUT PROCEDURES



(Completed with each move-out and filed in tenant's move-out file)

Date of Notice: _____

Pre-Inspection Date:

Resident: _____

Date: _____

Address Code: _____

Final Inspection

Date: _____

Contact #: _____

Move-Out Date: _____

Email Address: _____

☐ Early Termination: _____

Forwarding Address: _____

Do you have a fence or satellite installed at your current home? Fence Satellite Both Neither

LIST	DATE	INITIAL	COMMENTS
Notice to Vacate Package accepted			
Person accepting			NAME:
Calendar Appointments Scheduled			
Copy of Orders (if applicable)			
Prorate calculated			PRORATED AMOUNT:
On Notice in Yardi			
Notice Scanned & Attached in Yardi			
Move out in Minol			
Move In/Move Out Condition Signed			
MAC			
Completed Moved Out in Yardi			
Remove from Anyone Home			

MOVE-OUT CHECKLIST

Resident: _____

Community/Address: _____

Phone: _____

Move-out Date: _____



Date Completed	Initials	Action
		<input type="checkbox"/> Complete Notice to Vacate form <input type="checkbox"/> Community Director approval if giving less than 30 days notice 1. Ineligibility (i.e. marital status change, ERD, separation, discharged) ADD MEMO IN YARDI 2. Short Orders (rec'd the day of paperwork is completed, if more than 3 days has passed check with CD) ADD MEMO IN YARDI <input type="checkbox"/> Email CM/CS/AS to charge up to 30 th day, if applicable (add a memo in Yardi) <input type="checkbox"/> Complete Move-out Charges for Resident <input type="checkbox"/> SM completes Payment of Last Month's Rent <input type="checkbox"/> Email CM/CS/AS to stop/adjust allotment, if applicable <input type="checkbox"/> Review Cleaning Guidelines, provide copy for Resident
		<input type="checkbox"/> Schedule pre-move out inspection on: _____ at am (9 -12) or pm (1-4) (circle one) <input type="checkbox"/> Schedule move-out inspection on: _____ at am (9 -12) or pm (1-4) (circle one) <input type="checkbox"/> Update Outlook calendar with appointments.
		<input type="checkbox"/> Enter inspection dates into Yardi (under memo) <input type="checkbox"/> Attach Move-out Inspection Sheet/Navy Inspection Sheet <input type="checkbox"/> File move-out file by pre-term inspection date
		<input type="checkbox"/> Pre-move out inspection completed by: Inspector: _____ <input type="checkbox"/> File returned to office by Inspector <input type="checkbox"/> Update Yardi (attach key envelope and charge sheet)
		<input type="checkbox"/> Move-out inspection completed by: Service Team member _____ DID WE VERIFY FORWARDING ADDRESS ON NOTICE TO VACATE? Forwarding address: _____ _____ <input type="checkbox"/> Move-out prorate due \$ _____ Date paid _____ *if a "holdover tenant" email CM/CS/AS the # of days to charge* <input type="checkbox"/> Charges \$ _____ Date paid _____ *email CM/CS/AS charges* <input type="checkbox"/> # Keys returned? FD _____ SD _____ Storage _____ M _____ G _____ <input type="checkbox"/> Update Yardi (i.e. forwarding address, inspection) <input type="checkbox"/> Move-out in Yardi (make sure resident goes from "Notice" to "Past"
		<input type="checkbox"/> Return completed move-out file to CM/CS/AS for Deposit Accounting.

NOTICE OF INTENT TO VACATE

Lease Holder's Name: _____ Email Address: _____

Address vacating: _____ Date vacating: _____

Reason for moving: _____

Current Address: _____ Forwarding Address: _____
Street Street

City State Zip City State Zip

Home Phone: _____ Work Phone: _____ Cell Phone: _____

PCS Destination: _____

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 cancelation 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, there may a one-time missed appointment fee of \$50.

☐ 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 understand and have read the transfer policy and agree to the maintenance recovery fee.

I grant authorization to share my contact information with other PPV partners for the purposes of assistance in housing relocation: ☐ Yes ☐ No

Are you interested in earning money with Hunt's Resident Loyalty Program? ☐ Yes ☐ No

Earn Cash Now!
Hunt Honors
 PROGRAM

Residents moving to another Hunt community will be rewarded for their loyalty at lease signing at the new duty station:



- \$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*

Early Termination Fee: _____

Maintenance Recovery Fee: _____

Move and Go Fee: _____

Prorate/Other: _____

Estimated Utility Payment: _____

Other: _____

TOTAL ESTIMATE: _____

Pre-inspection date & time: _____

Final Inspection date & time: _____

Final Rent Due Date: _____

I (we) have read the Notice to Vacate in its entirety and agree to the terms, in addition to the lease agreement. The above charges are not inclusive of any damage fees or other fees that may be incurred between the notice to vacate submission and the actual move-out date.

ALL PERSONS APPEARING AS LEASEHOLDERS ON THE RENTAL AGREEMENT MUST SIGN BEFORE THIS NOTICE TO VACATE CAN BE CONSIDERED VALID.

_____ Resident Signature	_____ Printed Name	_____ Date
_____ Resident Signature	_____ Printed Name	_____ Date
_____ Manager Signature	_____ Printed Name	_____ Date



OFFICIAL USE ONLY: Received by: _____ Date Received: _____

Orders Received: ☐ **Yes** ☐ **No** Date Orders Received: _____

Entered Notice in Yardi: _____ Added PCS Destination for PPV Lead Share in Yardi: _____

Moving to HMC Duty Station ☐ **Yes** ☐ **No** Sent Leasehawk Email to new HMC Location: _____

Proper Notice: _____ Improper Notice: _____ Rental Agreement Termination: _____

Branch of Service: ☐ **USAF** ☐ **Army** ☐ **Navy** ☐ **USMC** ☐ **USCG**

DISTRIBUTION: ☐ Resident File ☐ Uploaded into Yardi as an attachment



ADDENDUM to ITEMIZED MOVE OUT CONDITION CHARGES

RESIDENT NAME _____

ADDRESS: _____

A final inspection will be completed on your home. The charges on your account will be determined based on the move-in checklist you will complete 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.

STRUCTURAL:

Bathroom Counters: Start at \$150
Baseboards: \$1.50 per lineal foot
Bi-fold Doors: Start at \$35 each
Blind Replacements: Start at \$25 each
Cabinet Faces: \$25 each
Ceiling Fan: \$65
Closet Doors: \$25 each
Closet Rods: \$10 each
Door Frame: \$150
Door Jambs: \$50 each
Door Stops: \$2 each
Door Trim: \$25
Drawers: Start at \$25 each
Front Door Knobs/Locks: Start at \$25 each
Interior Door Knob: \$15 each
Kit. Counter Replace: Requires estimate
Kit. Counter Resurface: Start at \$185
Lights: Start at \$25 each
Nail Removal: \$2 per nail. *(More than 5: add labor)*
Outlet Covers: \$2 each
Shower Rod: \$24 each
Sliding Door Screen: \$25 each
Tub/Shower Resurface: Starts at \$175
Vanity: \$150
Vertical Blinds: \$65 (labor included); slats are \$8/each (for more than five slats, charge for full blind set)
Wall Holes smaller than a dime: \$25/hr
Wall holes larger than half dollar: \$50+/hr
Weather Stripping: \$10
Window Glass: start at \$150
Window Screen: \$20 each Window Sills: \$25/hr labor
Window fall stickers: \$1/each
Keys/garage door openers: (see lease agreement)

FLOORING:

ALL FLOORING REPAIR/REPLACEMENTS REQUIRE A QUOTE!

Fence removal: \$150

PAINTED WALLS MUST BE PRIMED AND PAINTED COMPLETELY. You may purchase paint at maintenance for \$12 per gallon.

Garbage cans must be CLEAN and able to close COMPLETELY. No trash may be in or around the bins or you will not be released.

****THESE PRICES DO NOT INCLUDE LABOR CHARGES. ALL ITEMS ARE SUBJECT TO LABOR CHARGES AT \$30 PER HOUR.**

I understand further that upon vacating the above unit, any cleaning or paint required will be charged at the rates listed. Repair and replacement costs resulting from tenant negligence will also be added.

Balance must be paid in full before allotment will be turned off.

Additional damages may be charged for items that are not noticed at time of inspection, including but not limited to pet/urine odor, smoke, stains that require an additional coat of paint, or other items not identified during inspection. Charges can be applied up to two weeks after final inspection.

PLUMBING:

Bath Sink Faucet: \$50
Bath Sink Replacement: \$75
Kitchen Faucet: Start at \$75
Kitchen Sink: Starts at \$70
Toilet Paper Holder: \$8 each
Toilet Seat: \$30 each
Toilets: \$125 each
Towel Bar: \$10 each
Towel Ring: \$8 each

APPLIANCES:

Ceiling Fans: Start at \$65
CO Detector: \$20
Dishwasher: Start at \$350
Drip Pans: \$5 each
Hood/Range Fan Filter: \$30
Range Top/Oven: Start at \$420
Refrigerator: Start at \$950
Smoke Detector: \$30 each

CLEANING:

Carpet Clean: Requires estimate
Pet Smell: Full carpet clean; requires estimate
Clean Trash Cans: \$25 per can
Garage Floor Cleaning: \$30/hr labor
Full Home Clean: \$410 or \$495 for 2BR, \$490 or \$580 for 3BR and \$575 or \$660 for 4BR (variation depends on standard v. heavy clean)
Ozonator (smoke/odors): \$175
Trash Removal: \$25 per 30 gallon trash bag
Weed Flowerbeds: Minimum 2 hrs labor @ \$30/hr
Pet feces removal: \$10/pile

PAINTING:

Full Paint (without primer): \$950
Partial Paint (without primer): \$750
Touch-up Paint (without primer): \$350
Full Prime and Paint: \$1500
Partial Prime and Paint: \$1000
Touch-up Prime and Paint: \$600

Resident: _____

Date: _____

Hunt Rep: _____

Date: _____

Barksdale Family Housing
MOVE OUT CLEANING GUIDELINES & CHARGE SHEET

It is the resident's obligation to leave their home clean and in good condition at the time of vacating, as stated in the Lease Agreement.

GENERAL AREA

1. Blinds must be wiped down and free of dust.
2. Garage and patios should be swept out.
3. Garage and receptacles must be cleaned out.
4. All trash and personal items must be removed from the home, surrounding grounds, and storage areas.
5. Carpet must be steamed cleaned and vacuumed; other flooring must be cleaned of all dirt.
6. Ceiling fans must be wiped down.
7. Interior windows must be cleaned.
8. Remove all screws and nails from walls (do not fill holes).

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 inside.
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 cleaned thoroughly 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.
6. Mirrors must be cleaned and bulbs wiped down.

OUTSIDE

1. If grass has been worn, the areas must be seeded and covered with straw.
2. Porch and Patios must be clean and free of mud and oil spots and etc.
3. Yard must be clean of debris.
4. Repair and remove objects from around the fenced area.
5. Remove Satellite Dish.

KEYS

1. 2 Door Keys
2. 2 Mailbox Keys (if applicable)
3. 2 Garage Remotes (if applicable)

X Resident Signature: _____



Optional

CLEAN AND GO

Residents wishing to avoid cleaning their home themselves have the option to choose the Clean and Go service, in which they pay for a cleaning service after vacating the home. The amount, as follows, is due to Barksdale Family Housing via money order at the final inspection to check for damages, scheduled with the member.

	2BR	3BR	4BR
Standard clean	\$410	\$490	\$575
Heavy clean*	\$495	\$580	\$660

*Units will require a heavy clean if they meet at least one of the following criteria:

1. The resident has (or had) pets in the home, which requires the unit cleaned and treated for pet hair and odor.
2. The resident has severely soiled the kitchen appliances, such as the oven cook top/underneath the cook top, and inside of the oven. Severely soiled refrigerators, dishwashers and microwaves will also qualify.
3. The resident has severely soiled the bathrooms, to include heavy mildew and soap scum on shower walls. Also extends to soiled toilets, cabinets and vanity drawers.
4. The resident has excessive crayon or pencil marks on the walls, doors, door trim and/or baseboards.

CARPET SHAMPOO

Residents who wish to only have their carpets shampooed as part of the package can do so at an additional cost, or independently of a package. **Note:** Units which have been occupied by pets must be treated for pet odor/hair.

	2BR	3BR	4BR
Pet-free units	\$150	\$220	\$275
Units with pets	\$180	\$350	\$400

FLOWER BEDS

Residents who wish to have the weeds in their flower beds pulled as a part of the package can do so at an additional cost, or independently of a package.

	Front yard	Back yard	Side yard	All flower beds
Cost	\$70	\$70	\$25	\$180

I, _____, am opting to pay to have my home cleaned for me to clear housing, as opposed to cleaning it myself. I agree that I will be charged \$25/bag of trash left behind and \$50 per item of furniture or item larger than will fit in a trash bag. I acknowledge that there will be a final inspection to check for damages prior to the cleaning and that additional charges may apply for Heavy Clean or items left in the home. The total below will be due via money order at that time.

Charge breakdown and total: _____

Service member

Date

Hunt representative

Date

EXIT SURVEY

Your opinion is important to us. Our goal is to improve the quality of family housing and services we provide to you and your family. Your answers to these survey questions will identify areas for continuous improvement. We encourage you to add comments at the end of the survey.

Please circle your response to questions 3 through 7 using the following scale:

1	2	3	4	5
Very Dissatisfied	Dissatisfied	Average	Satisfied	Very Satisfied

1. What is your reason for moving?

- ☐ *Renting a home* ☐ *PCS* ☐ *TDY* ☐ *EAS* ☐ *Deployment*
☐ *Purchasing a house* *Retirement* *Other:* _____

2. If you have purchased a house, will your monthly payment be lower than your current rental payment?

- ☐ *Yes* ☐ *No*

3. How would you rate the overall quality of your residence?

1 2 3 4 5

4. How would you rate the maintenance quality?

1 2 3 4 5

5. How would you rate the overall management of the community?

1 2 3 4 5

6. How would you rate the overall rents and utilities of the community?

1 2 3 4 5

7. How would you rate the overall quality of the community compared to private sector housing in this area?

1 2 3 4 5

8. What rent amount (if any) would have kept you at our housing community? \$ _____ / month

9. Would you move into this privatized family housing community again? ☐ *Yes* ☐ *No*

10. Rank: ☐ *E1-E6* ☐ *E7-E9* ☐ *Officer* ☐ *Other:* _____

Additional Comments: _____

Hunt Military Communities would like to thank you for taking the time to complete this survey!





Final Inspection Checklist

KEEP THIS FOR REFERENCE!

This checklist is provided to help you accomplish the cleaning requirements to clear quarters. If you have any questions, please contact the Housing office at 318-747-2723 to speak with an inspector.

PRORATE AND KEYS MUST BE TURNED IN TO FINAL INSPECTOR UPON COMPLETION OF THE FINAL INSPECTION.

Door Keys: _____ **Pool Keys:** _____ **Other(s):** _____

Mail Keys: _____ **Garage Openers:** _____

EVERYTHING MUST BE OUT OF THE HOME PRIOR TO FINAL INSPECTION OR THE INSPECTION WILL HAVE TO BE RESCHEDULED.

As a reminder, if you have weapons registered with the base armory, please contact SFS armory to notify them of your plans to vacate housing.

REPLACEMENT CHARGES

All replacement costs will be charged based on the cost of actual replacement. Carpet is pro-rated based on seven (7) years and vinyl is pro-rated based on seven (7) years. Additional paint charges, carpet stains, resurface of tubs or countertops will be charged above standard cost. Damages to garages will vary and be based on replacement/repair costs. Additional damages may be charged for items that are not noticed at the time of inspection, which include but are not limited to pet/smoke odors, smoke stains that require additional coat(s) of paint or other items not identified during inspection.

GENERAL INFORMATION

Changes/Additions to Quarters:

- _____ Painted or stenciled walls must be primed and painted before vacating home. No color should be visible through the primer before applying paint.
- _____ Wallpaper/wallpaper borders and any sticky residue must be removed. Carpet and tape residue must be removed from floors and be absent during final inspection.
- _____ When priming and painting walls, cover the floors during the painting process to prevent spills. Should paint spill onto the floor, you will need to clean it up prior to the final inspection.
- _____ If the service member leaves the area prior to the final inspection, someone who holds Power of Attorney may stand in for them. Please provide a copy of the POA to the Housing Office prior to your final inspection.

Damages to Quarters:

_____ Discuss any damages with the inspector at the pre-inspection.

Maintenance requires three (3) duty days to provide any estimates for damages. If the inspector finds damages at the final inspection, you will not clear quarters until the estimate is provided and the payment arrangements have been made. If you choose to repair/replace damages, it must be inspected and approved by the final inspector.

INTERIOR CLEANING CHECKLIST

Kitchen:

_____ Floor: Sweep and mop. Remove buildup in corners and along sides of the stove and refrigerator.

_____ Dishwasher: Clean around the inside edge of door and wipe down the exterior. Remove soap buildup from inside bottom of door. Pour one cup of white vinegar in the bottom and run through a cycle without soap to rinse out interior.

_____ Refrigerator: Clean inside and outside surfaces to remove all debris/stickiness/smudges. Dust top off. Remove vegetable bins to clean underneath. Clean door seals thoroughly. Place clean interior pats back in refrigerator. Turn the refrigerator down to its lowest (warmest) setting but not completely off. **DO NOT PULL OUT REFRIGERATOR.**

_____ Freezer: Remove bottom insert to clean underneath if necessary (there are two screws in front and two in back). Empty ice bin and turn icemaker off (arm in up position). Turn temp setting to 1 or A.

_____ Stove: Remove all grease, buildup and food debris. Use ammonia or any product that states it's a degreaser. **DO NOT MIX CLEANERS** (especially bleach and ammonia)! If you have a self-cleaning oven, remove racks before running self-clean cycle. **DO NOT PULL OUT STOVE.**

_____ Exhaust Fan Filter above Stove: Remove and clean in dishwasher. If excessive grease/grime buildup is present, get a replacement filter. Some sizes are available from Self Help. You must bring the old filter with you.

_____ Vent Hood: Wipe off all food/grease/grime buildup under and over the top of the ENTIRE vent hood.

_____ Burners: Remove all black residues from grates (ammonia works great).

_____ Countertops: Remove stains with soft scrub cleanser and wipe clean.

_____ Cabinets/Pantry: Clean outside door surfaces, remove all food debris, stains, soap residue. Remove all shelf-liners and sticky residue.

_____ Sink: Use bathroom soap scum remover.

_____ Faucet/knobs: Use bathroom soap scum remover to clean around faucet and knobs. Make sure to get all soap scum as well as all calcium, lime or rust buildup. For rust stains, *Wink*, *CLR* or *Lysol Toilet Bowl Cleaner* or any rust remover should work fine.

Bathroom:

_____ Remove all grime, soap scum, mold, mildew and calcium/lime buildup from shower walls, mirrors, sinks, toilets, soap dishes, tubs, tiles and shower floors.

- _____ Sweep and mop floors
- _____ Tile wall surfaces must be slick and completely free of soap scum, mold and mildew. Use soap scum remover and mildew remover products.
- _____ Clean small areas at a time. Rinse and towel dry, then check to make sure all residues are removed.
- _____ Cabinets: Remove any shelf-liners and sticky residue. Wipe down outside and inside surfaces and shelves.
- _____ Tub and sink: Remove grime, soap scum and rust stains. Cover surface with cleanser and allow it to stand for one hour. Scour with a green or blue non-abrasive scrub pad or a scrub brush and rinse thoroughly.
- _____ Clean around faucet knobs and faucet base to remove soap scum.
- _____ Soap dishes: Remove soap residue and check underneath dish for buildup.
- _____ Toilet: Clean around base of toilet at floor, outside surface, toilet seat and inside toilet bowl. Clean under inside rim of toilet bowl. Use of a pumice scouring stick is recommended for tough stains.
- _____ Remove all mold, mildew and calcium/lime buildup. (Wink, CLR or Lysol Toilet Bowl Cleaner)
- _____ Shower doors, if applicable: Remove all soap scum, mold and mildew. Double doors can be removed to clean. Place against shower wall when clean. Lift up on door and pull out toward you. Use soap scum remover with a Brillo/SOS pad.
- _____ Clean aluminum frame and towel bars with a non-abrasive green or blue scrub pad.
- _____ Shower floor, if applicable: Cover surface with cleanser and allow to stand for one hour. Scrub with brush to remove soap scum and grime. White residue around drain is calcium/lime buildup and will chip off easily with a knife when wet.

Other Areas:

- _____ Carpet, if applicable: When purchasing carpet stain removal products, please read the label. If carpet is damaged, you will be charged.
- _____ Sweep/vacuum all floors.
- _____ Remove carpet tape and/or tracks if installed over hard surface floors. (Sticker Shock, WD-40 and Goo Gone all work well for removal of sticky residue from tape.
- _____ Remove all personal belongings and trash.
- _____ Dust and/or clean all paint surfaces, such as walls, baseboards, windowsills, cabinets and shelves (including shelves in storages areas and garages).
- _____ Remove any sticky residue left from wallpaper/wallpaper border.
- _____ Remove crayon, dirt, marker and tape from all painted and unpainted surfaces.
- _____ Windows: Clear debris/cobwebs from between the interior window and storm window.
- _____ Vacuum closet door tracks.
- _____ Dust all wall/door vents.
- _____ Keep fall hazard stickers adhered to all windows on upper floors.

_____ All light fixtures must have working light bulbs in each light socket.

_____ Blinds: replace all damaged blinds.

EXTERIOR CLEANING CHECKLIST

_____ Sweep out storage room and wipe off shelves.

_____ Yard: Weed flower beds. Clear walkways, driveways and curb tracks of grass and weeds.

_____ Fill any holes in your yard. If you had an item in your yard that has caused missing patches in your grass, you must plant/replace grass.

_____ Sweep all of the following areas: garage floor, curb, driveway, patio and porch areas.

_____ Remove surface oil stains from garage and driveway. Cat litter will absorb the oil; Dawn dishwashing liquid will clean it. Auto stores also carry cleaning supplies to remove oil stains.

_____ Trash: Large trash can and recycle bin must be emptied then rinsed out prior to inspection. Place these bins inside garage. **There can be no trash inside either bin, at the curb or anywhere else on the premises of the home.**

THERE IS A DUMPSTER LOCATED BEHIND SELF HELP/MAINTENANCE ON MAIN BASE, BEHIND THE MAIN SHOPPETTE. YOU MAY DUMP YOUR TRASH AT THIS LOCATION.

_____ Limbs and bagged leaves/grass clippings may be left at the curb for pick-up.

_____ Remove satellite dish from pole. Leave the pole in place.

_____ Fence: Remove fence. You can always ask if an incoming resident may be interested in assuming the fence and all responsibilities with it.

_____ Remove all piles of pet feces.