

## NOTICE OF INTENT TO VACATE GOVERNMENT OWNED OR LEASED QUARTERS

**USE OF FORM:** This form shall be submitted to the Local Housing Office at least 45 days in advance of your anticipated vacate date. Work orders will not be processed 45 days prior to termination of quarters unless an emergency exists. Please print legibly and complete all blocks.

Name <i>(last, first, MI)</i>	Branch of Service	Rank
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Current Quarters Address and Phone Number:	Bedroom Size:	Housing Type: <input type="radio"/> Government Owned Family Quarters <input type="radio"/> Leased Family Quarters <input type="radio"/> Unaccompanied Personnel Leased Housing (UPLH) <input type="radio"/> Unaccompanied Personnel Housing (UPH)
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Current Duty Station and Phone Number:	New Duty Station:
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Departure Date:	Reason for Vacating: <input type="radio"/> PCS Transfer <input type="radio"/> Discharge/RELAD <input type="radio"/> Retirement
Pack out Date:	<input type="radio"/> Other: _____  <input type="radio"/> Permissive relocation move to: _____

Resident's Signature:	Date:
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**Note:** Residents are required to provide a copy of their *Permanent Change of Station (PCS)/Retirement/Discharge orders with their date of detachment stipulated. Residents are not entitled to remain in quarters beyond their date of detachment. The Housing Office must receive any requests for an exception to this policy at least 60 days prior to detachment.*

**Inspection Dates:** The following Pre-Check-out and Final Inspection dates have been scheduled. You are responsible for being at your unit at the dates and times indicated below. Any change to these dates must be cleared through the Housing Office as soon as possible. The Final Inspection date will not occur after your detachment, retirement or discharge date.

Pre-Check Out Inspection Time and Date:	Final Inspection Time and Date:
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Resident Signature:	Date:
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<i>Housing Representative Signature:</i>	Date:
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### Housing Use Only

Unit Cleared by <i>(Housing Management Signature):</i>	Date:
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No. of Unit Keys Returned:	No. of Mailbox Keys Returned:
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## RESIDENT RESPONSIBILITIES

I have received a copy of the Preliminary Inspection Check-Off Sheet. It is my responsibility to comply with all cleaning requirements. Failure to comply may result in delaying my departure or my being charged for custodial services.

I am responsible for damages or missing equipment in my unit. I understand my financial obligations to resolve such situations prior to my departure. There are three options for repairing/replacing damaged/missing items:

1. I may repair/replace the item(s) myself.
2. I may hire a contractor to accomplish the repair/replacement.
3. I may pay the U.S. Coast Guard for the repair/replacement.

If I choose options 1 or 2, I understand the repair/replacement must pass the government's inspection. If I choose option 3, payment can be in the form of either a cashier's check or money order made payable to the "**United States Coast Guard**", or I can choose a voluntary deduction from my pay using DD Form 139. Cash or personal checks are not accepted.

If I am a pet owner, I understand it is my responsibility to exterminate fleas in my yard and unit. At the time of vacating, I will ensure there is no flea infestation. If fleas are not properly/adequately exterminated, I will be held financially responsible for an adequate extermination. ***I am aware if any lingering pet odors or pest infestations caused by my pet(s) are detected within 60 days of my final inspection, I may be held financially responsible for eliminating the problem(s).***

Termination of quarters is completed when I have met all the cleaning requirements and all damages (if applicable) are resolved.

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## IMPORTANT NOTES TO REMEMBER

1. Allow yourself at least three (3) days after your movers leave to clean your quarters.
2. All personal items must be removed from your quarters before the final inspection. This includes any self-help equipment borrowed.
3. All trash, boxes, garbage and hazardous waste materials must be removed before your final inspection.
4. All carpets must be steamed cleaned. If carpeted areas are excessively dirty, a professional cleaner should be hired. ***Final inspections will not be done on wet carpets.*** It is your responsibility to plan ahead. Please note: It is sometimes difficult to determine at the pre-inspection whether carpet stains will come out. Many factors determine how well carpets will come clean, what was spilled, how long has it been there, etc. The Housing Office cannot answer these questions or decide for you what may work best. The decision whether to have stained carpets cleaned first, to see if the stain(s) would come out, is yours only. Having the carpet cleaned ***will not*** absolve you from any possible monetary charges, if at the final inspection stains

## RESIDENT RESPONSIBILITIES (continued)

4. cont.) are still apparent. No deductions or “credit” for labor, or money spent, will be removed from any bill the government assesses. It is very important to find out from the Housing Inspector at the pre-inspection how much stained carpet may need to be replaced in order to match the surrounding area. This should assist you in making your decision.
5. Have all keys to the quarters and mailbox available to give to the Housing Inspector. Any missing keys could result in a monetary charge.
6. Have cleaning materials on hand for your final inspection to include mop, broom, brush, degreaser, glass cleaner, paper towels, scrub pads, rags or sponges. These items will come in handy if you do not pass your first inspection. It is the responsibility of the Resident to acquire the necessary equipment and cleaning items needed for their Final Inspection.
7. If you hire someone to clean your quarters, it is a private contract between you and the cleaner. The Housing Office cannot mediate disputes or get involved in your contract with a cleaner. You are still responsible for the cleanliness of your unit and you must be present for the final inspection. It is suggested you have any contract cleaner you may have hired at the final inspection with you.
8. Equipment for lawn care and other self-help items are available on a “first come, first served” basis. Please plan ahead and don’t rely on self-help for services.
9. Do not allow movers to drive onto grass during your pack out. Damages to grounds by movers will be your responsibility.
10. You are required to be present at the final inspection. A Power-of-Attorney will be required for spouses who stand in for service members unavailable due to emergency situations.
11. If something comes up and you cannot make the final inspection date, please contact your Local Housing Office immediately. Remember your entitlement to BAH is dependent on a successful and complete Final Inspection.

I have read the above and fully understand my obligations.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date