

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 One Call Now			

NOTICE OF INTENT TO VACATE

THIS NOTICE IS GIVEN IN ACCORDANCE WITH THE TERMS OF THE RENTAL AGREEMENT REQUIRING ADVANCE WRITTEN NOTICE. IT DOES NOT CONSTITUTE A RELEASE FROM ANY TERMS IN EFFECT OR CANCELLATION OF THE UNEXPIRED RENTAL PERIOD IN EFFECT AT VACATING.

This serves as written notice to vacate address _____
 on _____ for the following reasons: _____

 _____.

It is understood that a refund of the security deposit will be made if the terms and conditions of the Rental Agreement which expires on _____ have been fulfilled. It is also understood that the home will be inspected and damages (if any) will be deducted from the security deposit. Residents are entitled and encouraged to make an appointment with management to have the home inspected in their presence.

Please supply the forwarding address for security deposit disposition:

 Street Address

 City, State, Zip

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

PLEASE NOTE: The home will be **RE-LEASED** once this Notice to Vacate is submitted. The date to vacate cannot be changed or this notice canceled unless the home is **NOT** re-leased.

SIGNATURES

RESIDENT(S):	HUNT MH PROPERTY MANAGEMENT, LLC DELAWARE LIMITED LIABILITY COMPANY, ITS AUTHORIZED AGENT
1.	Neighborhood Name:
2.	Address:
3.	Manager:
Date/Telephone Number:	Date Received:

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

MANAGEMENT ONLY:

Proper Notice:	Improper Notice:	Rental Agreement Termination:
----------------	------------------	-------------------------------

DISTRIBUTION: Resident File



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	\$360	\$440	\$525
Heavy clean*	\$445	\$530	\$610

*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 acknowledge that there will be a final inspection to check for damages prior to the cleaning and the total below will be due via money order at that time.

_____ (Charge breakdown and total)

Service member

Date

Hunt representative

Date



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 prorated based on five (5) 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 parts 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.

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!





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 \$150
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 half dollar: \$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: \$50/each

PLUMBING:

- Bath Sink Faucet: \$45
Bath Sink Replacement: \$50
Kitchen Faucet: Start at \$75
Kitchen Sink: Starts at \$70
Toilet Paper Holder: \$8 each
Toilet Seat: \$30 each
Toilets: \$125 each
Towel Bar: \$6 each
Towel Ring: \$7 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 \$800
Smoke Detector: \$12 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: \$360 or \$445 for 2BR, \$440 or \$530 for 3BR and \$525 or \$610 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

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.

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)