

## Cleaning & Move-Out Safety

Our residents' safety is our first priority. Please pay attention to the following guidelines to help ensure a safe and injury free move:

- Lift with your legs by bending at the knees to reach objects, avoid lifting with your back.
- Carefully stack boxes.
- Carefully read and follow warning labels and instructions for use of all cleaning products. Do not mix cleaners without understanding if the products are compatible.
- Wear clothing that adequately protects your skin, close toed shoes, gloves, safety glasses, and vapor/dust masks as appropriate for each task and as recommended for the proper use of each individual product and tool.

## Normal Wear & Tear

Residents are responsible for damage to their home or to equipment and furnishings caused by the abuse or negligence of family members and guests. Normal wear and tear is the amount of deterioration which occurs in the normal use of homes, as such it is anticipated and acceptable. Homes should be used as intended, avoiding any negligence, carelessness, accident or abuse of the premises by the occupant, members of the household, their pets or guests. For example, small nail holes are expected, large holes are not.

## Trash Removal & Hazardous Material Disposal

Our properties provide bulk trash pick-up, scheduled on your normal trash day prior to your move out. Call your community center to schedule a pick-up.

- Small quantities of household cleaner is permitted in household trash.
- Paint must be left out to evaporate. Empty paint cans and dried paint can be disposed of in normal household trash.
- Empty propane tanks can be taken to a propane retailer.
- Hazardous household & E-Waste (electronic waste) may not be placed in household trash. Fort Drum offers free disposal. See your community center for hours and locations or visit our website at [www.fortdrummch.com](http://www.fortdrummch.com).
- Bulk trash pick up can be scheduled at your expense, contact your community center.

## Care to Share

Have any non-perishable food items you don't want to pack up or throw out? Donate any non-perishable food items to our Care to Share program with drop boxes located in each community center. All food items are donated to local food pantries within the local community.

## SYNERGY Rewards

All credits must be redeemed within 30 days of move out.

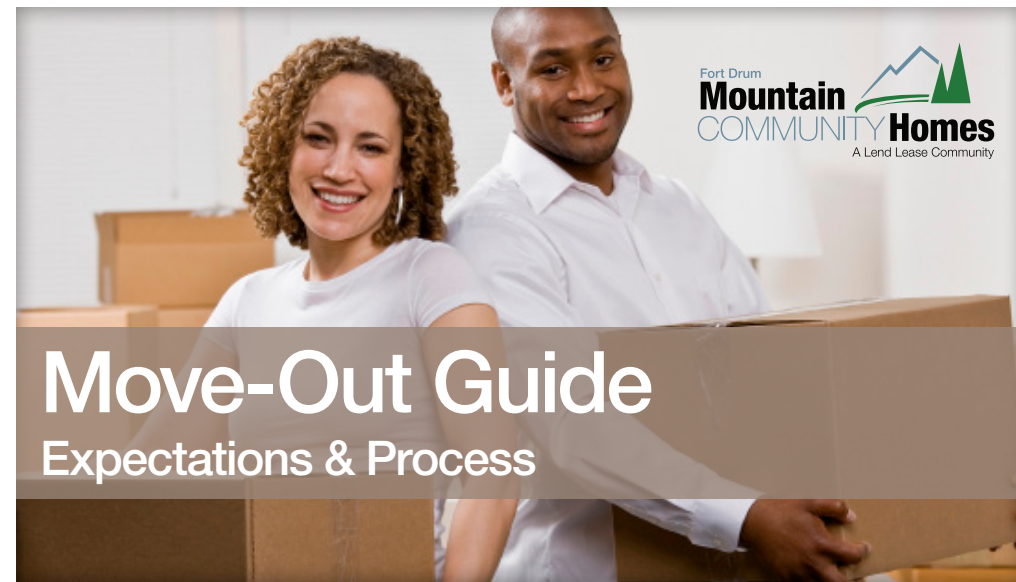


Thank you for choosing to reside at Fort Drum Mountain Community Homes, a Lend Lease Community. We thank you for your service, we wish you well, and hope to serve you again. The contact information for all other Lend Lease communities, and the military housing communities near your next destination can be found at:

[www.MilitaryHomesToday.com](http://www.MilitaryHomesToday.com)

[www.fortdrummch.com](http://www.fortdrummch.com)

### Our Lend Lease Communities



## Move-Out Basics

We have designed a simple move-out process for our military Families that reduces the stress of the experience. When a home is cleaned regularly, it should only require a wipe down, sweep and vacuum at move-out. We expect that you leave your home clean throughout (including the kitchen, bathrooms, yard and garage).

## Move-Out Process

- Our lease requires a 30 day written notice
- Attend a Move-Out Information Session
- Our staff will work with you to schedule a move-out date
- Final Inspection

### Final Inspection

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

## Move-Out Notice

Residents must provide at least 30 days written notice, on the form available at the community center. Residents must have a firm date scheduled with transportation as once the move-out is scheduled it may not be changed. If a service member is not able to provide the written notice to vacate, the spouse must provide a special power of attorney.

## Move-Out Information Sessions

When providing notice to vacate, residents will be assisted in determining a move out date and final inspection appointment. Residents are encouraged to attend a Move-Out Information Session to learn about the process and expectations. Sessions are conducted at the Community Centers at the following times:

- **Tuesdays:** 9am - Rhicard Hills Community Center
- **Thursdays:** 3pm - Crescent Woods Community Center
- **Fridays:** 9am - Adirondack Creek & Monument Ridge Community Centers

### Move-Out Information Session

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_



## Move-Out House Cleaning Checklist

Please complete the checklist below during your move-out.

### TRASH & RECYCLING CONTAINERS

All containers must be empty and cleaned and stored in your garage. No trash is to be left inside or outside the home.

### FLOORS

Floors should be swept and mopped removing all dirt, dust and surface contamination. Carpets should be vacuumed clean prior to the final move out inspection. Carpets must be shampooed if you have pets and completely dry at the time of assessment. If carpet has excessive dirt or pet stains, additional fee may be charged at move out.

### WALLS, CEILINGS & DOORS

Walls, ceilings and doors should be free of dust, dirt, cobwebs and grease/food particles. Remove pen, pencil, crayon or other markings from surfaces. Remove all tape, tacks, borders or other items that were installed during occupancy. Ceiling hooks may be left in place. Nail holes do not need to be filled.

Holes larger than 1" x 1" are considered damage. If you received approval to paint wall(s) any color other than those on the approved FDMCH palette, you must repaint the wall(s). Please contact your community center for further guidance.

### WINDOW COVERINGS

There should be a screen in all windows. Blinds should be wiped down and functional.

### KITCHEN & LAUNDRY

All surfaces must be clean and deodorized. All cabinets, countertops, shelves, sinks and faucets must be clean and wiped down.

### BATHROOMS

All surfaces must be clean and deodorized from dirt, soil and stains. All wash basins, showers, toilets, sinks, etc, must be clean and wiped down.

### APPLIANCES

Thoroughly clean the range/hood, dishwasher, refrigerator/freezer and microwave (if applicable). The stove should include two racks and broiler pan (if one was provided at move in). Clean to remove grease, food, mildew and dust. There should be a working light bulb in each fixture.

### GARAGE, PATIO, BALCONY & BASEMENT

Please sweep the patio, balcony and garage areas, including driveways and sidewalks. Attempt to remove any oil stains from garage floor.

### HOME EXTERIOR & YARD

Please remove all trash, decorative rocks, pavers, animal feces and other debris from patios, storage areas, yards, garages. Wipe off muddy paw prints on fence and home. Private yards inside the fence must be mowed, weeded, edged, and seeded (if applicable). Repair and fill holes made in yards. If applicable, snow and ice must be removed from driveways, walkways, stairs, patios and decks.

## Move-Out Inspection

We have taken pride in providing you the best Military Family community experience possible. During your Move-Out Inspection we will take care to help your family meet our Move-Out expectations. If at any point you need additional help or clarification, please contact your community center, they're here to help.

## Final Inspection Process

At your Final Inspection, we will:

- Provide a list of damage or cleaning charges and, if applicable (for excess damage an additional damage assessment and repair estimate may be necessary)
- Collect all outstanding debt including damage and cleaning charges (for Service Members separating from the military, rent for that month must be collected)

## Post Move-Out

We may receive BAH for the portion of the month you did not reside in the home after move-out, because BAH is paid in full-month allotments at the end of each month.

Unpaid charges or uncollected money owed is subtracted from the remaining BAH.

Move outs scheduled from the 1st-15th will have the allotment adjusted to reflect the exact amount owed.

Move outs scheduled from the 16th-31st will have full months BAH pulled and a check for any remaining refund will be mailed to the forwarding address provided.

## Final Inspection Preparation Checklist

In advance of your Final Inspection, please complete the checklist below. These items may help you avoid confusion and unforeseen costs.

### PERSONALIZATION

Any home improvements that occurred during the residency (unless otherwise approved by management) must be reversed. The home must be returned in its original condition.

### PAINTED WALLS

If you received approval to paint wall(s) any color other than those on the approved FDMCH palette, you must repaint the wall(s). Please contact your community center for further guidance.

### CABINETS

Please have all the cabinets and doors open to speed up the process.

### KEYS & REMOTE CONTROLS

House keys (two sets), mailbox keys and garage opener remotes are required to be turned in at move-out. If residents have purchased additional sets of keys, they too are required to be turned in at move-out.

### MAIL FORWARDING

Check your mailbox and work with your post office to ensure your mail is forwarded.