



### 30 DAY NOTICE TO VACATE

Resident Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_ PCS Destination: \_\_\_\_\_

#### MOVE OUT TERMS

\_\_\_\_\_ A Final Inspection appointment will be conducted once the home is vacated. Any damage, cleaning charges or other fees will be assessed and are due in full at that time. For Army, Air Force, Coast Guard, and Navy residents that would have any additional monies owed at the time of move out, I authorize Atlantic Marine Corps Communities, LLC to deduct any monies owed from my final reimbursement check (to include final utility charges, damage/violation charges, cleaning charges, etc. if applicable).

\_\_\_\_\_ Whenever possible, military transportation should be arranged before official notice to vacate submissions. Coordination with the Community schedule may be necessary.

\_\_\_\_\_ 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.** This notice does not release the Resident of any liability under the present Resident Occupancy Agreement.

\_\_\_\_\_ A move-out inspection will be conducted at the time of resident move out. Damages caused by tobacco smoke, pets, and other damages beyond normal wear and tear will be billed to the resident. The PM will submit a bill containing a detailed report and a cost breakout of damages to the resident within two business days of completing the move-out inspection. Residents will be required to pay for damages directly to the Property Manager.

\_\_\_\_\_ A rent refund, if applicable, will be returned by check, mailed to the forwarding address shown above in the first week of month following the move-out. The check will be addressed to the Service Member named on the Resident Occupancy Agreement.

\_\_\_\_\_ I waive my rights under the Privacy Act and authorize any government agency or agent to release my home forwarding address 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 the destination housing management.

\_\_\_\_\_ Resident understands that rent for the last day is due upon check out or through PPV deduction.

If buying/renting off-base, please provide location: \_\_\_\_\_

I (we) have read the above move-out terms and understand and agree to the terms.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Any Air Force, Army, Coast Guard or Navy service members moving due to retirement or EAS and your separation date occurs in the same month as your proposed move out date, the final month's rental payment will NOT be received by the Community via the standard allotment process. Under these circumstances, we will require FULL payment of the final month rent, any delinquent balance and/or charges assessed prior to the proposed move-out date.

#### OFFICE USE ONLY

Notice Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Pre Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_ Final Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

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