

CLEARING HOUSING ADDENDUM

Be advised there is a clearing process that must be followed in order to vacate housing. Make sure you give your 30 day Notice to Vacate in a timely manner, to avoid additional rent obligations. The clearing process is as follows:

1. Resident must give a 30 day written notice (forms in office) accompanied by orders. A notice to vacate will not be accepted without orders. If the Resident has PCS orders that have a report date, less than 30 days, than their obligation to 30 days of rent is waived. If a Resident elects to move within the 30 days, they will still be responsible for rent.
2. On the day the Notice to Vacate is received in our office, the Resident will schedule a pre termination inspection and a final inspection.
 - a. Pre-termination inspection is scheduled to view the condition of the home and alert Resident to any obvious damages and responsibility. Resident may elect to make repairs on their own, with guidance from Leasing and Maintenance.
 - b. Final inspection is scheduled for the day the Resident is leaving housing. The house should be completely vacant at this time and meet all of the criteria for a "self" clean or a "contract" clean. Resident will follow Leasing Specialist back to office to complete appropriate paperwork.
3. Resident will be given all pertinent paperwork regarding "self" clean and "contract" clean, at the time they give a 30 day Notice to Vacate.
 - a. Self Cleaning guidelines are extensive and are two part. There is a self cleaning guideline for the home and a flooring guideline (carpet must be professionally cleaned). Resident may elect to perform both, one or neither.
 - b. Contract Cleaning charges are also two part. There is a fee for cleaning and a fee for flooring.
4. Resident will be met at their home for both the pre termination inspection and final inspection, by a Leasing Specialist.
5. Residents are responsible to pay out of pocket, for cleaning fees and damages, prior to receiving BAH reconciliation form. These charges may be subtracted from any refund due (where applicable). Acceptable forms of payment are money order, cashier's check or debit/credit card. **NO CHECKS OR CASH ARE ACCEPTED.**
6. Resident will not stop their allotment. The allotment stop will be processed on the day of move out.

Resident

Date

Resident Specialist

Date