

# Virtual Move Out Procedures



Once you are ready to move out of housing, please make sure the following procedures are taken care of. Please be aware procedures are subject to change based on COVID19 precautions.

## Submit a written Notice to Vacate in our main office:

***30 days will start the day your written notice is turned into us!***

- ~ Bring a copy of your orders.
- ~ If you are not the military member or lease holder we will need a copy of your Power of Attorney.
- ~ Complete the Notice to Vacate form and set up your Pre & Final inspections.
- ~ Discuss rent and utilities owed/refunded and tentative move out charges (these are only estimates).

## Schedule your Pre and Final inspections:

- ~ Pres & Finals are scheduled via Zoom app, resident will need to walk RSS through home.
- ~ Suggested time between Pres & Finals is at least 1 week but can be more if requested.
- ~ Finals are scheduled Monday - Friday from 9am-4pm, with the exception of the last business day of the month.

## The day of your Final:

- ~ Home (inside & out) must be completely empty of personal belongings and cleaned unless using our Pay & Go options.
- ~ Front and backyard areas must be clean of any pet feces.
- ~ Final Zoom walk move out will include cleaning/damage charges however final amounts will not be available for 1 business day after walk.

## Final Charges:

- ~ Include rent, utilities, damages, and cleaning charges.
- ~ Finalized amounts will be provided to resident via email 1 business day after move out.

## Allotments for move outs:

- ~ Before the end of the month cut off, amount will be adjusted to pull only what is due and stopped the beginning of the following month.
- ~ After the end of the month cut off, full amount will be pulled and refund sent via check to forwarding address provided to us.

## Separation/Retirement:

If your effective date is before the last day of the month, you will be asked to pay in advance via certified funds (money order, cashier's check, Resident Portal) otherwise your allotment will continue as normal.

## Virtual MPF/Career Development:

You must clear with us before you can clear with the base.