

NOTICE OF INTENT TO VACATE

Received Date:
Resident Responsibility:
Received By:

TODAY'S DATE

LEASE EXPIRATION DATE

DATE VACATING

SPONSOR'S NAME

ADDRESS

Reason For Vacating

PCS ☐ Copy of Orders Attached; ☐ Copy of Orders to Follow (orders must be received no later than 48 hours prior to move out)

ETS/RETIREMENT* ☐ Copy of Orders Attached; ☐ Copy of Orders to Follow

TDY/DEPLOYMENT ☐ Copy of Orders Attached; ☐ Copy of Orders to Follow

OTHER:

☐ Dependent Status Change

☐ Family Emergency

☐ Purchased Home

☐ Renting Home Off Base

↑ _____

I understand that my allotment is paid in arrears. Therefore, any refund that I may be due, to include any pet deposits, for my last month of residency will be paid out by mid-month of the following month and mailed directly to me at the forwarding address that I have provided to Dover Air Force Base Properties.

Per my Resident Lease Agreement, I am required to give a 60 days written notice to vacate or, 30 days per my Military Clause. I understand that if my notice is less than 30 days in advance, then I will be held financially responsible for up to 30 days from the date I give written notice (unless I am able to provide written documentation verifying that I was unable to give proper notice). I also understand that I may be charged for any damages that are found as a result of my negligence. *Resident's initials _____ All damages must be paid for with money order on the date I move out.

* I understand that if I am retiring or separating from the military the same month I am vacating, my allotment will not be taken. Therefore, I will be required to pay manually for my last month's rent with a Money Order or Certified Check one month in advance.

Resident's Initials _____ **I understand that Dover AFB Properties, LLC will be re-renting the home based on this notice to vacate. I also understand that if this home is assigned to be reoccupied and I should remain in the home after the vacate date that I will be considered a "holdover tenant" and can be charged double the monthly rental computed and pro-rated on a daily basis for each day that I remain in the home. I understand that I will be responsible for any charges incurred by the incoming resident for the result of them not being able to move into the home as scheduled, to include storage of goods and accommodations until incoming resident is able to take possession.**

SPONSOR'S SIGNATURE

DATE

Pre-Inspection Appointment:

DATE

TIME

Move Out Inspection Appointment:

DATE

TIME

* As stated in the Resident Guidelines, upon vacating it is the resident's obligation to leave the home in the same high standard of cleanliness and repair that it was received. This checklist is not all inclusive

GENERAL AREA

1. Walls should be clear of foreign objects, i.e. nails, stickers, wallpaper, borders, dirt, etc. Please DO NOT spackle your walls!
2. Walls need to be primed white so color doesn't show through and it can be covered with only one (1) coat of paint
3. Carpeting should be vacuumed and steam cleaned and free of stains and pet hair
4. Blinds and window sills should be wiped down and blinds not bent or broken
5. All screens and windows must be intact
6. Dust and clean all light fixtures/ceiling fans, ensure all light bulbs are replaced/working
7. Tile and wood floors must be broom swept and damp mopped. Black scuff marks must be removed from floors and baseboards
8. All areas must be free of debris and personal belongings

KITCHEN AREA

1. Refrigerator/Freezer should be defrosted, cleaned inside and out and turned on low, clean behind and underneath refrigerator
2. Ice maker should be empty and in the off position
3. Range and oven (inside and out), broiler pans and all racks clean, clean underneath range
4. Hood and exhaust fan should be cleaned, ensure grease is cleaned from underside of hood
5. Dishwasher is to be clear of food particles inside and out
6. Wipe down all cabinets and countertops, pantry racks. Ensure inside of cabinets are free of debris
7. Microwave must be clean inside and out and rack should be in place

BATHROOM AREA

1. Tub, sink and toilets must be cleaned and free of mildew and soap scum
2. Floors should be swept and damp mopped
3. Wipe down vanity and medicine chest(s)
4. Clean mirrors

GARAGE, CARPORT, PORCHES, STORAGE ROOMS AND PATIOS

1. Remove all dirt, cobwebs, bird's nests, etc. from exterior doors, garages, and ceilings
 2. Repair damage to lawn caused by pets, sheds, removal of fencing. Remove all pet feces, etc. (this includes filling in any holes and reseeding dead areas of lawn)
 3. Remove all trash from property
 4. Trash and Recycle Cans must be empty, cleaned and pulled back against the home.
- For your convenience, a dumpster is available behind our maintenance office Monday thru Friday from 7:30 a.m. to 4:30 p.m.

TURN OVER YOUR UTILITIES! *(You will be responsible for all utility charges until the date of your final meter reading)*

In order to get a final meter reading for your gas and electric, you will need to contact the UTILITY COMPANIES.

Call: City of Dover Electric - (302) 736-7035 x2 - notify at least **24 hours prior to move out** to transfer service back to Dover AFB Properties LLC

Call: Chesapeake Gas - (302) 734-6700 x3 - notify at least **5 business days prior to move out** to transfer service back to Dover AFB Properties LLC

Please Note: If you fail to contact the utility companies as stated above, you may not receive a meter reading until after your final move out inspection.

Verizon – Christian Wynn – (302) 660-9611. Contact for details on how to transfer/return your Verizon equipment. Do not leave equipment in your home.

SPONSOR'S SIGNATURE

DATE