



# MOVE-OUT GUIDE

## EXPECTATIONS & PROCESS

### Move-Out Basics

We have designed a simple move-out process for our residents 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.

### Move-Out Process

- ☐ Our lease requires a 30-day written notice; unless orders are dated with less than 30 days to the departure date
- ☐ Schedule optional pre-inspection
- ☐ Final inspection

### Move-Out Notice

Residents must provide at least 30-days written notice, on the form available at the community center. Residents are encouraged to provide notice as soon as they begin planning to move. As soon as you anticipate a move, even if you don't yet have your orders, we highly encourage you to provide written notice. If a service member is not able to provide the written notice to vacate, the spouse may do so and must provide a power of attorney.

### Cleaning & Move-Out Safety

Our resident's safety is always first, 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 consulting this information first.
- Wear clothing that adequately protects your skin, closed-toe 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.

### Trash Removal & Hazardous Material Disposal

- To schedule a bulk pick-up prior to your move-out date, please contact your HMC representative. Bulk pick-up must be completed prior to your move-out inspection to prevent damage charges.
- Hazardous materials may be disposed at the local (county) Hazardous Waste Disposal site.
- 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.
- WE CANNOT accept propane tanks, refrigerators, air conditioners, tires, batteries or mattresses of any size.
- Tires and batteries may be dropped off at the auto hobby shop located on base.
- If you have other questions, please contact your HMC representative.

### 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. Excessive grease or mildew are considered above normal wear and tear and could result in damage charges. 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. For a list of common damage costs, including damage caused by pets, please visit the Departing Residents section of our website.

### PCS Donation Program

You might have non-perishable food items that you would normally throw away at move-out. Instead of throwing those items away, we are asking that you simply drop off items at any HMC community office. We accept any unopened non-perishable food items and bathroom toiletries. Items collected are donated to local food pantries.

### Your Next Home

Thank you for choosing to reside at Camp Lejeune Family Housing. We thank you for your service, we wish you well, and hope to serve you again. The contact information for all other HMC communities and the military housing communities near your next destination can be found at:  
[HuntMilitaryCommunities.com](http://HuntMilitaryCommunities.com)

**Property Management & Maintenance: (910) 756-3511**

### FINAL INSPECTION

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

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

# HOUSE CLEANING CHECKLIST

Please complete the checklist below during your move-out.



## ○ Trash & Recycling Containers

All containers must be empty and cleaned. No trash is to be left inside or outside the home. Trash may only stay in the trashcan if it is bagged. Bulk items may be removed on trash days prior to final inspection.

## ○ Home Interior

If a pet was present, the resident is required to provide documentation that the home has been professionally treated for fleas prior to vacating the premises. If a receipt for professional treatment is not provided, an additional charge will be assessed for pest control. The receipt has to be dated within 14 days of move-out. There must be no evidence of pets upon move-out. Any damages or flea infestations will be the resident's responsibility.

## ○ Floors & Carpets

Floors should be swept to remove all dirt, dust and surface contamination. Charges may apply to seal floors if pet stains or odors are present. Lightly trafficked carpets may be shampooed to help avoid damage charges. Carpets with excessive dirt or pet stains can result in damage charges. Carpets should be clean and dry prior to the final move-out inspection.

## ○ Walls, Ceilings & Doors

Remove pen, pencil, crayon or other markings from surfaces. Candle soot on the walls should be removed. Remove all tape, tacks, borders or other items that were installed during occupancy. Ceiling hooks may be left in place. In most cases, nail holes do not need to be filled. Holes larger than 1" x 1" are considered damage. Regarding painted walls, contact your HMC representative for details.

## ○ Window Coverings

There should be a screen in all windows. To avoid damage charges, please replace any screens with holes or tears. Charges will apply if there are broken or damaged blinds.

## ○ Kitchen & Laundry

All cabinets, countertops, shelves, sinks & faucets must be cleaned and wiped down.

## ○ Bathrooms

All surfaces, wash basins, showers, toilets, sinks, etc must be wiped down.

## ○ Appliances

Clean the range/hood, dishwasher, microwave, refrigerator and freezer. The stove should include two racks. Clean to remove grease, food, mildew and dust to avoid damage charges. There should be a working light bulb in each fixture.

## ○ Garage, Patio & Balcony

Please sweep the patio, balcony, and garage areas; including driveways and sidewalks. Rinse or power wash may be necessary to remove any remnants of pet waste. Remove all personal items.

## ○ Home Exterior & Yard

To avoid damage charges, please remove all animal feces, debris, trash and/or cigarette butts from patios, storage areas, garage and front and back yard, and satellite dishes including equipment. Private yards inside the fence must be mowed, weeded and edged. All flowerbeds must be weeded and refreshed prior to move-out. Please repair and fill holes made in yards including fence post holes, if a fence was removed at move-out. Yards with excessive damage may result in sod charges and landscaping repair.

## Move-Out Inspection

We have taken pride in providing you and your family the best Military Family community experience possible. Our commitment to your family began the day we walked through your residence with the previous residents and ensured that they were passing on the keys of a well cared home, to you. A fellow Service Member and their family will again have a home here, please share our pride in their new home with us.

## 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) no cash payments will be accepted.
- Provide a final utility statement to be paid directly to HMC (if applicable).

## Post Move-Out

We may receive BAH for the portion of the month you did not reside in the home after move-out for non-Marine active duty, because BAH is paid in full-month allotments at the end of each month. On the 5th business day of the following month, **a check with any remaining BAH from the prior month will be mailed to the forwarding address provided.** Damage or cleaning charges may be collected from BAH. All damage and cleaning charges must be paid in full by the service member. Please be sure to **provide a valid forwarding address** (NO general delivery addresses).

## 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

Please contact a HMC representative to discuss your options prior to move-out if you have painted any areas of your home.

### Cabinets

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

### Keys & Remote Controls

All house keys, mailbox keys (site specific) and garage opener remotes that are provided at move-in 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. There is a charge for each missing key and garage door opener.

### Mail Forwarding

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