

# YOUR MOVE-OUT MADE EASY

## GUIDE & CHECKLISTS



# HOW TO MAKE YOUR MOVE-OUT STRESS FREE

- ☐ **Provide 30 days written notice**
- ☐ **Schedule a move-out date**
- ☐ **Schedule Final Inspection**

## MOVE-OUT NOTICE

Residents must provide at least 30 days written notice using the form available at the Community Office/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 or designated individual of legal age must provide a special power of attorney that allows them to start and/or stop an allotment.

## FINAL INSPECTION

Inspections are completed Monday through Friday, and only available on a first come first serve basis as scheduling permits.

Morning appointments are conducted between **9:00-11:00AM**, and afternoon appointments are conducted **1:00-3:00PM**.

**FINAL INSPECTION**

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

MORNING/AFTERNOON

*For more information please contact your Community Office/Center.*

## MOVE-OUT HOUSE CLEANING CHECKLIST

If self cleaning, please complete the checklist below during your move-out preparations.

### ■ WALLS, CEILINGS & DOORS

Walls, ceilings and doors should be free of dust, dirt, cobwebs and grease / food particles. 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. Nail holes do not need to be filled.

Holes larger than 1" x 1" are considered damage. All walls must be either primed or a color light enough to be covered with one coat of paint. See your Community Office for details.

### ■ WINDOW COVERINGS

There should be a screen in all storm windows. Blinds should not be bent, cracked, or have broken slats and should be functional.

### ■ BATHROOMS

All surfaces must be clean, deodorized and wiped down.

### ■ TRASH & RECYCLING

All containers must be empty and cleaned. No trash is to be left inside or outside the home.

### ■ KITCHEN & LAUNDRY

All surfaces must be clean and deodorized. All cabinets, countertops, shelves, sinks and faucets must be cleaned to remove grease, food and mildew.

### ■ APPLIANCES

Clean the range/hood, dishwasher, refrigerator/freezer and microwave (if applicable).

The stove should include racks and broiler pan.

### ■ FLOORS

Should be swept. Carpets should be vacuumed and free of spots, stains and pet hair.

### ■ GARAGE, PATIO, BALCONY & BASEMENT

Please sweep all areas including the garage, driveway and sidewalks.

### ■ HOME EXTERIOR & YARD

Please remove all trash, animal feces and other debris from all areas. Repair and fill holes made in yard.



## DAMAGES

### 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. Normal wear and tear is the amount of deterioration which occurs in the normal use of homes. 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 Damage Cost Sheet found in the Resident Responsibility Guide. If you need a copy, visit [Polk.CorviasMilitaryLiving.com/residents](http://Polk.CorviasMilitaryLiving.com/residents).

### WE CAN HELP!

Items like air filters, small tools, ladders, light bulbs, blind slats and soil to fill holes in yard are made available by your Community Office/Center and maintenance teams as self-help assistance.



## TRASH REMOVAL & HAZARDOUS MATERIAL DISPOSAL

### TRASH REMOVAL

Residents are required to dispose all trash, bulk trash and debris on their normal scheduled trash day prior to the final inspection date. For questions about trash removal schedules or information about bulk trash removal, please contact your Community Office/Center.

### HAZARDOUS MATERIAL DISPOSAL

Corvias will dispose of household trash and any bulk trash items on normal pick up days. These items must be placed curbside no later than 6:30 a.m.

If you miss your scheduled trash pickup date, you can utilize the dumpsters at the warehouse located at 6528 Holmlund Street. These dumpsters are accessible weekdays during business hours.

The following hazardous material items are ALWAYS the resident's responsibility to dispose of:

- Freon
- Vehicles or motorcycles
- Vehicle or motorcycle parts
- Electronic hazardous materials



### SAFETY FIRST

Our residents' safety is always first in our minds; 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 all cleaning products.
- Wear clothing that protects your skin, close toed shoes, gloves, safety glasses, and vapor/dust masks as appropriate for each task and as recommended for the proper use of each individual product.

## FINAL INSPECTION

After your final inspection, we will:

- Provide a list of damages or cleaning charges. (For excess damage, an additional damage assessment and repair estimate may be necessary)
- Provide a final utility statement to be paid directly to Corvias (if applicable)
- Collect all outstanding debt including damage and cleaning charges (for Service Members separating from the military, rent for that month must be collected at least 5 days prior to the final inspection)

In advance of your final inspection, please complete the checklist below. These items may help you avoid confusion and unforeseen costs. If all items are not removed, additional charges may apply.

### ■ PERSONALIZATION

Any home improvements that occurred during the residency (unless otherwise approved by Corvias) must be reversed.

### ■ PAINTED WALLS

Residents who painted must prime walls so they can be covered with one coat of paint. Contact your Community Office/Center for questions.

### ■ CABINETS

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

### ■ KEYS, REMOTE CONTROLS, POOL PASS & FOB

House keys (all sets provided upon move-in), pool pass, Community Center key fob(s) and garage door opener remotes that are provided by Corvias are required to be turned in.

If residents have purchased additional sets of keys, they too are required to be turned in at move-out.

### ■ MAIL FORWARDING

Check your mailbox and work with your post office to ensure your mail is forwarded. Return mailbox keys to your Community Office/Center.

You can visit [www.usps.com](http://www.usps.com) to submit an online request to have your mail forwarded for a nominal fee.

### ■ SATELLITE DISHES

Residents are responsible for the removal of satellite dishes.

Remember to contact your service provider 30 days prior to your move-out date to schedule the removal of these items.



## POST MOVE-OUT

### REMAINING BAH

We may receive BAH for the portion of the month you did not reside in the home after move-out, because BAH is paid in full-month allotments at the end of each month. On or before the 10th of the following month, a check with any remaining BAH (minus any damage or cleaning charges) from the prior month will be mailed to the forwarding address provided. Unpaid charges or uncollected money owed is subtracted from the remaining BAH. If you do not receive a check, please contact your Community Office/Center.

Thank you for choosing to reside with Corvias. We thank you for your service, we wish you well and we hope to serve you again. Contact information for all of our other communities is available at: [www.CorviasMilitaryLiving.com](http://www.CorviasMilitaryLiving.com)

### OUR COMMUNITIES


#### ARMY INSTALLATIONS

- Aberdeen Proving Ground, MD
- Fort Bragg, NC
  - Randolph Pointe at Fort Bragg
- Fort Meade, MD
  - Reece Crossings at Fort Meade
- Fort Polk, LA
- Fort Riley, KS
- Fort Rucker, AL
- Fort Sill, OK

#### AIR FORCE INSTALLATIONS

- Edwards AFB, CA
- Eglin AFB, FL
- Eielson AFB, AK
- Hurlburt Field, FL
- McConnell AFB, KS
- Seymour Johnson AFB, NC





WE WISH YOU A SAFE TRIP  
TO WHEREVER YOUR NEXT  
HOME TAKES YOU.

**Corvias**<sup>®</sup>  
PROPERTY MANAGEMENT  
[Polk.CorviasMilitaryLiving.com](http://Polk.CorviasMilitaryLiving.com)