

## Move-Out Information

### Preparing for Final Inspection

- Completion of Cleaning (See Move-out Checklist)
- Repaint to original color
- Contact fence company – Fence does not have to be removed prior to vacating
- Dispose of trash from home and yard - Trash and recycle bins need to be emptied, rinsed and secured (**NO trash can be left on curb**).

### Inspection

- The Inspection will be done by Fort Leavenworth Frontier Heritage Communities Housing Staff
- Inspection should take approx. 20 - 30 minutes
- You will only be held responsible for obvious new damages such as holes in walls, broken light fixtures - not normal wear and tear.
- Yard must be cleared of all toys and debris. There will be a charge to dispose of items left such as: swing sets, trampolines, pet debris, planter boxes, yard furniture, etc.

### Turn-in Items

- At the time of your inspection the inspector will collect from you the following items:
  - All keys & door systems
  - Name plate letters
  - Parking Tags
  - Move-out survey

### Final Utilities Payment:

- Final utilities payment is payable to **FLFHC** (not Conservice) at move-out.
  - FLFHC will advise you of your pro-rated payment/credit amount

### Termination Housing Certificate

- Your Certificate will be issued to you by the inspector when:
  - Property is cleared
  - Keys, etc. turned in
  - Any damages and/or disposal fees assessed are paid in full

### Final Rent Payment

- Once your property has been cleared, FLFHC will stop collection of your BAH Allotment
- REMEMBER your rent is paid to FLFHC at the end of the month. Your pro-rated rent refund will be returned to you 14 business days after final rent payment is received by FLFHC.**

### Your BAH

- The Termination from Housing Certificate* is your proof of clearance from Fort Leavenworth. When you sign into your new Duty Station, your BAH amount should automatically be readjusted to the new rate.
- Be sure to check your LES

### Questions and Concerns

- Please contact FLFHC at: 913-682-6300 or [www.ftleavenworthfamilyhousing.com](http://www.ftleavenworthfamilyhousing.com)  
Or stop by our office at: 220 Hancock Avenue  
Fort Leavenworth, KS 66027