

Move-Out Information

Preparing for Final Inspection

- Completion of Cleaning (See Move-out Checklist)
- Repaint to original color.
- Contact rental fence company - if applicable – 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 a Fort Leavenworth Frontier Heritage Communities Staff member - inspection time ~ approx. 20 - 30 minutes.
- You will only be held responsible for damages such i.e. holes in walls, broken light fixtures - beyond normal wear and tear.
- Yard must be cleared of all belongings and debris, and no longer than 4” long. There will be a charge to dispose of items left such as: swing sets, trampolines, pet debris, planter boxes, yard furniture, cut/edge lawn, etc.

Turn-in Items

- At the time of your inspection the inspector will collect from you the following items:
 - All keys to home and remotes (if applicable) --- We DO NOT collect mail box keys - resident is to return to the post office located at 330 Shawnee, Leavenworth, KS.
 - Name plate letters (if applicable)
 - Parking Tags and Pass Cards (if applicable)

Final Utilities Payment:

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

Termination Housing Certificate

- Your Certificate will be issued to you by the inspector when:
 - Property is cleared of belongings and cleaned.
 - Keys, garage door remotes (if applicable), parking passes, name plate letters (if applicable).
 - 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, if active duty i.e. Army, Airforce, or Navy and attached to BAH your rent is paid to FLFHC at the end of the month. Your prorated rent refund check 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
Or stop by our office at: 220 Hancock Avenue
Fort Leavenworth, KS 66027