

126 Madison Ave  
Fort Eustis, VA 23604  
757-369-8335  
www.fteustishomes.com

**Notice of Resident's Intent to Vacate**

You are hereby given notice that \_\_\_\_\_ (resident) intends to terminate my tenancy as of \_\_\_\_\_ (date), and to move from the premises located at:

Street Address: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_ Reason for Lease Termination: \_\_\_\_\_ (required)

**I understand the following:**

- a.) **For residents terminating at the end of their lease term:** Lessor requires a written Notice of Resident's Intent to Vacate at least 30 days prior to the end of the lease term. If proper notice is not given, and the Resident vacates the home prior to the end of the 30 days, an insufficient notice fee will be applied to full fill the 30 day notice requirement.
- b.) **For residents on a month to month lease:** Lessor requires a 30 day written Notice of Resident's Intent to Vacate prior to the end of the current month to month term. If proper notice is not given, and the resident vacates the home, the Resident will be responsible for the rent through the 30 days or to the date prior to the new Resident's lease start date.
- c.) **Early termination not described in Section 4 or 5 of the lease agreement:** The Tenant shall pay an amount equal to **thirty day's** rent to the Landlord as liquidated damages for the early termination of this Agreement. Such liquidated damages shall be paid in addition to any prorated monthly rent or other money owed by the Tenant as a result of Tenant's physical damage to the Premises. Notwithstanding anything else in this Section 6, if the Tenant has been in residence for more than one (1) year, there shall be no liquidated damages for early termination.
- d.) **Should the Resident subsequently wish to cancel, or extend this notice to a later date, an addendum and/ or a written memorandum by their Command must be submitted 48 hours prior to move out for approval or denial by Balfour Beatty Communities Management.**

Forwarding Address: \_\_\_\_\_

New Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Rank: \_\_\_\_\_ Branch of Service: \_\_\_\_\_

I have received BBC Cleaning Guidelines/Move Out Procedures:

Residents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Pre Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

Entered into Yardi on: \_\_\_\_\_ Resident ID# \_\_\_\_\_

Lease Break and/ or Insufficient Notice Fee: \$ \_\_\_\_\_ # of Days \_\_\_\_\_

Balfour Beatty Representative: \_\_\_\_\_

## PRE-TERMINATION INSPECTION CHECK LIST

1. **The following items, including but not limited to the following issues will be accomplished prior to Resident being cleared of the above listed housing unit.**
  - a. Remove nails, screws, tacks, staples, and tape. “DO PATCH HOLES and SPACKLE”
  - b. Remove all marks off walls inside and outside. Wipe off and/ or touch up paint.
  - c. Replace drip pans
  - d. Replace air filter
  - e. Remove resident installed shelving, hooks, safety locks, hangers and old shelving paper from cabinets and drawers. Provide contact paper to cover water spots/ stains. (Wood Look)
  - f. Replace all burned out light bulbs inside and outside, to include appliances. Clean light globes and covers. Call Maintenance to pull down light globes that are out of reach.
  - g. Clean yard, trashcans, shed, carport and/ or garage.
  - h. Clean parking area and the front and rear entryways. Rake, mow and/ or weed eat grass.
  - i. Carpeted areas will be professionally cleaned, all stains must be removed. Carpet must be free of any pet hair or odor and completely dry before final inspection. If you have a pet, you will be required to have the professional carpet cleaners treat your carpet for pet odor neutralization. Provide a copy of the cleaning receipt to the inspector at final inspection. You will be held liable for any remaining damage if the carpet cleaning company is unable to meet the above stated requirements.
  - j. Properly remove satellite dish or TV antenna if one has been installed. Removal fee \$65
  - k. Follow guidelines in Clearing/ Cleaning Checklist and/ or Cleaning contract in order to pass final inspection.
  
2. *The HydroSensor will be used at the final as a tool in detecting urine and moisture. The use of the HydroSensor helps in determining cost of Turn Over. If urine is detected in the home, further test will be conducted... I.E (carpet and/or vinyl will be pulled up and inspected, molding and trim will be removed and inspected). All damages are subject to photo documentation. Questions or concerns may be addressed with Management before or after the final.*

**\*Attention\***

When cleaning your home and throwing away items...keep in mind that we are collecting ALL used toothbrushes and empty toothpaste containers, Beauty Care Products, Paired Shoes and Cigarette Waste for the TerraCycle program. With every item collected, .02 cents will be donated to “Families of the Wounded Fund”. This money will benefit the Soldiers and Families of Service Members. We will collect these items at your final or you may drop them off at the Community Center using our collection box. [www.terracycle.net](http://www.terracycle.net)

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**\* Maintenance\***

**167 Stillwell Street (757)369-8344**

**Monday-Friday 7:30-4:30**

- Dumpsters are located at the Maintenance Compound. NO TRASH can be left at the home on final. A charge will comply if trash is found during your final inspection.
- Touch up paint may be picked up from Maintenance. If you need to repaint and entire wall or home, you will need to visit and outside contractor/vendor for supply.
- Filters can be picked up from Maintenance.
- Lawn equipment may be signed out for use and grass seed may be picked up for re-seeding.

MINIMUM CLEANING REQUIRMENTS FOR OUT

PROCESSING, IF RESIDENT **PAYS FOR CLEANING CONTRACT**

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1. Remove all trash, food and personal belongings.
2. Wipe down all appliances and cabinets of excessive debris.
3. Sweep and wet mop flooring /vacuum carpet.
4. Bathroom sink, cabinets, and commode must be wiped down inside and out (sanitized).
5. Clean front and back yards of garbage, unwanted personal items and animal feces and mow and edge backyard inside fenced area.
6. Clean exterior doorways, windows on lower levels, porches/patios, garages and/or carports for removal of cob webs and debris.
7. Clean your trash containers and recycling bins. They must be free of odor and excess debris.
8. Discarded items must be removed from the premises.
9. If the above-mentioned actions are not completed by the scheduled time of your final inspection, additional cleaning/damage charges may be assessed.

## Inspection Standards Conditions at Move-Out

In order to avoid any delays in the clearing of your housing and to prevent you from incurring charges, the following guidelines should be followed prior to the final inspection of your home:

### WALLS AND CEILINGS:

- Remove all nails, picture holders, molly bolts, anchor bolts, etc. Spackling of holes less than one-fourth inch is not required. Holes larger than one-fourth inch or wall damage will be spackled neatly and walls repainted by the resident from corner to corner and floor to ceiling.
- Remove all self-adhesive hooks.
- Painting over varnished or stained wood may not be done.
- Remove all scuffmarks, wallpaper, borders, decals, and restore any wall damage.

Repaint rooms painted with non-standard colors back to the standard paint color at time of move in with the appropriate flat or semi-gloss finish that was originally on the wall at move in.

### WINDOWS, DOORS, MEDICINE CABINETS, WALL CABINETS:

- Be sure that all window coverings that were provided at move-in are not damaged and are affixed properly to the windows.
- All storm windows, doors, and screens must be in place and in good condition.
- If cabinets or drawers are damaged by water or chemicals, you will need to line them with wood color shelf (contact) paper.
- Be sure to remove all items from medicine cabinet, closets and kitchen cabinets.

### CARPENTRY:

- Refasten, repair, or replace any missing or broken coat hooks, clothes rods, and closet shelves.
- Repair or replace damaged or missing doorstops, door treads, doorknobs, and cabinet handles.
- Repair or replace loose, damaged or missing kitchen cabinet and drawer pulls and closet doorknobs with matching hardware.
- Repair damaged hinges or handles.
- Storm door will be complete with upper and lower glass, and screens. Storm door cylinders and chains must be in place.
- Repair or replace closet door guides on floor.
- Replace broken cabinet or closet door knobs.

### FLOORS:

- Residents will be charged for stains or damages to floors or carpets.
- Tile floors must be cleaned and waxed.
- Use wax sparingly. Do not use acrylic wax on any floors.

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## **APPLIANCES:**

- Ensure all the shelves are in place in refrigerator.
- Ensure all broiler pans and oven racks are in place in range.
- Ranges and refrigerators must be in kitchen, not basement or stored elsewhere.
- Be sure that all items are removed from refrigerator and freezer, and that it is wiped clean and left on the lowest setting.
- Be sure that oven and hood range, including glass top stove are clean. Drip pans will need to be replaced.

## **ELECTRICAL:**

- Replace broken globes on lights, interior and exterior; cost incurred by Resident.
- Replace damaged switch plates and receptacle plates; cost incurred by Resident.

## **EXTERIOR:**

- Remove excessive dirt, mud, chalk, crayon, oil, grease or other substances off exterior walls, sidewalks, patio slabs, and driveways.
- All trash cans (toaters and recyclables) must be empty and hose clean.

## **GROUNDS:**

- Police yard from all trash and debris. Remove all animal waste.
- Repair yard damage. Grass seed is provided at Bldg 1405.

## **GARAGES: (If Applicable)**

- Remove all personal property and thoroughly sweep out area.
- Remove all nails and hooks.
- Remove dirt, spilled paint, and grease stains from shelves and floors. (Cat Litter)

## **UNAUTHORIZED CONSTRUCTION:**

- Adding latticework, plastic sheeting, storm/screen doors to new constructed homes and nonstandard fences are not authorized and they must be removed.

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## **CLEANING GUIDELINES:**

- If you are performing a “self clean” the guidelines will be given upon request.
- If you are opting for a “pay and go”, please be sure that all personal belongings and debris are removed from the premises.

## **MISCELLANEOUS:**

- Residents must turn in their house, garage, garage door opener and their cluster mailbox keys to the Resident Coordinator.
- Remove all personal property including carpets, air conditioners, wallpaper, yard fences, swings, etc.

## CLEANING GUIDELINES (Self Clean)

**RANGE:** Stoves must be thoroughly cleaned of all grease and food particles. This includes top burners, chrome reflectors, and porcelain enamel surfaces of range. The following will be performed on non-self cleaning ranges: clean oven walls, top, bottom and back. Oven may be cleaned with warm soapy water, a mild cleanser or commercial oven cleaning product. Please follow the appropriate cleaning guidelines for all self-cleaning ranges (**DO NOT** leave racks inside the oven when using the self-cleaning feature). Oven racks, broiler tray and pan must be cleaned on all ranges. CAUTION SHOULD BE TAKEN TO INSURE THAT OVEN CLEANERS DO NOT COME IN CONTACT WITH CHROME, ENAMEL AND FINISHES ON FLOORS. To bring added luster to the white porcelain, after washing with warm soapy water, a glass cleaner may be used. **DO NOT** use harsh abrasive cleaners. Drip pans and/or grease traps **MUST** be replaced.

**REFRIGERATORS:** Refrigerators must be free of all food, cleaned inside and out, and wiped dry. Food particles and mildew must be removed from rubber molding around doors. Refrigerators must be moved from wall and cleaned behind and on sides. **Only if clearly visible**, coils should be cleaned. Turn refrigerator and freezer temperatures to normal settings and leave running.

**DISHWASHER:** Dishwasher must be cleaned inside and out. Dirt and mildew must be removed from any plastic or rubber surface. Any caked detergent must be removed. Racks and utensil baskets must be clean and free of rust. 1 Tablespoon of (Tang) may be added to a wash cycle to remove rust.

**KITCHEN EXHAUST FANS:** Grill must be free from grease and dust. Clean fan, filter and hood. A light degreaser may be used to remove grease. **DO NOT** immerse fan in water.

**CABINETS AND DRAWERS:** Must be thoroughly cleaned inside and out. All shelving paper must be in good condition, if not it must be replaced.

**PLUMBING FIXTURES:** sinks, wash basins, bathtubs, commodes, shower, soap dishes and garbage disposals must be thoroughly cleaned. Remove all non-slip decals from bathtubs and cup dispensers from walls. Soft Scrub is recommended for all surfaces.

**LIGHT FIXTURES:** will be cleaned of all dirt, grease and insects. If you have a problem reaching or removing any light globe, contact maintenance at 757-369-8344 for assistance. All standard light bulbs should be in working condition.



**WALLS, CEILINGS, DOORS, WOODWORK, HEATING OUTLETS AND RETURN GRILLS:** Must be free of dust, dirt, grease, cobwebs and fingerprints. Remove dust from above doors. Louvered doors must be free of all dust, lint and grease. All nails and picture hangers must be removed. Wall putty/spackle must be used to fill holes. In cases where washing of walls is required to remove fingerprints, crayon marks, etc..., it will be necessary to wash the entire room or entire wall panel so as to result in unbroken finish and color. Wash walls and woodwork by using a sponge and warm soapy water. Change out solution and rinse frequently. Start at the bottom of the wall working your way upward. Dry walls with a soft cloth as work progresses. If paint is removed in this process, touch up painting will be required. Abrasives and steel wool are **NOT** to be used. Remove mildew from bath walls.

**WINDOWS:** Clean all interior surfaces and exterior window surfaces readily accessible from the ground and second floor where tilt-in windows are present. Window ledges and sills must be vacuumed or brushed and washed...including main sash and storm window. Dirt must be removed from screens by brushing or vacuum cleaning.

**FAUX-WOOD AND MINI BLINDS:** Must be free from dust, dirt, grease and fingerprints. Wash with a sponge and warm soapy water. Rinse then wipe dry with a soft cloth.

**FLOORS:** Must be thoroughly cleaned to include: underneath refrigerator and stove and all corners and metal threshold strips. Old wax must be removed from all floors. (Ammonia will remove wax but you must follow safety guidelines as available on the container).

**WOOD FLOORS:** Must be cleaned with a damp mop and mild cleaning solutions. Wood floors should be dried after wet mopping

**ASPHALT AND VINYL FLOORS:** These floors can be cleaned with a damp mop and an all-purpose cleaner.

**CERAMIC TILE FLOORS:** Tile cleaner is recommended... if available, steaming the tile and grout is best.

**CARPET:** Carpet must be thoroughly vacuumed, and shampooed including stairwell. Final shampooing must be done by a professional company and receipt supplied at final inspection. All carpet must be dry before final...an average of 48hours is required. Urine and feces will destroy the carpet and padding. If you urine or feces is found at the final inspection, charges may apply.

**FIREPLACES:** Must be free of dirt, ash and dust.

**ATTICS AND STORAGE AREAS:** All personal items must be removed and area will be swept clean. Utility tubs, furnaces and hot water heaters must be cleaned.

**EXTERIOR:** All pencil, crayon, paint, dirt etc...must be removed from the exterior. Remove all debris and feces from yard. Remove all staples/nails/screws and fill holes with exterior caulk. Wash porches/patios/exterior walls/storage units/windows/doors and eaves of home with water hose. Purchasing a window cleaner to attach to the end of your water hose is recommended in cleaning exterior windows.

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**GARAGES/CARPORTS/DRIVEWAYS/PARKING SPACES:** All personal items will be removed. Oil and grease spots are to be covered with cat litter so it can be treated as a bio-hazard. You may contact Base Environmental for removal or there will be a removal fee on the final inspection. If there are windows, follow the window cleaning guideline.

**FENCED YARDS AND COMMON AREAS:** Yard must be raked, cut and edged at final. Flower beds will be cleaned and free from weeds. Leaves and twigs should be bagged and taken to the maintenance shop for disposal. Ground and seeded areas damaged by pets will be returned to the original condition. Holes dug in the ground must be repaired and seeded. Common area to home must be clean of debris.

**GARBAGE AND RECYLCE BINS:** Garbage and recycle bins must be washed with soap and water and returned to storage area after drying. (Trash and recycling items must be disposed of before final inspection) Dumpsters are available at Maintenance, 167 Stillwell Street, for trash and bulk trash items. Recycling not collected will need to be taken to the Recycling Center on post. Please call 757-878-1212, Base Information.

**NOTE:** Have telephone, satellite and cable services disconnect at least one day prior to final inspection. Satellite dishes and satellite cables must be removed from premises. Any holes left from dish or cables, must be filled. Interior holes may be filled with wall putty and exterior holes may be filled with exterior caulk. Notify Post Office of address changes. Take pets with you or make arrangements for their care **NEVER ABANDON PETS!**