



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

NOTICE OF INTENT TO VACATE

Date: _____

I _____, presently residing at

(address) _____,

hereby give notice of intent to vacate my housing unit.

Number of bedrooms: _____ Orders Received _____ Date of Orders: _____

NOTE: Resident needs to see Bookkeeper if ETS'ing, Retiring or Chaptering.

I am moving because:

*ETS *Retiring *Chaptering PCS Deployed Divorce Asked to Leave

Moving Off Post (Reason: _____)

I am requesting my move-out inspection on: _____.

NOTE: Residents must complete a final move out inspection with housing prior to their AG appointment. Please plan accordingly to avoid any delay in clearing post.

Contact Number(s): _____

The forwarding address for the return of any prorated rent allotment is listed below. I understand and agree that, in accordance with my Resident Occupancy Agreement, any outstanding charges on my account will be deducted from this final allotment payment.

(PLEASE PRINT)

Street Address and Apartment Number

City, State, Zip Code

Resident Signature

Date

Pre Inspection Date: _____

I have received the attachments to this 30 day notice of intent to vacate which are:

Move-Out Information sheet received: _____

Move-Out Checklist received: _____

Schedule of Charges received: _____

Must pay rent by the 20th of the month prior to vacating in order to stop allotment _____

FLFHC Representative

549 Kearney Ave
PO Box 3387
Fort Leavenworth, KS 66027
Phone (913) 682-6300 Fax (913) 913-651-2324
<http://www.ftleavenworthfamilyhousing.com>