



Dear Resident:

We regret that you are leaving your home at Mountain Vista Communities. We would like to take this opportunity to thank you for choosing to live at Mountain Vista Communities. Choosing your home is a very personal and important decision, and we are honored that you chose us.

To continue to offer and improve our services, we would appreciate very much if you could take a few minutes to complete the Move-out Survey that you will receive 1-3 days after you vacate. This quick survey will be sent to the primary email address on file with MVC from Support@RealPage.com.

Our goal is to continue to provide superior housing and services to our military families assigned to Fort Huachuca. Your candid input will be useful in helping us to achieve this goal.

It has been a pleasure serving you and we wish you and your family much success and happiness in all future endeavors. We hope you and your family may someday return to Fort Huachuca, the "Best Hometown in the Army".

Thank you!

Sincerely,

Mountain Vista Communities
MountainVistaCommunities.com
(520) 515-9000



Move-Out Information

Preparing for Final Inspection

- Completion of cleaning (See Appendix A & B in Resident Handbook)
- Primer and paint over all walls not painted original color
- Dispose of trash from home and yard. Bulk pick-up is on Wednesday only, please schedule accordingly so items are not left out after clearing your house. A \$15.00 special pick-up fee may apply if items are left.

Inspection

- The Inspection will be done by Maintenance or Housing Staff
- ALL personal items MUST BE REMOVED for the inspection
- Inspection should take approx. 30 minutes
- You will only be held responsible for obvious new damages such as large or excessive holes in walls, broken light fixtures – not normal wear and tear.
- Yard must be cleared of all toys, pet waste, furniture and debris. There will be a charge to dispose of items left, such as, swing sets, trampolines, etc.

Turn-in Items

- At the time of your inspection, the inspector will collect from you the following items:
 - All Keys & Door Systems
 - Move-Out Survey

Termination Housing Certificate

- Your Certificate will be issued to you by housing 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 and all charges paid, Mountain Vista Communities will stop collection of your BAH Allotment
- **Remember** your rent is paid one month in arrears, so any pro-rated rent due to resident will be returned 14 business days after final rent payment is received by Mountain Vista Communities.

Your BAH

- The Termination from Housing Certificate is your proof of clearance from Fort Huachuca. 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



RESIDENT RESPONSIBILITIES

Residents need to take a “prudent home-owner” approach to minor maintenance requirements to clear their home. Some of the resident requirements to clear your home are listed below:

EXTERIOR AND GROUNDS

- Remove excessive dirt, mud, chalk, crayon, oil, grease or other substances off siding, sidewalks, patio slabs, driveways and garages.
- Clean mud spots, chalk, pencil, crayon marks, etc.
- Remove all trash and leaves from porches, window wells, and grounds adjacent to the home.
- Remove all vegetable gardens and vegetable plants.
- Police yard of all trash and debris. Remove all animal waste, cigarette butts, toys, furniture, etc.
- Repair yard damage. Fill holes and seed bare spots.
- Mow grass and remove all weeds.
- Replace all burned out porch lights.
- Replace any broken exterior light globes, covers or fixtures. Resident needs to try to match existing globes or hardware. If they are unable, they need to contact the Mountain Vista Communities office and we will replace and charge resident accordingly.
- Empty and clean trash and recycle bins

GARAGES AND CARPORTS

- Remove all personal property and sweep out area.
- Remove all nails and hooks.
- Remove dirt, spilled paint and grease stains from shelves and floors.
- Broom sweep garage floors.

WALLS AND CEILINGS

- Remove all nails, hooks, tape and mollies/anchors carefully to avoid damage, greater than ¼ inch.
- Remove all marks, dirt, cobwebs, crayon, pencil marks, smoke residue, etc. from walls and doors.
- If wall have been painted, they must be painted back to original color.

CARPENTRY

- Refasten/replace any loose or missing coat hooks, clothes rods and closet shelves.
- Tighten excessively loose kitchen or bathroom hardware.
- Repair or replace damaged or missing kitchen cabinet and drawer pulls and closet doorknobs. Knobs need to match existing hardware. If this is not possible, contact the office and Mountain Vista Communities will provide the hardware and charge the resident.
- Interior doors are hollow. Damaged doors cannot be repaired, they must be replaced.

ELECTRICAL

- Replace broken globes on lights. Replace with fixtures of similar design and style. If this is not possible, resident will need to contact Mountain Vista Communities office for replacement. Resident will be charged accordingly.
- Replace damaged switch plates and receptacle plates of same design. If not possible, contact the office and Mountain Vista Communities will replace and charge resident accordingly.
- Replace all burnt-out, broken or damaged light bulbs.

BATHROOMS

- Replace cracked, chipped, stained and broken toilet seats caused by the resident. Replace with fixtures of similar design and style. If not possible, contact the office and Mountain Vista Communities will replace and charge resident accordingly.
- Remove dirt and soap residue from showers/tubs (to include shower doors), sinks and toilets.
- Remove all sanitizers from toilets.
- Ensure there are two shelves in the medicine cabinet (if applicable) and clean thoroughly.
- Repair or replace excessively loose, broken or missing bathroom towel bars, toilet paper holders or towel rings.

APPLIANCES

- Ensure all the shelves are in place in the refrigerator/freezer. Remove food particles and clean thoroughly – inside and out.
- Remove all burnt/crusted-on food and grease from range. Ensure all broiler pans and oven racks are in place. Clean thoroughly – inside and out.
- Replace range hood light if inoperative, clean thoroughly.
- Replace broken or burned out bulbs in range or refrigerator.
- Run garbage disposal. Make sure it is operational, report any malfunctions.

FLOORING

- Tile areas should be vacuumed/swept and mopped.
- Carpet should be vacuumed and shampooed if necessary. If carpet is stained or damaged, resident will be charged to replace the carpet.

MISCELLANEOUS

- Remove all personally owned property including carpets, yard fences, furniture, swings, etc. when preparing to clear your home.
- Clean all windows, window blinds, air vents, fan blades, etc.



MOVE-OUT CHECKLIST

This information is provided to assist you in completing your final inspection with the least amount of difficulty. The inspector has only thirty (30) minutes to complete your inspection, please be prepared as there will only be one inspection. The inspector will clear your property and collect your keys. The housing office will give you orders terminating your on-post housing. Completion of all cleaning is the responsibility of the resident, even if it was listed as a deficiency on the move-in sheet. If damage has occurred, the resident is responsible for all charges at time of move-out.

Interior Minimum Cleaning Standards		
Description	yes	no
Walls & Ceilings Remove all dirt, cobwebs, crayon and pencil marks, food, etc., from walls. Remove all nails and hooks. If walls have been painted a different color, they must be returned to original color.		
Floors Broom clean & mop, carpets vacuumed & shampooed if necessary		
Doors Remove all dirt and stains on both sides.		
Light Fixtures Ensure all fixtures are clean, operating properly, and light bulbs are working		
Cabinets, Closets & Drawers Remove all tape, staples and tacks, food particles, trash and personal items.		
Refrigerator/Freezer Defrost and wipe down interior and exterior surfaces. Remove all food particles.		
Range and Range Hood Remove all burned/crusted-on food from accessible surfaces. Wipe down range hood.		
Kitchen, Bathroom & Toilets Remove dirt and excessive soap residue from all surfaces and fixtures.		

Exterior / Garage Minimum Cleaning Standards		
Description	yes	no
Remove all trash and animal waste from yard.		
Mow grass and remove weeds from yard.		
Clean debris from window wells.		
Sweep and clear all debris in carports, patios, porches, steps and walks.		
Remove oil spots from driveway and sidewalks.		
Remove outside furniture and toys.		
Remove satellite dish equipment		
Storage Rooms/Sheds: Remove spider webs, nails, hooks, sweep and remove any privately owned or unserviceable shelving from rooms/sheds.		
Remove hooks, nails and sweep out debris/dirt.		
Remove spider webs.		
Broom sweep the garage door.		
Remove all oil from floor.		



SCHEDULE OF CHARGES

Residents will be charged for any damage done to the units as a result of resident negligence or misuse. Below is a list of some of the most frequently occurring items for which charges may be assessed. This schedule will be periodically reviewed and changed as necessary.

** Mountain Vista Communities may amend these prices without prior notice as required to cover the full cost of replacement & repair.*

ITEM	MATERIALS	LABOR
APPLIANCE CLEANING (PER APPLIANCE)	N/C	\$50
BASEBOARD-COLONIAL	\$5.25 AT 7'	\$40/HR
BASEBOARD-RANCH	\$5.25 AT 6'	\$40/HR
BATHROOM FAUCET	\$95	\$40/HR
BATHROOM SINK/VANITY	\$160-\$220	\$40/HR
BI PASS DOOR	\$31-\$38	\$40/HR
BROILER PAN & TRAY	\$25	\$40/HR
CABINET/VANITY DOOR	\$75-\$110	\$40/HR
CARPET/PAD REPLACEMENT	\$17/SY	INC
CARPET CLEANING	TBD	TBD
CEILING FAN	\$91	\$40/HR
CEILING FAN LIGHT KIT	\$25	\$40/HR
CERAMIC TILE	\$3.00-\$7.50/TILE	\$40/HR
CLEANING (PER ROOM)	N/C	\$40/HR
CLOSET KNOBS (FLUSH PULL/POCKET)	\$5	\$40/HR
CLOSET ROD	\$13	\$40/HR
CO2 DETECTOR	\$43	\$40/HR
COUNTER TOPS (FORMICA ONLY)	\$80-\$800	\$40/HR
CRISPER DRAWER/BINS	\$45-\$70	\$40/HR
CUTTING BOARD	\$85	\$40/HR
DEADBOLT	\$41	\$40/HR
DISHWASHER	\$370	\$40/HR
DOOR SCREENS/STORM DOOR	\$15-\$25	\$40/HR
DOOR STOP	\$2	\$40/HR
DOWNSPOUT W/ ELBOW	\$12	\$40/HR
DRIP PANS	\$10-\$16	\$40/HR
DRYER VENT (EXTERIOR)	\$15	\$40/HR

DRYWALL PATCH	TBD	\$40/HR
ENTRY DOOR	\$270-\$1000	\$40/HR
ENTRY DOOR JAM	\$88-\$124	\$40/HR
EXHAUST FAN MOTOR BLADE (STOVE)	\$28	\$40/HR
EXHAUST FAN (BATH)	\$49	\$40/HR
FIRE DOOR	\$700-\$850	\$40/HR
GARAGE DOOR (9')	\$290-\$370	\$40/HR
GARAGE DOOR PANEL (9')	\$75	\$40/HR
GARAGE DOOR (16')	\$500-\$750	\$40/HR
GARAGE DOOR PANEL (16')	\$140-\$160	\$40/HR
GARAGE DOOR REMOTE	\$50	N/C
GARBAGE DISPOSAL	\$77	\$40/HR
GATE	\$160-\$200	\$40/HR
GATE HINGE	\$36	\$40/HR
GATE LATCHES	\$15	\$40/HR
GUTTERS (10' PIECE)	\$14	\$40/HR
HINGES (CABINET/INT/EXT)	\$1-\$9	\$40/HR
INTERCONNECT DOOR KNOB	\$140	\$40/HR
INTERIOR DOOR (BLANK)	\$21-\$45	\$40/HR
INTERIOR DOOR (PRE-HUNG)	\$55-\$95	\$40/HR
IRRIGATION TIMER	\$25-\$75	\$40/HR
IRRIGATION VALVE	\$12-\$70	\$40/HR
KEY REPLACEMENT	\$10	\$40/HR
KICK PLATE-DOOR	\$20	\$40/HR
KITCHEN FAUCET	\$102	\$40/HR
LANDSCAPING	N/A	\$40/HR
LIGHT COVER (LENS)	\$24	\$40/HR
LIGHT COVER (EXTERIOR)	\$10-\$60	\$40/HR
LIGHT DIFFUSER	\$6.50-\$26	\$40/HR
LIGHT FIXTURES	\$23-\$45	\$40/HR
MEDICINE CABINET	\$50	\$40/HR
MICROWAVE OVEN	\$300-\$625	\$40/HR
MINI BLINDS	\$12-\$85	\$40/HR
MIRRORS	\$29-\$82	\$40/HR
OUTLET COVERS (WEATHER-PROOF)	\$3.80	\$40/HR
PAINT	TBD	\$40/HR
PASSAGE DOOR KNOB	\$10	\$40/HR
PORCELAIN CHIPS	\$15	\$40/HR
RANGE BURNERS	\$15	\$40/HR
RANGE HOOD	\$65-\$112	\$40/HR
REFRIGERATOR	\$750-\$1200	\$40/HR
REFRIGERATOR SHELF BRACKETS	\$50-\$75	\$40/HR
RE-KEY LOCKS	\$15/CORE	\$40/HR
REPLACEMENT VINYL	TBD	TBD
SATELLITE DISH REMOVAL	N/A	\$50
SCREEN SLIDER	\$60	\$40/HR

SHELF BRACKETS	\$3-\$15	\$40/HR
SHELVING (12"x12" PARTICLE BOARD)	\$15	\$40/HR
SHOWER ROD	\$5	\$40/HR
SHOWER ROD BRACKETS	\$2.80	\$40/HR
SHOWERHEAD	\$2.50	\$40/HR
SMOKE DETECTOR	\$25	N/C
SOAP DISH	\$3.50	\$40/HR
SOAP DISH (CERAMIC)	\$20.00	\$40/HR
SPRINKLER HEADS	\$1.50-\$17	\$10/HEAD
STAINLESS STEEL PLATE (STOVE)	\$60-\$75	\$40/HR
STORM DOOR	\$250.00	\$40/HR
STOVE	\$321-\$430	\$40/HR
STUCCO PATCH	TBD	\$40/HR
SWITCH PLATE COVERS	\$0.60	\$40/HR
THERMOSTAT	\$48	\$40/HR
TOILET PAPER HOLDER	\$4	\$40/HR
TOILET SEAT	\$9.50-\$16.50	\$40/HR
TOILET TANK COVER	\$30	\$40/HR
TOILET (TANK & BOWL)	\$90	\$40/HR
TOWEL BAR	\$16	\$40/HR
TUB/SHOWER VALVE/TRIM KIT	\$85	\$40/HR
TUB SURROUND	\$280-\$480	\$40/HR
VCT TILE	\$3	\$40/HR
VERTICAL BLIND	\$75-\$100	\$40/HR
WALL PAPER REMOVAL	N/A	\$40/HR
WASTE BIN (TRASH/RECYCLE)	\$65	\$40/HR
WINDOW BLINDS	TBD	\$40/HR
WINDOW SCREEN (REPAIR)	\$10	\$40/HR
WINDOW SCREEN (REPLACE)	\$25	\$40/HR
YARD MAINTENANCE	TBD	\$40/HR
WINDOWS(ESTIMATE)		
20x15	\$185	TBD
21x43	\$225	TBD
22x64	\$275	TBD
44x90	\$350	TBD
TOYS IN TOILET (EXCESSIVE)	N/A	\$25-\$50
IF TOILET HAS TO BE PULLED	\$5	\$40-\$100

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