



# Preparing for your Move

## PCS Move

- ✓ Contact your next duty station for housing accommodations
- ✓ If you are on a Restricted or Unaccompanied PCS – an Exception to Policy is required if your family is to remain at Fort Huachuca. A 30-day notice is still required when the family decides to vacate

## ETS Move (Chapter, Retire, ETS)

- ✓ In order to clear post, a Pre-Inspection must be completed
- ✓ You are permitted housing up until your ETS date. You may remain in housing while on terminal leave
- ✓ If an extension past the ETS date is requested, an Exception to Policy must be submitted along with any other supporting documentation

Refer to the Resident Guidelines and Community Handbook Appendix A & B for more information

A Schedule of Charges is available upon request

- ✓ All personal items must be removed for the final inspection, along with the disposal of waste in the yard and trash bin. Any items left behind will incur a charge for removal.
- ✓ You will only be held responsible for obvious new damages such as large or excessive holes in walls, broken light fixtures, etc. – not normal wear and tear. Your pre-inspection will review potential charges & allow you an opportunity to make corrections before your final inspection.
- ✓ Appointments may be rescheduled, however, keep in mind this may delay clearing or change the prorate for the month.



### HHG

Remember to schedule the movement of your household goods with transportation. All items should be removed from your home prior to the inspectors arrival for the final inspection.



### Contact the Post Office!

It is your responsibility to forward or place mail on hold prior to vacating. Ensure packages are not scheduled for delivery after your planned vacate date.



### Keys

Be prepared to return all House and Mailbox keys, Community Center Access Cards and Garage remotes that were issued to you at Move-in.



### What's next?

Plan to come to the Housing Office immediately after your Final Inspection to review your Final Account Statement and clear housing.



## TRASH & BULK PICK-UP?

You may schedule a bulk pick-up prior to your final inspection. Any trash or bulky items at the Final Inspection may result in a minimum charge of \$20 + labor costs.



## CLEANING

You have the option of cleaning the home yourself or simplify your move and let us do the cleaning for you using our pay and go program.

*See the program flyer for pricing and more information.*





**MOUNTAIN VISTA COMMUNITIES  
30 DAY NOTICE OF INTENT TO VACATE**

***(Must be submitted with current orders or proper documentation)***

Resident(s) Name: \_\_\_\_\_ Date home was occupied \_\_\_\_\_ (month/year)

Current Address: \_\_\_\_\_, Fort Huachuca, AZ 85613 Number of bedrooms: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Secondary Telephone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Desired date to vacate home: \_\_\_\_\_ Date of HHG pick-up: \_\_\_\_\_

**Forwarding Address** (If you do not have a forwarding address, home of record is acceptable):

\_\_\_\_\_  
(Street) (Apt #) (City) (State) (Zip)

**Reason for Moving:**  ETS  PCS  Deployment  Retiring  Divorce  Medical  Chapter Out  Asked to Leave  
 Moving Off Post (Reason: \_\_\_\_\_)  Other \_\_\_\_\_

If less than 30 days' notice is being provided, I acknowledge that I am responsible for rent charges equal to 30 days from date of this notice.

\_\_\_\_\_  
(Resident Signature and date)

**THIS SECTION TO BE COMPLETED BY MVC STAFF**

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

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

**FOR INTERNAL USE ONLY**

PRE on Inspection Calendar		Added to NTV Log		Added to OneSite	
FINAL on Inspection Calendar		Bookkeeper File Created		7-year WO History	

# ~OPTIONAL~ ✦ PAY & GO ✦



Take a load off, allow us to do the cleaning for you!

**Complete Clean:**\* 3br-\$350 4br-\$400.

Pay and Go with this complete cleaning package. Includes cleaning of Appliances, bathrooms, ceiling fans, windows/window sills, floors, etc.



**\*Complete Clean - : \$475**

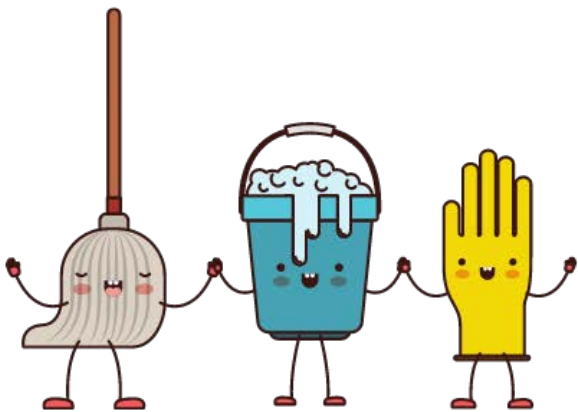
**Historic Home (Cavalry Park II and III)**

Everything in the above Complete Clean package is included.



**Appliance & Bathrooms:** \$250.

This package includes a complete cleaning of Refrigerator, Oven/Stove and Dishwasher as well as all bathrooms



**Appliance Package:** \$150.

This package includes a complete cleaning of Refrigerator, Oven/Stove and Dishwasher

**Landscaping and exterior cleaning, including pet waste, is not included**

**Remember to maintain your yard!**



YARD MAINTENANCE IS \$40/HR



**Remember to remove all pet waste. A minimum of \$40 will be assessed for any pet waste left behind**



# DO IT YOURSELF GUIDELINES

Resident requirements for a do it yourself clean are as follows:

## 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.

*Note: if a Pay-and-Go is selected only a quick sweep of flooring and wipe down of surface areas is required.*