

## NOTICE OF INTENT TO VACATE QUARTERS

**Use of this Form:** This form shall be submitted to the Local Housing Office at least **45 days in advance** of your anticipated vacate date. Work orders will not be processed 45 days prior to termination of quarters unless an emergency exists. Print legibly and complete all blocks in Section 1 – Member Information. The Housing Office will contact you to coordinate your pre-check out and final inspection dates upon receipt of this form.

**Copy of Orders:** Residents are required to **provide a copy of** their Permanent Change of Station (PCS)/Retirement/Discharge/Release from Active Duty (RELAD) orders with their date of detachment stipulated. Residents are not entitled to remain in quarters beyond their date of detachment. The Housing Office must receive any requests for an exception to this policy at least 60 days prior to detachment.

**Moving to the Economy:** Minimum occupancy of 12 months is required in order to reduce costs attributed to change of occupancy. Members assigned to Coast Guard owned family housing may elect to live on the economy at their own expense prior to 12 months, but they are not entitled to Basic Allowance to Housing (BAH) and will not be granted a release. Members remain assigned to housing until subsequent assignment of the house is made or the 12 months have passed. Area Housing Authorities may authorize individual waivers on a case by case basis.

### Section 1 – Member Information

**Name** (*Last, First, MI*):

**Housing Site or Barracks Name** (*enter the name of the Local Housing Office for Leased Housing units*):

**Reason For Vacating:**

PSC Transfer

Discharge/RELAD

Retirement

Other: \_\_\_\_\_

**Departure Date:**

**Member's Signature** (*print name and sign*):

**Date:**

### Section II – Inspection Dates

**Inspections:** The following Pre-Check-out and Final Inspection dates have been scheduled. You are responsible for being at your unit on the dates and times agreed upon as indicated below. Any changes to these dates must be approved by the Housing Office as soon as possible. The Final Inspection date will not occur after your detachment, retirement or Discharge date unless approved in advance by the housing office.

**Pre-Check Out Inspection Time and Date:**

**Final Inspection Time and Date:**

**Member's Signature** (*print name and sign*):

**Date:**

**Housing Representative Signature** (*print name, sign and enter HU# or BR# below*):

**Date:**

### Section III - Housing Use Only

**Unit Cleared by** (*Housing Representative Signature/print name and sign*):

**Date:**

**# of Unit Keys Returned:**

**# of Mailbox Keys Returned:**

**HU# or BR #:** \_\_\_\_\_