

Department of Transportation U.S. Coast Guard (Rev. 9/98)	<h2 style="margin: 0;">NOTICE OF INTENT TO VACATE</h2> <h3 style="margin: 0;">GOVERNMENT OWNED OR LEASED QUARTERS</h3>
---	--

**USE OF FORM:** This form shall be submitted to the Local Housing Office 45 days in advance of your anticipated departure / vacating date. Please complete all blocks and print legibly.

Name ( <i>last, first, MI</i> )	Emp ID:	Rank
---------------------------------	---------	------

Current Quarters and Phone Number:	Bedroom Size:	Category Type: <input type="radio"/> Government Owned Family Quarters <input type="radio"/> Leased Family Quarters <input type="radio"/> Unaccompanied Personnel Leased Housing (UPLH) <input type="radio"/> Unaccompanied Personnel Housing (UPH)
------------------------------------	---------------	--

Current Duty Station and Phone Number:	New Duty Station:
--	-------------------

Reason for Vacating:	<input type="radio"/> PCS Transfer <input type="radio"/> Discharge/RELAD <input type="radio"/> Retirement
<input type="radio"/> Relocation to:	_____
<input type="radio"/> Other:	

**Inspection Dates:** Fill-in Pre-Check-out and Final inspection dates/times. You are responsible for being at your unit at these times. Reminder that changes to the below can affect scheduled check-in dates for incoming personnel. Contact Housing immediately of any changes to the below.

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

Tenant Signature:	Date:
-------------------	-------

Inspection Dates noted in appt book ( <i>Housing Rep Signature</i> ):	Date:
---	-------

<h3 style="margin: 0;">Housing Use Only</h3>
--

Unit Cleared by ( <i>Housing Management Signature</i> ):	Date:
--	-------

No. of Keys Returned:	Mailbox Keys Returned:
-----------------------	------------------------