

**NOTICE OF INTENT TO VACATE**

CNFJ 11101/9 (REV 10-04)

NAME (LAST, FIRST, MI)		RATE/RANK		SSN	
DUTY STATION	QUARTERS NO.	NO. OF BDRMS	PHONE (H)	PHONE (W)	
FORWARDING ADDRESS		NEW DUTY STATION			
DEPARTURE (FLIGHT) DATE FROM JAPAN		HHG PACK-OUT DATE: EXPRESS PACK OUT DATE:			
CNFJ EMPLOYEE ONLY		DATE		TIME	
RENOVATION/MAINTENANCE INSPECTION:					
CHECK-OUT (FINAL):					
LOANER FURNITURE:					
(CNFJ EMP)					

**NOTICE**

Once you have notified this office of your intent to vacate, your unit is then offered to the next person on the waiting list. When scheduling your check-out inspection date, please make sure the date you schedule is firm. Move-in arrangements for the next resident are made based on date you give as your check-out date (final). Any changes can delay the move-in of the next resident and cause rescheduling of their off-base termination (i.e. final inspection with agent, utilities disconnection, pick-up of government appliances, etc.). This office must approve changes to your check-out date.

1. All personal items will be removed before the final inspection and the quarters will be vacated on the date.
2. In accordance with the OPNAVINST 11101.13J, the Housing Welcome Center authorizes one day TLA/TQSE on departure unless transportation arrangements dictate otherwise. TLA/TQSE will start the same day as the final inspection. Moving into temporary accommodations before final inspection will be at your own expense.
3. If there are no damages to the quarters, your housing inspector will give you the BAH Memo at the final inspection. However, if there are damages to your quarters, you will have to obtain the BAH Memo at the Housing Facilities Management Division after you have completed payment at Personnel Support Detachment. With this BAH Memo, your Command Check-Out Card can be signed at the front desk of the Housing Facilities Management Division.

\*\*\* NOTE \*\*\* You may be required to show your house to the incoming resident upon their request. Arrangements will be made between you and the prospective resident for a satisfactory date and time. The prospective resident must contact you for an appointment prior to going to your house.

I grant permission to the Housing Welcome Center to release my home phone number to prospective incoming resident.

\_\_\_\_\_  
Initial

I UNDERSTAND ALL OF THE ABOVE CONDITIONS FOR VACATING MILITARY FAMILY HOUSING.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Date