



Pre Final Acknowledgement

- _____ I understand that I am responsible for ensuring my housing unit meets AMH cleanliness standards, as detailed in the Housing Handbook and explained in this Pre Final Briefing.
- _____ I understand that if after attending the briefing (online or in person) I still wish to have an inspector perform an in-home inspection I will need to request and schedule the appointment.
- _____ I understand that AMH will not sign Installation Clearance paperwork until all past due-rent, utilities, damages, etc. are paid in full and a satisfactory payment arrangement is made for damages found at my Final Inspection.
- _____ I understand there are a limited number of inspection time slots available and once established there is no guarantee that I will be able to make changes to the date or time of my Final Inspection.
- _____ I understand that it is my responsibility to ensure I fully and correctly understand the information that is presented in the Pre Final briefing and to seek clarification from the AMH staff/inspectors as needed.

ACKNOWLEDGEMENT

Must be completed by Lessee.

Resident Name: _____ Address: _____

Signature: _____ Date: _____

AMH Final Inspection Date: _____

AMH Use Only

Optional PreFinal Inspection: _____ Date: _____ Time: _____



Preparing to Move Checklist

We get it, moving is stressful! We've compiled a list of pre-moving tasks that are commonly neglected.

Change your Address

Log onto www.usps.com/umove/ and complete the online change of address form.

Package deliveries

Make sure you change addresses on any upcoming package deliveries. USPS does not forward packages, and packages left on doorsteps by FedEx and UPS of recently vacated units are, unfortunately, a common occurrence.

Subscriptions, Bills, and Accounts

Remember to change your delivery address for recurring deliveries and subscriptions. There are likely many accounts (bank, medical, credit, etc) tied to your address, be sure to update as USPS only forwards for a limited period of time.

Phone, Cable, and Internet Services

Be sure to contact your provider and set a cancellation date!

Satellite Services

Contact your satellite provider prior to the Final Inspection and inform them of your departure; they will determine whether the dish will be removed or moved (or remain in place). Remove any cinderblocks and ensure any lawn damage resulting from the dish is repaired.

Return Self Help Center Supplies

Be sure you return any Aurora Self Help Center equipment you may have prior to HHG pickup. You will be charged for equipment that doesn't get returned prior to your Final Inspection.

Mailbox Key

Contact USPS to determine if you need to return your mailbox key.

NOTE: USCG, USMC, Guard/Reservist or individuals separating from any branch of service who have an inspection in the last 10 days of the month....

Be sure to have a copy of your Leave and Earning Statement (LES) for the pay period which includes your last month of residency.



Final Cleaning Standards

Your housing unit should be empty, cleaned, and you must be ready to turn in keys and vacate the unit at the time of your Final Inspection. You will not be allowed access to the unit once the Final Inspection is complete.

The following checklist highlights key areas that are frequently neglected during move out.

CARPET AND FLOORING

- _____ **Carpet shampooing:** It is not a requirement that you shampoo your carpet, but there is benefit to having the carpets in their best shape at the Final. Carpet shampooers can be reserved for free at the Aurora Self Help Center on JBER-E.
- _____ **Carpets must be dry** at time of Final Inspection. Shampoo a minimum of 36 hours prior to scheduled inspection.
- _____ **Carpets must be edged:** The area along baseboards and walls must be free of dust and hair buildup.
- _____ **Floors should be mopped** and free of spills and grime. Edges and corners need to be free of grime, dirt, and other build up.

KITCHEN

- _____ **Cabinets and pantry:** Tops must be free of dust and spills, the insides free of crumbs and spills, and the fronts free of dust, grease, and food spatters.
- _____ **Range hood:** Must be free of grease and grime especially the inside rim, light fixture, fan and filter. Filters and light covers are available at the Aurora Self Help Center.
- _____ **Sink:** The basin and drain area need to be free of discoloration and grime, the faucet mount area and underside of faucet free of grime and mineral build up.

APPLIANCES

- _____ **Clean under and behind all ranges, refrigerators, washers, and dryers** to include the walls, floor, and the appliance itself. Dishwashers are anchored and do not have to be moved for cleaning.
- _____ **Stove:** Clean knobs, under the knobs, drip pans, grates, and if an electric stove, clean beneath the top. Do not lift the top on gas stoves, this can sever the gas lines and cause a leak. These areas must be free from grease, food, and spills. Electric stove drip pans can be exchanged at the Aurora Self Help Center at no cost prior to move out.
- _____ **Oven:** Remove racks before using self-clean feature. Wipe out residue after cleaning. Clean racks, door areas and broiler/storage area drawer. All areas must be free from baked on residue, grime, grease, and cleaner streaks.
- _____ **Dishwasher:** must be free of food, residue, grime build up. Especially drain area, gasket seal, and door hinge area.
- _____ **Refrigerator/Freezer:** Remove and clean all trays/bins. Clean all surfaces to remove spills, spatters, etc. Clean gasket seals. Remove and clean front kick plate. Dust/vacuum motor area.
- _____ **Washing machine:** Remove any fabric softener and detergent residue paying special attention to inside of drum and gaskets. Clean lid hinge area.
- _____ **Dryer:** Dryer drum must be free of stains/spills/gum, etc. Lint trap cleaned and door hinge area clean.

BATHROOMS

- _____ **Exhaust vents** must be clean and free of buildup and dust.
- _____ **Shower/Tub/Soap Dish:** Remove soap scum, hair, grime build up, and streaks from cleaning products.
- _____ **Cabinets:** Drawers/drawer tracks and ledges must be free from dust, hair, and spills. Door fronts free from dust, grime and spills, plumbing under sink needs to be wiped clean.

- _____ **Sink and faucet:** Remove grime and mineral build up, clear overflow drain.
- _____ **Toilet:** Bolt and hinge covers should be opened and cleaned. The bowl should be clean and free of mineral build up, even under the rim. The seat is replaced by AMH on move out and should be either a) clean or b) removed and disposed of prior to move out.

BASEMENT

- _____ **Floor:** Thoroughly swept, with spots and spills mopped up.
- _____ **Visible pipes:** should be free of dust.
- _____ **Window(s) and tracks** should be cleaned and free of dust/bugs.

GARAGE

- _____ **Floor:** Thoroughly swept, with spots, stains and spills mopped up.
- _____ **Trash and Recycling roll carts** must be washed, dry and empty. There should be no trash in the bin during the final inspection.
- _____ **Doors** (both man and garage) should be dusted and wiped clean of hand prints and scuff marks.

EXTERIOR

- _____ **Sidewalks/Driveways** need to be swept and free of oil/transmission stains. Wash off sidewalk chalk, etc. In winter they must be free of snow and ice. Ice chippers are available at the Aurora Self Help Center during the winter months.
- _____ **Pet waste** must be removed.
- _____ **Lawn damage** should be repaired. Fill all holes with topsoil then apply grass seed. Both soil and seed are available at the Aurora Self Help Center during the summer months.
- _____ **Lawn** must be mowed, trimmed and raked.
- _____ **Landscaping:** Weeds should be pulled from landscaped areas and broken limbs removed.
- _____ **House siding, doors, windows, and fence** must be clean and free of handprints, mud, dirt, animal feces and paw prints.
- _____ **Deck/Patio** must be swept and clean, in the winter it must be free of snow and ice.
- _____ **Shed (if applicable)** must be empty, swept clean with cobwebs removed.

WHOLE HOUSE

- _____ **Blinds Cleaned.**
- _____ **Windows:** All tracks, ledges and inside window pane surfaces should be cleaned and streak free. First floor exteriors of windows must be cleaned from April to October.
- _____ **Screens:** Dust, hair, etc. should be removed, and all holes and tears repaired. You can repair screens at no cost at the Aurora Self Help Center.
- _____ **Light fixtures:** exteriors must clean. The fixture should have working bulbs, which can be picked up at the Aurora Self Help Center at no cost (one for one exchange).
- _____ **Ceiling Fans:** Fan blades, motor housing, and light fixtures must be free of dust and grime. Fan brushes are available at the Aurora Self Help Center. Fans should have working bulbs unless higher than 10ft.
- _____ **Walls:** Nails, hooks, screws, anchors etc. removed. Holes larger than a nickel can incur a charge.
- _____ **Walls:** Wiped clean of all food spatters, grease, marker/crayon, grime, candle soot, buildup, etc.
- _____ **Door jambs, window trim, and baseboards** must be free of dust and grime.
- _____ **Forced air heat vents** should be cleaned and free from grime, spills, dust. Remove vents and ensure duct areas are free of dust, hair, personal items, etc.
- _____ **Radiant heat registers** should be clean and free of grime, spills, pet hair. Carpet/flooring area under vents must be free of hair, pet hair, dirt, dust, etc.

QUESTIONS?

We are always willing to answer questions and offer clarification on what is and is not required. Please contact our office and ask to speak with an inspector to receive clarification.



Standard Move-Out Charges

For your convenience, estimated charges for common move-out items are listed below. This list is by no means exhaustive, and prices are subject to change pending market fluctuation.

Cleaning Charges

Items not cleaned at move out are subject to cleaning fees. Fees are assessed at \$48/hour. This includes personal items or trash left in a unit.

Non-Utilization: Self Help Center

Avoid fees by picking up items from the Self Help Center for free and installing prior to moving.

Closet Rod Bracket	\$10	Hosebib covers	\$5
Cabinet Shelf Bracket	\$5	Light Bulbs	\$5
Dryer Vent Hose	\$10	Range Hood Light Cover	\$5
Door stops	\$5	Shower head	\$5
Drip Pans	\$5	Sink Aerator	\$5
Dryer Vent Clamps	\$10	Sink Sprayer Head	\$5
Electrical cover plates	\$5	Storm door chain	\$10
Exterior Faucet Knob	\$5	Range Hood Filter	\$5
Fire extinguisher	\$50	Window Screen	\$10
Gate latch	\$10		

Common Replacement Items

This is just a selection, as many item styles and costs vary.

Doors	Market Rate
Door Lock Change	\$75 (No charge at Move Out)
Garage Remote	\$40
Mini Blind	Length x \$1
Paint/Primer	\$20/ Gallon
Range Hood	\$50
Shower Rod	\$20
Storm Door	\$150
Roll Cart	\$90
Toilet Bowl	\$75
Toilet Tank	\$75
Window Sill	\$3/ Foot

Standard Labor Charge

Any materials requiring installation may incur an additional \$48/hour labor charge.

Appliances

Dryer	\$450
Dishwasher	\$300
Refrigerator	\$600
Range (Electric)	\$400
Range (Gas)	\$450
Washer	\$425

Grounds

Grounds labor is \$48/hour.
Yards should be mowed, free of holes, pet waste, and trash.
Yards should be watered and seeded in the summer.
Flowerbeds should be free of weeds.
Driveways should be clear of snow and ice. *Tools available free at Self Help Center.

Paint

Paint labor is \$48/hour.
Nails, hooks, screws, etc. must be removed from walls. You are not required to fill holes that are nickel size or smaller.
Walls, baseboards, and trim should be wiped clean of all food spatters, marker/crayon, nicotine, candle soot, or any other build ups.

Carpet

Carpet is depreciated over an 84 month period; damages are assessed on depreciated value.

Even with fully depreciated carpet, it is possible to incur labor charges for application of Kilz as a result of urine or water penetration of the subfloor.



Move Out Trash Service

Move out can be a stressful time. Our complimentary Move Out Trash Service provides a simple way for you to dispose of large or bulky items and household waste. Simply place the items you wish to dispose of in the garage, being sure to follow the instructions below. We'll cover up to 1/2 of a 1800-Got-Junk truck, which is the rough equivalent of 5 whole pickup trucks!

1 Clean the Garage

You'll want your garage to be clean prior to placing the items to be disposed in it.

2 Bag it!

Household trash should be adequately bagged to prevent leaks. Unbagged or improperly bagged trash will not be eligible for pickup using this free service, and will incur a fee.

3 Neatly place items in the garage

Bulky items and trash should be neatly placed in the garage to allow our inspectors to index (and allow egress should you need to exit the building in an emergency).

Items must be in the garage prior to the commencement of your final inspection!

4 Complete an Abandoned Property Form

This form will be completed at the time of the final inspection. It gives us permission to dispose of items left behind.

LIMITATIONS

This free service has some limitations, fees will be assessed for the following:

- Disposal in excess of 1/2 a 1800-Got-Junk Truck (you will be charged for excess disposal only).
- Improperly bagged trash.
- Items classified as hazardous are governed by federal, state, and local disposal requirements.

Disposing of these items via this service will incur a disposal fee.



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