



30 Day Notice to Vacate Housing

Name: _____ Address: _____

Rank: _____ Phone: _____ Email address: _____

ACKNOWLEDGEMENT

Please read and initial next to each item.

- _____ (Optional) I give permission for AMH to give my phone number to prospective incoming tenants so that they may call me to arrange to view the unit.
- _____ I understand that the move out brief and final inspection are mandatory and that the Lessee must be present during the final inspection. AMH will notify my command if I do not keep these appointments.
- _____ I understand my MAC allotment is set up to pay rent charges in arrears and that the current month's balance will be received by AMH on the first of the following month post- move out. Allotments for rent may not be stopped prior to final.
- _____ I understand that any refund due to me will be paid by check and mailed to my forwarding address within 30 days of AMH receipt of the final payment.
- _____ I understand that I will be held responsible for paying rent for the full term of the Residential Lease/Rental Agreement or until the unit can be signed to another occupant (whichever comes first).
- _____ I understand that if the required 30 day notice is not met per the lease, then I will be held responsible for up to 30 days from the day I give notice or until the unit can be assigned to another occupant. Exceptions require proof of short orders.
- _____ I understand that I must be ready to vacate the unit on the date and time that I have been assigned. AMH is not responsible for issues that may prevent me from vacating the unit. I will have the unit empty and ready for final inspection on assigned day and time.
- _____ (Roommates Only) I understand that both roommates must be present for the final out inspection-even if one will be remaining in the unit. **Paperwork cannot be completed nor out processing paperwork signed unless both are present.**

Signature: _____

Date: _____

Requested Move Out Date: _____

IMPORTANT DATES

Final Inspection

Date: _____ Time: _____

At Unit

Move Out Brief

auroramilitaryhousing.com/residents/departing/



CHECKLIST

AMH Staff Use

Today's Date: _____

TMO Dates: _____

Clear Base Date: _____

Orders attached: ____ Yes ____ No

Less than 30 Days: ____ Yes ____ No

Reason for 30 Day Notice (Check One)

____ PCS | Short Orders? ____ Y or ____ N

____ EROD (early return of dependents)

____ Loss of Entitlement

____ Purchase of home

____ Separation from service (not retiring)

____ Off base rental

____ Retirement

____ Deployment

Yes or No

____ Deployed Spouses Program

____ Upcoming Community Center

____ Reservation

____ Roommate

AMH Representative

Initials: _____

Date: _____