

INTENT TO VACATE

DATE SUBMITTED:

NAME: _____ RANK: _____ SSN: _____

ADDRESS TO BE VACATED: _____ # OF BEDROOMS: _____

CURRENT UNIT: _____ WORK EXT: _____

DETACHMENT DATE (PER ORDERS): _____

REASON FOR VACATING QUARTERS: _____

NEW MILITARY ADDRESS: _____

FORWARDING ADDRESS: _____

I understand that my quarters and the grounds surrounding them must be clean, free of trash and personal property, prior to my final inspection.

I further understand that my BAQ and VHA will be withheld until I pass my final inspection. The final inspection date can not be changed if it results in the quarters being vacant, or will inconvenience the new occupants. The final inspection date will be changed only in case of an emergency.

I have been advised to contact the Traffic Management Office to make arrangements for shipment of my household goods.

Signature

Date

I authorize employees of Family Housing to release my home phone number to prospective incoming occupants.

Signature/Date/Phone Number

I do not authorize employees of Family Housing to release my home phone number to prospective incoming occupants.

Signature/Date

PREVACATE INSPECTION: _____ TIME: _____ DATE: _____

FINAL INSPECTION: _____
