



# Joint Base Lewis-McChord

*"We are a Joint Force Power Projection Platform."*

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Trust and Transparency - Collaboration - Collective Responsibility



# General Steps for Clearing Off-Base Housing



1. **Immediately** upon receiving your orders, setup household goods storage/shipment. Single SMs should contact the Personal Property Processing Office (PPPO) (253-477-5446).
2. Provide your Landlord with a **copy of your orders and written notice** of your intent to vacate. *Your household goods will need to be removed before your move-out date.*
3. Report to proper housing office to receive instructions and all necessary documents required to clear.
4. If possible, request Landlord to conduct a **pre-inspection** of your rental home before you move out. This will give you an opportunity to understand cleaning standards, repair any defects and to do the cleaning identified to **avoid deductions from your security deposit.**
5. Set a **date** with the Landlord for a **final move-out inspection**. Give yourself time to **clean and fix any deficiencies**. If possible, take **pictures** of your unit prior to turning in keys. Obtain a **signed move-out inspection form** for your records at the inspection.

*Visit Off-Base Housing Services Office for any questions related to above process.*



# Providing Proper Notice



- It is common for most **leases** to require at least **30 days written notice** of intent to vacate, along with a copy of orders. If you are breaking your lease with orders, under the federal law, you can be held responsible for the rent for the month that you gave notice and the following month (regardless of whether you reside there).
  - Example: If your rent is due on the 1<sup>st</sup> of the month and you provide notice to vacate on May 5<sup>th</sup>, you are rent responsible thru June 30<sup>th</sup>.
- If you are in a **month-to-month** agreement, you must provide **20 days notice** prior to the end of the month in which you are planning on vacating.
- If you receive **orders that do not allow for a proper notice**, visit the off-base Housing Services Office immediately to obtain assistance and further information.
- It is important you check your lease agreement to ensure that your lease does not require you to give more advance notice.



# Providing Proper Notice Continued...



- Important Items to Note:
  - **By law**, if you stay in the property one day into the month, you are legally responsible for paying the rent for the entire month and the landlord is **not required to pro-rate you out in most cases**. Contact the Off-Base Housing Services Office (HSO) for clarification.
  - Landlords **cannot** assess any financial penalties for breaking your lease early with orders (ie., charging re-letting fees, marketing fees, keeping utilities in your name until the unit is re-rented, etc.). If they attempt to do so, visit HSO for assistance.
  - Provide maximum amount of written notice to vacate as possible.

**For example notice to vacate forms or assistance with understanding the timelines for your specific situation, please visit the off-base Housing Services Office.**

**HSO has saved Service Members \$40K within the last 6 months.**



# JBLM HSO



## QUESTIONS

Visit Off-Base Housing or view copy of Deployment/Relocation slides online at:

[https://www.lewis-mcchord.army.mil/  
publicworks/Sites/Housing/hso.aspx](https://www.lewis-mcchord.army.mil/publicworks/Sites/Housing/hso.aspx)



**Housing Services Office (HSO)**

**Phone: (253) 967-3581**

**Email: [usarmy.jblm.imcom.list.dpw-rcd-hso@mail.mil](mailto:usarmy.jblm.imcom.list.dpw-rcd-hso@mail.mil)**

**[www.lewis-mcchord.army.mil/](http://www.lewis-mcchord.army.mil/)**

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