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## FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

### NOTICE OF INTENT TO VACATE

**(Must be submitted with current orders or proper documentation)**

Tenant's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Vacating Address: \_\_\_\_\_, Fort Leavenworth, KS 66027

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Secondary #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Final Payment of Rent: As a reminder, rental payments are paid in arrears for all military residents.**

Desired date to vacate home: \_\_\_\_\_ Date of HHG pick-up: \_\_\_\_\_

Forwarding Address (If you do not have a forwarding address, home of record is acceptable):

\_\_\_\_\_  
(Street) (Apt #) (City) (State) (Zip)

**Reason for Moving:** ☐ ETS ☐ PCS ☐ Deployment ☐ Retiring ☐ Divorce ☐ Medical ☐ Chapter Out ☐ Asked to Leave  
☐ **Moving Off Post** (Reason): \_\_\_\_\_ Date of ETS, Retirement, Chapter: \_\_\_\_\_

Tenant has read this form and hereby giving notice of intent to vacate housing unit. Tenant further understands that a final move-out inspection must be completed with housing prior to AG appointment (if applicable). Please plan accordingly to avoid any delay in clearing post. The forwarding address listed above will be used for the return of any prorated rent allotment. Tenant understands and agrees that, in accordance with Occupancy Agreement, any outstanding charges on their account will be deducted from this final allotment payment (when applicable). If less than 30 days' notice is being provided resident is responsible for rent charges equal to 30 days from date of this notice.

By signing this form, Tenant agrees to the above terms and conditions of this agreement and has received the following attachments: **Resident Move-out Cleaning Options, Clearing Requirements, Estimated Cleaning Cost List.**

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

\_\_\_\_\_  
Date

### TO BE COMPLETED BY A HOUSING REPRESENTATIVE:

PRE-Inspection Date: \_\_\_\_\_ TIME: \_\_\_\_\_

FINAL Move-Out Inspection Date: \_\_\_\_\_ TIME: \_\_\_\_\_

Date of Orders: \_\_\_\_\_

Date Orders Attached to Notice to Vacate: \_\_\_\_\_

FLFHC Representative Signature: \_\_\_\_\_

220 Hancock Ave  
PO Box 3387  
Fort Leavenworth, KS 66027  
Phone (913) 682-6300 Fax (913) 758-1779  
<http://www.fleavenworthfamilyhousing.com>



## Fort Leavenworth Frontier Heritage Communities II, LLC

### Resident Move-out Cleaning Options

*As a valued member of our community, we want to make sure your move out experience is as stress free as possible. For your convenience, we have provided you with two options below to choose from for the cleaning of your home when you are ready to vacate.*

#### **OPTION ONE: Self Clean**

You may choose to clean your home yourself or you may contract with a professional cleaner/cleaning company. Either way, all move out guidelines are to be followed or resident will be held accountable.

The cleanliness of the home must meet the standards set forth in the Estimate Cleaning Cost List / Self Cleaning Guidelines. If the resident does not pass one or some of the requirements, he or she will have the opportunity to correct or be charged according to the cleaning cost list. All charges are due at move out. Carpets must be professionally cleaned by a licensed bonded carpet cleaner and a receipt must be provided at final inspection. Carpets must be cleaned within 48 hours of the final move out inspection in order for receipt to be valid. Trash and recycle bins must be clean, and no bulk trash left at the curb at the time of the move out inspection.

Please note FLFHC does not recommend nor guarantee any cleaner/cleaning company. Any contract signed is between the resident and the cleaner/cleaning company is the resident's responsibility. If you do not pass your inspection and/or the inspector finds additional charges, the resident will be held responsible for the additional charges at move out and the resident will need to reconcile with the cleaner/cleaning company themselves.

Also, if for any reason you do not pass the inspection and it extends into the following day, you will be responsible for the next day's rent. **Trash and recycle bins must be clean, and no bulk trash left at curb.**

#### **OPTION TWO: Pay and Go**

The pay and go option will allow you to pay a flat rate for the cleaning guidelines to be fulfilled (including carpet cleaning) and walk away with minimal cleaning from you. The following is required for minimal cleaning:

- Remove all personal belongings
- Sweep all floors
- Vacuum carpets
- Empty trash and recycle bins
- No bulk trash left on curb
- Remove all trash/debris (inside/outside)
- Appliances wiped clean (inside/outside)
- All surfaces must be wiped clean
- Mow yard and free of weeds, feces, debris

All of the above options have been explained to me and I have received a copy of the **ESTIMATE CLEANING COST/SELF CLEANING GUIDELINES**

\_\_\_\_\_  
Resident Signature FLFHC Representative Signature

\_\_\_\_\_  
Print Resident Name Print FLFHC Representative Name







# Fort Leavenworth Frontier Heritage Communities II, LLC

## Cleaning Requirements

(Note that **ALL** requirements in this document must be completed to the satisfaction of Frontier Heritage Communities Management.)

### **PLEASE DO NOT USE BLEACH FOR CLEANING**

*Damage caused by bleach products will be the financial responsibility of the resident*

#### **INTERIOR CLEANING**

##### **Cabinets/Drawers:**

Cabinets must be cleaned thoroughly inside and out. They should be left free of any food particles, grease, spots, or watermarks. Exterior surfaces are to be polished

- ☐ Cabinets must be cleaned thoroughly inside and out
- ☐ They should be left free of any food particles, grease, spots, or watermarks. Exterior surfaces are to be polished.
- ☐ Remove all shelf liners, paper, glue and residue
- ☐ Clean interior, exterior and tops
- ☐ Polish exterior of cabinets and drawers
- ☐ Remove Child safety locks

##### **Countertops:**

Countertops shall be cleaned and free of any buildup, to include the areas around the chrome edges. After cleaning, do not leave a visible or touchable residue from cleansers. Either rinse thoroughly or use a glass cleaner to finish. All stains must be removed.

##### **Sink/Faucet:**

Sinks and faucets are to be cleaned of all marks, soap film, stains, mineral deposits, and water spots. You may need to use a soft bristle brush to clean the hard to reach areas around the faucet and knobs. DO NOT use drain cleaners.

- ☐ Clean thoroughly and leave spot-free
- ☐ Clean all accessories such as sink stoppers, garbage disposal, rubber gaskets, etc.

##### **Refrigerator:**

Refrigerators will be thoroughly cleaned inside and out, to include all parts, trays, and rubber gaskets. After defrosting and cleaning, the refrigerator is to be LEFT RUNNING with the thermostat set at the lowest setting and the door closed. Do not use sharp objects to remove ice or frost buildup.

- ☐ Remove all marks, food particles, and stains
- ☐ Clean interior to include all shelves, crisper bins, butter tray, etc.
- ☐ Clean exterior to include door handles, door gaskets, front, back, top and sides.

##### **Range/Oven:**

Ranges will be moved and cleaned behind and underneath. All grease, food particles, dust and lint will be removed. All carbon that will not come off with a good oven cleaner should be scraped off with dry steel wool.

- ☐ Remove all food, grease, marks, etc. from the burners, oven racks, broiler drawers, control knobs, top burner, oven, oven door and broiler pan/cover
- ☐ Clean exterior and buff free of all marks, stains, grease and food
- ☐ Clean the sides and backside of the appliance
- ☐ Clean the floor underneath the range
- ☐ Clean or replace drip pans on electric stoves





## Fort Leavenworth Frontier Heritage Communities II, LLC

### **Range Hood:**

All outside and inside areas, to include filter housing and ledges of hood will be cleaned. Soak filter for about 20 minutes in warm sudsy water and brush well with a soft bristle brush. Thoroughly rinse and dry the filter.

### **Walls, Ceilings, Woodwork, Baseboard, Ledges, and Doors:**

The above should be cleaned using an all-purpose cleaner. . You may also use a Mr. Clean Magic Eraser or similar product to remove difficult marks. All hangers and nails in woodwork or walls will be removed. If a claw hammer must be used to pull a nail, place a block of wood between the head of the hammer and the surface from which the nail is to be pulled to prevent wall damage. DO NOT FILL NAIL HOLES. Excessive nails, nail holes, hangers and anchors will be charged to the resident at move-out.

- ☐ Remove all crayon marks, finger marks, scuff marks, soap film, grease, dirt, and dust.
- ☐ All woodwork should be cleaned and left in a dry condition.
- ☐ All doors, if taken down, must be re-hung and original door knobs reinstalled, and child safety locks removed.
- ☐ All ledges over doors, windows, closets, cabinets, and door tops must be wiped clean with a damp cloth to remove grease and dust.
- ☐ Remove cobwebs from corners of ceilings, including basements and porches, where applicable
- ☐ Ceilings in kitchen and bathrooms are to be washed and free of grease, stains, and residue

### **Switch/Outlet Plates:**

- ☐ Switch and outlet plates must be cleaned and free of any black marks, fingerprints, soil, or grease. Replace broken or damaged plates.

### **Light Fixtures and Ceiling Fans:**

- ☐ All light fixtures and light bulbs (inside and outside of the home) will be wiped clean and will be free of dust, grease, soil, and streaks.
- ☐ All indoor light fixture covers will be wiped inside and out to remove dead bugs and debris ☐ Replace any light bulb that is burnt out with the same type.
- ☐ All ceiling fans must be thoroughly cleaned (blades, mounts, casing, etc.). A fan brush with a telescopic handle is helpful to reach fans in high-ceiling rooms.

### **Carpet/Flooring/Stairs:**

All flooring surfaces are to be cleaned. Carpeted areas must be vacuumed, and professionally steam cleaned before the move out inspection – vacuuming will need done before and after cleaning. Any stains or damage to carpet or flooring not noted on move-in inspection sheet may incur a charge to resident at time of final move-out inspection.

- ☐ **Vinyl Planking and Hardwood flooring:** DO NOT apply ammonia, wax, or any floor-shine products to these floors. Clean with a mild detergent and water (ex: Swiffer Mop or other similar product).

### **Carpeting:**

- ☐ Vacuum and use edger on all carpeted areas to remove all pet hair, debris, and food particles BEFORE and AFTER cleaning carpets.
- ☐ Any stains or damage to carpet or flooring not noted on move in inspection sheet may incur a charge to resident.
- ☐ All stains must be removed from carpeted areas that were not noted at move in on move in sheet.
- ☐ Carpets must be completely DRY prior to your final inspection.







## Fort Leavenworth Frontier Heritage Communities II, LLC

- ☐ If you have a pet(s) carpet must be professionally steam cleaned. A pet deodorization treatment and flea treatment must be done in addition to the professional cleaning.
- ☐ You will be held financially responsible for carpeting that does not meet minimum FLFHC standards for cleanliness and deodorization– a minimum 1-year charge for damaged carpets will apply.

### **Bathrooms:**

Bathtubs, sinks, commodes, cabinets, water closets, and all bathroom tiles must be clean of soap film, dirt, and marks. Drain stoppers will be removed and cleaned. All medicine cabinet surfaces (ledge shelves, shelf holder, mirrors, etc.) must be cleaned.

- ☐ Clean and polish shower walls, bathtubs, and commodes, removing all spots, streaks, soap film, and mildew.
- ☐ Remove all soils and stains (make-up, hair products, toothpaste, etc.) inside and outside of the medicine cabinet, drawers, countertops, and vanity.
- ☐ Clean mirror to a streak-free shine.
- ☐ Plumbing fixtures are to be left free of soap film, mildew, rust, lime deposits, and water spots.
- ☐ Remove all hair and foreign debris from drain plugs.
- ☐ Clean the vent fan.
- ☐ Remove mildew using a mildew remover.
- ☐ Remove hooks, pegs, shelves installed by tenant.
- ☐ Original hardware must be installed if removed.

### **Closets:**

Closets, including rods, shelves, and walls will be wiped clean with a damp cloth.

- ☐ Remove all cobwebs, crayon marks, fingerprints, scuff marks, and hanger marks.
- ☐ Clean closet rods, shelf tops, and undersides.
- ☐ Doors are to be left free of marks, dirt, crayon, etc.

### **Window Coverings:**

Window and door blinds will be left clean, undamaged, and hanging properly. Wipe the remaining residue off with a wet cloth.

- ☐ Remove all dust, grease, and any foreign substances from the window coverings.
- ☐ The blind slats must have a smooth feel to them after they have been properly cleaned.

### **Windows/Storm Doors:**

All windows will be washed on both sides. All screens should be undamaged and cleaned (swept and re-hung).

- ☐ Clean all windows including window sills and tracks.
- ☐ Clean windows inside and out using newspaper or a microfiber cloth instead of paper towels. All glass must be free of streaks.

### **Heat/Air Conditioning Vents:**

- ☐ Clean floor vents and covers inside and out.
- ☐ Clean all wall vents and air return.
- ☐ Remove any foreign debris from inside the heat registers (toys, hair, etc.).
- ☐ Replace furnace filter (provided at Self-Help).





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## Fort Leavenworth Frontier Heritage Communities II, LLC

### **EXTERIOR CLEANING**

#### ***Window Wells:***

- ☐ Remove all trash, rocks, and leaves.
- ☐ Brush and clean outside of window sills at 1<sup>st</sup> level windows.

#### ***Windows and Screens:***

- ☐ Clean exteriors of all lower sashes only and leave streak-free --- Only for windows with the ability to fold inward.
- ☐ Repair or replace damaged screens prior to your final inspection.

#### ***Patio/Storm Doors and Screen Doors:***

- ☐ Glass must be cleaned and left streak-free.
- ☐ Clean door kick panels.
- ☐ Door tracks must be free of any dirt or debris and cleaned thoroughly.
- ☐ Remove hooks, nails, command strips and tape.
- ☐ Sweep out under steps.

#### ***Threshold:***

- ☐ Remove all black marks and soil.

#### ***Exterior Walls:***

- ☐ Remove all foreign debris, nails, scuff marks, crayon marks, dust, cobwebs, soil, etc.

#### ***Storage Sheds (if applicable):***

- ☐ Remove all personal items and debris.
- ☐ The interior and exterior are to be left free of soil, crayon marks, scuff marks, cobwebs, etc.

#### ***Garage/Carport/Parking Space:***

- ☐ Remove all personal items.
- ☐ All designated parking areas are to be left free of debris and automotive fluids.
- ☐ Remove paint, chalk, excess grease, and oil from driveways, garage, and carport floors. Dry Sweep or cat litter can be used for removing oil and grease. Remove any hooks, nails, and tenant installed shelving.

#### ***Lawn/Flower Beds/Outside Areas:***

- ☐ Police yard and remove all debris including personal belongings, trash, leaves, animal feces, etc.
- ☐ Sweep and remove all soils and chalk from patio and walks.
- ☐ Grassed areas that have become worn due to pedestrian traffic or pets will be raked and re-seeded with straw or topsoil applied.
- ☐ Pet damage, to include lawn damage and/or holes, must be repaired.
- ☐ During the winter, snow and ice must be removed from the sidewalks and driveways.





## Fort Leavenworth Frontier Heritage Communities II, LLC

- ☐ Properly remove satellite dish, when applicable, and make sure outside wires are not a trip hazard.
- ☐ Return any modified landscaping back to its original condition, unless management has provided approval in writing for the modifications to stay.

### Trash and Recycle Bins:

- ☐ Empty, rinse, and leave clean. Leave in the garage or designated area.
- ☐ **DO NOT LEAVE ANY TRASH OR BULK ITEMS OUT ON THE CURB OR IN YOUR YARD OR HOME (Even on Trash Day)**

### Keys/Remotes:

- ☐ Residents must return all assigned and ORIGINAL house, shed/ garage keys, and remotes **at time of final inspection** or charges will apply. **Copies will not be accepted.**
- ☐ Post Office keys must be returned to Post Office.
- ☐ **You will be charged for a full re-key if no keys are returned or locks are inoperable.**

Residents will be held responsible for damage exceeding fair wear and tear. Examples of such items are listed below, but are not limited to:

Unauthorized painting	Holes in walls or doors
Lost or broken keys or locks	Damaged flooring and/or carpeting
Broken windows or blinds	Improper care of landscaping
Pet damage to include to outdoor condenser and/or fence and yard	Damage caused by installation/removal of satellite dishes or any other exterior modifications.

**\*There may be additional cleaning requirements which will be explained by the move-out inspector**







## Fort Leavenworth Frontier Heritage Communities II, LLC

### Cleaning Fee Schedule

Unit Size	Carpet Cleaning	Full Clean	Total Clean (Full + Carpet)
<b>Cheyenne / Iowa / Pottawatomie</b>			
3 Bed	\$150	\$530	\$680
4 Bed	\$150	\$550	\$700
<b>Kickapoo/Shawnee</b>			
3 Bed	\$150	\$550	\$700
4 Bed	\$150	\$575	\$725
<b>E. Cheyenne / Lower Kansa / Normandy / S. Osage</b>			
3 Bed	\$150	\$550	\$700
4 Bed	\$150	\$600	\$750
<b>New Oregon / New Pawnee / Nez Perce</b>			
3 Bed	\$100	\$550	\$650
4 Bed	\$100	\$570	\$670
<b>Old Oregon / Upper Kansa</b>			
3 Bed	NA	\$320	NA
4 Bed	NA	\$425	NA
<b>Osage / Ottawa / Old Pawnee</b>			
3 Bed	\$150	\$415	\$565
4 Bed	\$150	\$435	\$585
<b>Santa Fe</b>			
4 Bed	\$150	\$600	\$750
5 Bed	\$150	\$675	\$825
<b>Meade Apartments / Infantry Barracks / Wint</b>			
2 Bed	NA	\$450	NA
3 Bed	\$100 (Wint Only)	\$390	\$490
4 Bed	NA	\$515	NA
<b>Main Post</b>			
Small	NA	\$475	NA
Medium	NA	\$615	NA
Large	NA	\$750	NA

