

**NOTICE OF INTENT TO VACATE (For Dual Military: Please put both information)**

SPONSOR NAME (LAST, FIRST, MI)			RATE/RANK	
COMMAND	HOUSE ADDRESS	NO. OF BDRMS	PHONE (HOME)	PHONE (WORK)
FORWARDING ADDRESS		NEW DUTY STATION		
DEPARTURE (FLIGHT) DATE FROM JAPAN		HHG PACK-OUT DATE: EXPRESS PACK OUT DATE:		
<b>CFAY HSG EMPLOYEE ONLY</b>		DATE	TIME	
MAINTENANCE INSPECTION:				
FINAL INSPECTION:				
LOANER FURNITURE:		DELIVERY DATE:	PICK UP DATE:	
(CFAY HSG EMP)				

1. All personal items will be **removed before the final inspection time and the quarters will be vacated on the date.**

2. In accordance with the COMNAVFORJAPANINST 7220.1U, the Housing Services Center authorizes one day TLA/TQSE on departure unless transportation arrangements dictate otherwise. TLA/TQSE will start the same day as the final inspection. Moving into temporary accommodations before final inspection will be at your own expense.

3. If there are no damages to the quarters, your housing inspector will give you the BAH Memo at the final inspection. However, if there are damages to your quarters, you will have to obtain the BAH Memo at the Housing Facilities Management Division or Ikego Housing Site Office after you have completed payment at the Personnel Support Detachment. With this BAH Memo, your Command Check-Out Card can be signed at the front desk of the Housing Facilities Management Division or Ikego Housing Site Office.

I UNDERSTAND ALL OF THE ABOVE CONDITIONS FOR VACATING MILITARY FAMILY HOUSING.

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

\_\_\_\_\_  
Date

Upon Completion  
FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE

## ON BASE HOUSING TERMINATION PROCEDURES

### Step 1. Schedule a HHG pack-out date

Upon receiving PCS orders, call 243-7062 (operator) to schedule an appointment with FLC Yokosuka Outbound Personal Property Office with a copy of your orders to schedule HHG pack out dates. You may also get in touch with them through e-mail at [hhg.yokosuka@navy.mil](mailto:hhg.yokosuka@navy.mil). Go to Step 2 once you have received your HHG pack out dates.

### Step 2. Intent to Vacate form and Loaner Furniture

Visit your local Housing Office with a copy of your orders to request loaner furniture, and fill out an Intent to Vacate Form at least **30 days** prior to the estimated vacate date. Approximate dates are acceptable for the purpose of completing the vacate forms. Once you receive a confirmed flight date contact your local Housing Office to update schedule for moving out.

For Yokosuka Housing Office: 243-6784

For Ikego Housing Office: 246-8027

### Step 3. Final Check-Out Inspection

Attend the scheduled appointments made in Step 2. **Command Check-out card must be signed at the Final Inspection.**

### Step 4. Reinstate OHA/LQA

Military: Upon clearance of government quarters, you will receive 2 copies of BAH Memorandum. You are required to complete command checkout sheet and provide a copy of BAH memo before PSD process the loss transaction. PSD is located in the same building as the Narita/Yokota bus counter. The Sailors can always drop it off in the morning and contact PSD CDO on Saturday.

Civilian: Upon clearance of government quarters, you will receive a copy of Military Pay Order (DD-114) and a Clearance slip to submit to HRO Yokosuka.

### ☆☆☆IMPORTANT☆☆☆

#### **☎ Termination of Telephone and Internet:**

Contact the Base Communication Office (BCO), Bldg. 1555 at DSN 243-4600 with a set of your new PCS orders.

#### **☆ Navy Lodge Reservations:**

We recommend you make reservations as early as possible since your desired TLA/TQSE accommodations may be full. **One-day** maximum temporary lodging allowance is authorized unless arrangements for departure transportation dictate lodging requirements of more than one day.

**!!Renting pots, pans:** contact Fleet and Family Support Center at 243-9632.

For pet owners, Contact the Kennel for reservations at 243-4530.

# HOUSING SERVICES CENTER YOKOSUKA VACATE QUESTIONARE

Please check applicable box to each question.

	Yes	No	N/A
Were you satisfied with your overall experience?			

	Excellent	Good	OK	Poor	Awful	N/A
Facility Appearance						
Employee / Staff Attitude						
Timeliness of Service						
Unit Condition upon Move-In						

	Yes	No	N/A
Did the product or service meet your needs?			

Comments & Recommendations for Improvement

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Rank / Grade

\_\_\_\_\_  
Quarters #

Thank you for your cooperation.