



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES, LLC

NOTICE OF INTENT TO VACATE

Date: \_\_\_\_\_

I \_\_\_\_\_ presently residing at (Address):  
\_\_\_\_\_ Village: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_  
hereby give notice of intent to vacate my housing unit.

I am requesting my *move-out* inspection on: \_\_\_\_\_

\*NOTE: Residents must complete a final move out inspection with housing prior to their AG appointment. Please plan accordingly to avoid any delay in clearing post.\*

I am moving because:

- \*ETS  \*Retiring  \*Chaptering  PCS  Deployment  Divorce  Asked to Leave
- Moving Off Post (Reason: \_\_\_\_\_)

\*NOTE: Resident needs to see Bookkeeper if ETS'ing, Retiring or Chaptering.\*

Pre Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

The forwarding address for the return of any prorated rent allotment is listed below. I understand and agree that, in accordance with my Resident Occupancy Agreement, any outstanding charges on my account will be deducted from this final allotment payment.  
(PLEASE PRINT)

\_\_\_\_\_ Street Address and Apartment Number

\_\_\_\_\_ City, State, Zip Code

I have received the attachments to this 30 day Notice of Intent to Vacate which are:  
Move-Out Information sheet received: \_\_\_\_\_  
Move-Out Checklist received: \_\_\_\_\_  
Schedule of Charges received: \_\_\_\_\_

Must pay final prorated rent of \$ \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
by the 20<sup>th</sup> of \_\_\_\_\_ the month prior to vacating in order to stop allotment: \_\_\_\_\_

\_\_\_\_\_  
*Resident Signature*

\_\_\_\_\_  
*Date*

To be completed by housing representative:

Orders -Attached to Notice to Vacate on: \_\_\_\_\_  
Date of Orders: \_\_\_\_\_

\_\_\_\_\_  
FLFHC Representative

220 Hancock Ave  
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