

ENDING YOUR LEASE

Introduction: This Packet will guide you through several processes in preparing you to leave your Italian home. We have broken the process down into 4 separate Sections to make it easier to follow within the entire process of ending your lease and moving out of the house.

- Section 1: Termination of Lease – information about mandated clearing documentation
- Section 2: Termination of Utilities – information about ending your utility services
- Section 3: Departure TLA – information and rules concerning your allowance
- Section 4: Furnishings Management Services – offers short-term furnishings and process for returning all short- and long-term furnishings/appliances

REMINDER 1: If you have not already done so, refer back to **Packet 1, Section 1** for the Quick Reference Checklist under the heading “When you Need to Terminate your Lease (Early or PCS)”.

REMINDER 2: When you prepare to leave Aviano Air Base, you will be living in temporary quarters when you finalize your lease. To help you offset the cost for living in temporary accommodations, military personnel will be reimbursed by receiving TLA and civilian personnel will be reimbursed by receiving TQSA. Refer to **Packet 5, Section 3** for more details.

TERMINATION OF LEASE

It's now time to terminate your lease. It is important to meet timelines required by your Rental Agreement.

Minimum 30-Day Written Notice when:

- Permanent Change of Station (PCS)
- Early Return of Dependents (ERD)
- Directed by MSG/CC to Move Closer to Base

You must provide your landlord a 30-day written notice via registered mail through the Italian Post Office to terminate your rental agreement for reasons stated above. There is an example at page 5 (see the instructions below on page 4) of this Section. In case of short notice PCS, notification period is shortened to 15 days.

Power of Attorney: In the event of early departure for personal/mission reasons, you may appoint via Power of Attorney (POA) an individual to act on your behalf in terminating the rental agreement. Please make sure the POA is specific and includes the steps to terminate the lease and return the house to the landlord.

Minimum 6-Months' Written Notice for Early Termination: If you want to EARLY terminate your current lease and move to another house, you are required to give your landlord six months' written notice. There is an example at page 5 of this Section (see the instructions below on page 4). The termination notice must be sent via registered mail through the Italian Post Office unless the landlord agrees to accept a hand-carried termination notice. You should have two copies of the written notice with you and have the landlord sign and date your copy as proof of acknowledgment. Keep it as the official receipt of your notice and leave a copy for your landlord. Make sure pre-final and final inspection dates and times are clearly specified. Written communication is the best way to begin out-processing; verbal notification is not official.

MIHA/FTA: Please be aware that you are not entitled to any MIHA (military) or FTA (civilians) when moving from one house to another one.

Pre-Final Inspection: This inspection shall be conducted with your landlord at least 30 days prior to your final inspection. Purpose is to identify any damages other than “fair wear and tear” that may be your responsibility to correct. Make sure you have copy of your “Premises Condition/Inventory” with the original conditions of the premises. You first completed this form under **Packet 3, Section 1**; now you’ll be completing blocks 17 and 18 of that same document (see the instructions below on page 4 and the form at pages 6-7 below). If damages exist other than those recorded on the Premises Condition/Inventory, ask your landlord to provide you with cost estimates. If you don’t agree with damages/charges or feel cost estimates are unfair, it is in your best interest to immediately notify the Housing Office. The Housing Office will assist in mediating the matter before the final inspection.

Home Fuel Utilities: If you have utilities set up with Home Fuels, see **Section 2** of this packet.

Utilities/Water/Garbage/Sewage: All bills must be paid in full. If you have not paid bills on a regular basis, be prepared to pay them all at once prior to your final inspection.

- If any utility bills are in your landlord’s name, ask your landlord to provide you with all outstanding bills (water/sewage/garbage/boiler/electric/gas) in order to settle payments before your final inspection. Get a receipt of payment.
- If any utility bills are under your name, you must go to the water company/city hall to close your contract, pay the final bill and bring in receipts. Utility companies are normally open in the morning for business, and many public offices may be closed between 1230-1530 pm. Please plan accordingly.

Damage to Premises: If you have caused damages to the premises, you will need to have all repairs made and approved by the landlord. You can also request the landlord to get cost estimates and perform the repairs. The cost can be deducted from your security deposit. You should approve the cost estimate provided by the landlord before agreeing to accomplish/pay for the repairs.

Damage to Premises by Contractor: If a TMO (household goods delivery) or FMS (loaner furniture/appliances) contractor causes damage to your unit you must annotate the damage on the contractor’s paperwork before you sign their release agreement form. For FMS contractor damage see **Packet 3, Section 4**, for filing claim. For TMO contractor damage, follow these steps:

- Annotate all damages on contractor documentation before signing release. Keep a copy and take pictures of damages
- Notify TMO of the damages
- Notify the landlord of the damages and request landlord to get cost estimate for repair
- File claim through TMO
- When the claim is approved, the Landlord accomplishes the repairs
- Pay the Landlord

You will be held liable for any damage caused by contractors that is not documented before they leave the premises. Contact TMO and FMS for additional information.

Documentation: Do not pack or ship your rental lease, inventory/inspection form, receipts and paid utility bills. You may need them prior to your departure.

Cleaning Requirements: The house should be returned to the landlord in the same condition as you received the house. Please use the following guide to help you prepare for your final inspection. This is not an all-inclusive list and there may be slight differences depending on your particular circumstances.

- **General:** Remove unauthorized or self-installed TV/telephone extensions, satellite systems, sheds, fences, patio extensions, security lights, decorative items, ceiling fans, etc.
- **Remove Belongings:** Remove all personal belongings, including all unwanted items, garden pots, etc.
- **Remove Trash:** Remove all trash, automobile parts and debris. Contact the Aviano Recycling Office at 632-2511 to determine how to properly dispose of unwanted items. They may be able to schedule appointments for pick-ups of bulky items if the service is available in your community. Do not hire someone to haul and dispose of items for you as these individuals may just abandon the items somewhere and you may face expensive fines. Bringing trash on base is prohibited.
- **Stove/Oven:** Remove food particles, decals and adhesive residue. Remove excessive grease. Do not use oven cleaner to clean exterior surfaces.
- **Refrigerator:** Unplug refrigerator and leave door open. Remove food, decals, adhesive residue and wipe down.
- **Dishwasher:** Remove all personal kitchenware, food particles from dishwasher filter. Remove decals, adhesive residue and wipe down.
- **Kitchen:** Remove all food particles from sink and all cabinets and wipe down. Remove all cleaning products from bottom cabinet.
- **Bathrooms:** Remove anti-slip decals or rubber matting from bathtub and/or shower. Remove all cleaning products, soaps, medicines and personal items and wipe clean. Replace broken, loose or cracked toilet seat. Replace old, stretched, broken shower hoses. This must be done prior to the final inspection.
- **Walls/Windows/Window Wells:** Remove decals, decoration borders and adhesive residue, crayon and scuff marks. Do not remove nails or hooks from the walls. Remove all self-help installed screens including Velcro tape and glue residue or any other kind of fastening materials. Clean window wells.
- **Floors/Patios/Parking Areas/Garage:** Sweep and mop all floors. Remove all automotive stains.

Final Inspection: You want your deposit returned and the Landlord expects to receive the house in the same conditions and cleanliness it was handed to you at the beginning of the rental lease (except for wall paint if paid upfront).

Landlord's Release: At your final inspection have all keys and any remotes readily available. If everything is in satisfactory condition, you must have the landlord sign the Landlord's Release Letter, page 8 below (see the instructions below on page 4). At this time he/she should return the security deposit or you pay for any damages. In lieu of the Release Letter you may also use the back of your original Premises Condition/Inventory, Block 17 (page 6-7 below). Provide one of these documents signed by your landlord to the Housing Office. The Housing Office will NOT clear you out of Virtual without the landlord's written release.

Virtual Outprocessing: Housing will not sign off on any out-processing paperwork, including virtual out-processing, until all required items are completed.

- Landlord's Release Letter
- If utilities bills in your name with private company, bring payment receipts

Instructions for completing Rental Lease Termination Notice (shown on page 5 below):

- The boxes are self-explanatory
- You need to inform the landlord of the date and time for the pre-inspection as well as the final inspection
- Sign the letter and send registered mail to the landlord or hand deliver to get signatures
- Landlord must sign acknowledging receipt
- The form reminds the landlord to provide you any bills for which you are responsible as well as return of security deposit upon completion of Landlord's Release Letter (page 8)
- Suggest you provide a copy back to the landlord for their records

Instructions for completing Blocks 17 and 18, Premises Condition Inventory (shown on pages 6-7 below):

- Block 17: TO BE COMPLETED AT TIME OF TERMINATION
 - Quarters Condition: Check block "has changed" or "has not" changed
 - a. Rent Until: Date rent is to end
 - Cost: Prorated cost to be paid
 - b. Utilities Due: List type of utilities due, i.e. water, garbage, etc.
 - Cost: Cost to be paid
 - c. Damages: List damages that landlord will repair.
 - Cost: Cost to be paid or deducted from security deposit
- Block 18: Landlord signs and accepts the unit and releases you from further obligation
 - a. Landlord printed name
 - b. Landlord signature
 - c. Date: DD/MM/YYYY

Instructions for completing Landlord's Release Letter (shown on page 8 below):

- Landlord name
- Tenant Name: Your name
- Unit Address:
 - Apt
 - House No.
 - Street Name
 - City
- Release Block: This certifies that the above Landlord has no claims for damages/payments
- Remarks Section: Anything pertinent
- Tenant Authentication:
 - Printed Name
 - Signature: You sign
 - Date
- Landlord Authentication:
 - Printed Name
 - Signature: Landlord signs
 - Date: DD/MM/YYYY

RENTAL LEASE TERMINATION NOTICE
(NOTIFICA DI DISDETTA CONTRATTO DI LOCAZIONE)

By Registered Mail (Raccomandata A.R)	LANDLORD (LAST and FIRST NAME) <i>(Cognome e nome del locatore)</i>
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In accordance with our rental lease agreement, this is to notify you that I have received orders and I will move out of the house located at:
(Con la presente e in accordo con le norme che regolano il contratto di locazione da noi stipulato, le notifico che ho ricevuto ordini di trasferimento e che lascerò i locali situati a:)

APT NO. <i>(App.to numero)</i>	HOUSE NO. <i>(Numero civico)</i>	STREET NAME <i>(Via)</i>	CITY <i>(Città)</i>
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I would like to perform a pre-inspection of the above quarters on: (Desidero effettuare assieme una pre-ispezione dei suddetti locali in data:)	DATE <i>(Data)</i>	TIME <i>(Ora)</i>
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Please supply me with copy of bills I may be responsible for, such as water, garbage, registration and cancellation of the contract and/or other expenses. I wish to remind you that the day of the final inspection, the return of the security deposit, if paid, including interests, is to be arranged.
(La prego inoltre di farmi avere al piu' presto la lista di quanto eventualmente da me dovuto per acqua, immondizie, registrazione contratto, cancellazione contratto, pittura e/o altri conteggi che siano di mia responsabilita'. Desidero inoltre ricordarle che alla data dell'ispezione finale, dovremo concordare la restituzione del deposito, se pagato, con i relativi interessi.)

I would like to perform a final-inspection of the above quarters and the return of the keys on: (Desidero effettuare assieme l' ispezione finale e la consegna delle chiavi dei suddetti locali :)	DATE <i>(Data)</i>	TIME <i>(Ora)</i>
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TENANT AUTHENTICATION <i>(Autenticazione del conduttore)</i>		
PRINTED NAME <i>(Nome in stampatello)</i>	SIGNATURE <i>(Firma)</i>	DATE <i>(Data)</i>

Landlord's signature for acceptance and receipt if hand delivered.
(Firma del proprietario per accettazione e ricevuta, se consegnato a mano)

LANDLORD AUTHENTICATION <i>(Autenticazione del locatore)</i>		
PRINTED NAME <i>(Nome in stampatello)</i>	SIGNATURE <i>(Firma)</i>	DATE <i>(Data)</i>

(ATCH 1) CONTRACT TERMINATION NOTICE – AVIANO AB – ITALY

PREMISES CONDITION / INVENTORY (ITALY) (INVENTARIO-STATO DEI LOCALI)				1. DATE (DDMMYY) (Data GGMMAA)	
<p><i>AUTHORITY: 10 U.S.C. 9775 (FO32 AF CE D). Quarters assignment guidance. PRINCIPAL PURPOSE: To document the rental agreement between the landlord and military member. ROUTINE USES: Personal information is used to establish individual files of community support housing tenants. Also used to input data for automated products which in turn are used to mechanically forecast projected community negotiation of a rental agreement or entitlement to housing furniture. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may not be disclosed by the base housing office outside the DOD. DISCLOSURE: Voluntary.</i></p>					
2. PROPERTY ADDRESS (Indirizzo)				3. TYPE OF INSPECTION (Tipo Ispezione)	
				<input type="checkbox"/> CHECK IN (Ingresso) <input type="checkbox"/> CHECK OUT (Rilascio)	
4. LANDLORD'S / AGENT'S NAME (Nome Locatore - Agente)				5. PHONE NUMBER (Telefono)	
6. TENANT'S NAME (Last, First, Middle Initial) (Nome Locatario)				7. PHONE NUMBER (Telefono)	
8. METER READINGS (Lecture Contatori Utenze)					
	OIL (Gasolio)	LPG (GPL)	WATER (Acqua)	MISCELLANEOUS (Varie)	
START (Entrata)					
END (Uscita)					
9. CONDITION CODES (Legenda)					
BR: BROKEN (Rotto)		BU: BURNED (Bruciato)		CR: CRACKED (Incrinato)	
MO: MOLDY (Ammuffito)		SO: SOILED (Unto)		SC: SCRATCHED (Graffiato)	
ST: STAINED (Macchiato)		TO: TORN (Strappato)		WA: WARPED (Deformato)	
				N: NEW (Nuovo)	
				OL: OLD (Vecchio)	
				G: GOOD (Buono)	
				DT: DENTED (Scheggiato/Ammaccato)	
				F: FAIR (Discreto)	
				WW: WOODWORM DAMAGE (Tarlato)	
10. KITCHEN (Cucina)					
	Condition (Condizioni)	Quantity (Quantita')		Condition (Condizioni)	Quantity (Quantita')
Floor (Pavimenti)			Walls (Rivestimenti Pareti)		
Sink (Lavello)			Ceiling (Soffitto)		
Window (Finestra)			Wiring outlets (Prese di Corrente)		
Windowsills (Davanzale)			Light Fixtures (Lampadari)		
Curtains (Tenda)			Plumbing Fixtures (Impianti Idraulici)		
Blinds/Shutters			Fridge/Freezer (Frigido/Freezer)		
Mosquito Screens (Zanzariere)			Range/Oven (Piano Cottura-Forno)		
Doors (Porte)			Dishwasher (Lavastoviglie)		
Cabinets (Basi/Pensili)			Countertop (Piano di Lavoro)		
			Miscellaneous Items (Varie)		
11. LIVING ROOM - DINING ROOM (Soggiorno-Sala da Pranzo)					
	Condition (Condizioni)	Quantity (Quantita')		Condition (Condizioni)	Quantity (Quantita')
Floor (Pavimenti)			Walls (Rivestimenti Pareti)		
Windows (Finestre)			Ceiling (Soffitto)		
Windowsills (Davanzali)			Wiring Outlets (Prese di Corrente)		
Curtains (Tende)			Light Fixtures (Lampadari)		
Blinds/Shutters (Tapparelle/Scuri)			Doors (Porte)		
Mosquito Screens (Zanzariere)					
12. BATHROOMS (Bagni)					
	Condition (Condizioni)	Quantity (Quantita')		Condition (Condizioni)	Quantity (Quantita')
	BATHROOM 1		BATHROOM 2	BATHROOM 3	
Floor (Pavimenti)					
Walls (Rivestimenti Pareti)					
Windows (Finestre)					
Windowsills (Davanzali)					
Blinds/Shutters (Tapparelle/Scuri)					
Mosquito Screens (Zanzariere)					
Doors (Porte)					
Wiring outlets (Fili-Prese Corrente)					
Light Fixtures (Lampadari)					
Bath Tub (Vasca da bagno)					
Shower (Doccia)					
Toilet (WC)					
Sink (Lavabo)					
Mirror/Cabinet (Specchio-Armadietto)					

(OVER)

LANDLORD'S RELEASE LETTER
(DICHIARAZIONE DI RILASCIO DEL PROPRIETARIO)

LANDLORD (LAST and FIRST NAME) *.(Cognome e nome del locatore)*

TENANT (LAST and FIRST NAME) *.(Cognome e nome del conduttore)*

UNIT ADDRESS
(Indirizzo dell'immobile)

APT NO. *(App.to numero)*

HOUSE NO. *(Numero civico)*

STREET NAME *(Via)*

CITY *(Cittá)*

This is to certify that the above Landlord has no claims from his/her Tenant/s for the above quarters, neither for damages, back payments or pending bills neither now nor in the future.
(Si certifica che il sopra indicato locatore non vanta alcuna pendenza nei confronti del conduttore per i suddetti locali, ne per danni, pagamenti retroattivi o bollette sospese ne ora ne in futuro.)

REMARK SECTION *(Note particolari)*

TENANT AUTHENTICATION
(Autenticazione del conduttore)

PRINTED NAME *(Nome in stampatello)*

SIGNATURE *(Firma)*

DATE *(Data)*

PCS DEPARTURE DATE – IF APPLICABLE *(Data di Partenza)*

NEW ADDRESS – IF MOVING TO OTHER QUARTERS *(Nuovo indirizzo)*

LANDLORD AUTHENTICATION
(Autenticazione del locatore)

PRINTED NAME *(Nome in stampatello)*

SIGNATURE *(Firma)*

DATE *(Data)*

RELEASE LETTER – AVIANO AB – ITALY