

QUICK REFERENCE CHECKLIST

Mail Registered Letter to Landlord which schedules Pre-Inspection (30 days before Final) & Final Inspection Dates	5	1
Pre-Inspection of Premises with Landlord	5	1
Pay Water, Garbage and Sewage Bills (take receipts to Housing)	5	1
Contact FMS to set up temporary loaner furniture and return appointment	5	4
Close Private Utility Accounts (Gas/Electric) or Close Home Fuels Accounts: - 2 weeks prior to terminating lease schedule final out processing appointment a. Take Meter Readings to Home Fuels b. Make estimated payment based on meter readings (final billing could be received in 4-6 months but be aware it could be as long as 5 years for final bill) - Replenish LPG (propane) or Heating Fuel to same amount at beginning of lease	5	2
Return FMS short term and long term items. Pay for any damages or cleaning fees.	5	4
Clean the House thoroughly	5	1
Final Inspection of Premises - Security Deposit Returned or Pay for Damages - Return Keys; - Landlord signs Release Letter (take to Housing Office for final out)	5	1
If you are leaving after your 10-day TLA period, review the information provided for TLA Extension. If you meet the justification requirements, provide extension request to Housing for 31 FW/CC approval	5	3
Claim outgoing TLA. Provide to Housing: (1) Lodging receipt and (2) PCS orders	5	3
Final Out Housing Office	5	1
Final Out FMS	5	4