

## OFF-BASE TERMINATION &amp; RELOCATION CHECKLIST

## SECTION 1 — Terminating an Off-Base Rental

Task	Details / Requirements
Review lease for required notice	<ul style="list-style-type: none"> <li>• 14 days for PCS/separation/retirement • 30 days for local on-island moves (Most common notice period)</li> <li>• Member is financially liable for insufficient notice</li> </ul>
Complete Attachment 1 – Notification of Intent to Vacate	<ul style="list-style-type: none"> <li>• Must have agency's <b>Han stamp</b></li> <li>• Keep with clearance package as proof of written notice</li> </ul>
Outbound 60-Day Loaner Furniture	<ul style="list-style-type: none"> <li>• Available to accompanied members with command-sponsored dependents</li> <li>• Available to unaccompanied Air Force members</li> </ul>
Return government-issued furniture/appliances	<ul style="list-style-type: none"> <li>• Required for PCS, retirement, or separation (and when no longer eligible)</li> <li>• FMS schedules pick up within <b>3 business days</b></li> </ul>
Provide PCS/retirement/separation orders	<ul style="list-style-type: none"> <li>• Must be included in clearance package</li> </ul>
Obtain appliance/furniture turn-in receipt	<ul style="list-style-type: none"> <li>• Required for clearance</li> </ul>
Attachment 2 – Block 6 and 8	<ul style="list-style-type: none"> <li>• Must be <b>Han stamped in each block</b></li> <li>• Keep for <b>90 days</b> as proof of payment in full</li> </ul>
Send completed package to <a href="mailto:kadenahousing.customerservice@us.af.mil">kadenahousing.customerservice@us.af.mil</a>	<ul style="list-style-type: none"> <li>• Final bills (cleaning, utilities, damages) must be paid before agency will Han stamp</li> <li>• Final bills typically take <b>5 business days</b> after key return and final inspection</li> </ul>

## SECTION 2 — Members Departing Island TLA info (USAF only) Other branches consult your Finance Office/IPAC for Marines

Requirement	Details
Attachment 2 Han stamped	Required for TLA and MFH checkout
Provide copy of orders	Must be included with TLA claim
TLA eligibility	Up to <b>10 nights</b> from departure from island date, provided HHG have been picked up ( <b>Inquire with your TLA authority</b> )
Where to file TLA	• <b>Air Force:</b> Kadena Housing Office via email • <b>Marines/Navy/Army/Civilians:</b> Your Finance Section
Required documents	• Orders • Itemized, paid hotel/lodging receipt • Claim form • SOU • Completed Attachment 2

## SECTION 3 — Local Relocation (Off-Base to Off-Base)

Task	Details / Requirements (Email to <a href="mailto:kadenahousing.customerservice@us.af.mil">kadenahousing.customerservice@us.af.mil</a> )
Lease Validation Process	Email draft lease and intent to vacate - Allow <b>3 business days</b> for processing after assigned to counselor
Kadena MFH validates lease	Required before scheduling OHA appointment - scheduled by assigned counselor
Move government appliances	Member must relocate all appliances already checked out
Request additional appliances	Pick up from warehouse via <b>self-help</b>

**NOTIFICATION OF INTENT TO VACATE OFFBASE RENTAL  
賃借家屋明け渡し通告書**

I, \_\_\_\_\_, hereby give notification that, I intend to vacate  
(Name, Rank, Branch of Service / 氏名、階級、所属部隊)  
private rental quarters number \_\_\_\_\_  
(Apt.No, Street Address, City / 物件所在地)

on / or about \_\_\_\_\_.  
(Date / 日付)

私は、上記の日付をもって、上記住所における賃借家屋を明け渡しますのでお知らせいたします。

I will be vacating above quarters because I:  
理由は以下の通りです。

\_\_\_ Received orders assigning me Off-Island.  
転勤のため

\_\_\_ DRO (Dependents to Remain in Island)  
単身赴任のため

\_\_\_ Retirement/Military Separation  
退役/除隊のため

\_\_\_ RELOCATING FROM OFF-BASE TO ANOTHER OFF-BASE.  
新しい借家に移るため (Please make an appointment for Change OHA/LQA at Housing Office Tel: 634-0582)

\_\_\_ Have been assigned to Government Quarters.  
基地内家族用住宅への転居 (Please bring Completed Off-base Clearance, attachment2 to the Housing Office)

\_\_\_ Have been assigned to Dorm/Barracks  
基地内単身者用住宅への転居

\_\_\_ Purchased a home.  
住宅購入のため

\_\_\_\_\_  
(Signature of Tenant / 賃借人署名)

\_\_\_\_\_ acknowledges that notification of intent to vacate was  
(Print Name of Agent / Owner / 家主又は管理業者名)

received on \_\_\_\_\_.  
(Date / 日付)

私は、上記の日付をもって当該家屋を明け渡す旨を告げる本通知書を受理いたしました。

\_\_\_\_\_  
(Agency / 受付署名)

\_\_\_\_\_  
(Signature and Han of Agent or Owner / 家主又は管理業者署名 捺印)

## AGENCY'S STATEMENT FOR OFF-BASE RENTAL CLEARANCE

賃貸借契約解除清算書 (賃貸人作成)

**THIS FORM MUST BE COMPLETED BY YOUR AGENCY/ LANDLORD AND RETAINED BY YOU WHEN YOU MOVE OUT OF OFF-BASE RENTAL HOUSING.**

オフベース賃貸住所を空き渡す場合、賃貸人が当証書を作成し、退去する賃借人がこれを保有するものとする。

**1. Name(s) who VACATED from Off-Base Rental Housing who is entitled to OHA/LQA.**

住宅手当を支給されている退去人すべての氏名を記入 (ルームシェア賃借人が契約を継続する場合はNo.5に記入する事)

Lessee's name (Last, First, MI)	Rank	Service	DOD ID#	Reason (FOUO)

**2. Address (Apt No, Street Address, City) / 住所 (物件所在住所)**

**3. Name of Agency / Owner (管理業者 / 家主名)** \_\_\_\_\_

**4. Lease Contract: FROM**  
賃貸借契約期間

(Commencing Date / 契約開始年月日)

**TO**

(Move Out Date / 契約終了年月日)

**5. Sharer's Name Remaining on above address (item#2) who is entitle to OHA/LQA.**

シェア物件の場合、上記の住所(#2)に賃貸契約をそのまま継続する入居人の氏名をすべて記入(住宅手当を支給されている者に限る)

\*\*\*\*\*Please process the changes at Kadena Housing Office\*\*\*\*\*

Lessee's name (Last, First, MI)	Rank	Service	DOD ID NUMBER

**6. Cleared government furniture / appliance** \_\_\_\_\_

Agency "Han" stamp (印)

**7. Additional Remarks :**

**8. The agency hereby state that the LESSEE has satisfied all rents and other charges such as utilities and damages in relation to his tenancy at the premises located at the above address. In consideration of the final payment of all accounts due, I will not bring any charges or make any claim in regard to the premises described above and hereby release said tenant of any claim whatsoever in relation thereto.**

賃貸人は上記物件の該当賃貸借契約にかかわるすべての賃料およびユーティリティ料金、建物の破損個所の保証経費等を含むその他の必要経費をすべて清算したことをここに証する。賃借人によるすべての支払いが履行されたことから私は今後、本物件に関して上記賃借人に対するすべての請求権を放棄する。

\_\_\_\_\_  
(AGENCY / 受付者氏名)

\_\_\_\_\_  
(SIGNATURAE, HAN STAMP OF Agency & DATE / 賃貸者署名, 捺印& 日付)

\_\_\_\_\_  
LESSEE'S PRINTED NAME

\_\_\_\_\_  
LESSEE'S SIGNATURE



**DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES**

8 May 2024

MEMORANDUM FOR MEMBERS TERMINATING OFF-BASE RENTAL UNITS

FROM: 718 CES/CEHS

SUBJECT: Furnishing Instructions

1. All members are required to clean all government owned appliances prior to pick-up. If any appliances are damaged due to negligence it will result in reimbursement to the government, this includes the cost for cleaning, repair or replacement of the items.
2. Follow the cleaning instructions listed below:
  - a. Refrigerators: Unplug, defrost, clean and dry. Clean all components; storage drawers as well as the rubber seals, hinge crevices, drip pans and all other exposed areas.
  - b. Stove: Clean range, oven and broiler thoroughly. Remove all accumulated dirt/dust, food and grease particles as well as caked or burnt residue in the oven, under the burners and burner drip pans (raise the burner plate surface).
  - c. Washer: Remove soap build-up from inside the washer and ensure the washer hose is clean and dry.
  - d. Dryer: Remove all lint from the dryer screen and hose filter. Charges will be assessed for damage or torn dryer screens.
3. AFN Decoders must be turned in to Furnishings Management Section Warehouse 1 (Bldg 54413) prior to outprocessing. Members who do not turn in their decoder box will not be cleared from housing.
4. For questions concerning this process, please contact Appliance Self-help at 632-4079 or 632-4725, Furnishings Management Section Customer Service at 634-1625 for AFN Decoders.

SMITH.KENNET Digitally signed by  
SMITH.KENNET.H.1117043106  
H.R.1117043106 Date: 2024.05.08 09:56:12  
+0800  
KENNETH R. SMITH, GS-12  
Chief, Housing Support Element

This memo may contain Personal Data which must be protected IAW DoD 5400.11R and is for Official Use Only. Privacy Act of 1974 Applies (5 USC 552a)

**Arrangement of Government Loaner Furniture and Appliance Delivery/Pick-up.**

**NOTE: Furnishings Management Section (FMS) Customer Service No-longer accepts appointments by telephone.**

Please send a requested E-mail to the FMS mailbox at [718ces.fms@us.af.mil](mailto:718ces.fms@us.af.mil)

Please provide the following information:

**(1) Full Name of Sponsor**

**(2) Branch of Service**

**(3) Cell Phone Number**

**(4) Requested Pickup Date**

\*FMS requires 3-business day's notification prior to scheduling pick-up date request.

\*Traffic Management Office (TMO/HHG) and FMS appointments are not authorized to be on the same day.

\*Inquires to determine AM or PM pick-up/delivery will "Only" be available by calling the FMS contractor at 098-936-0111 between hours of 1500 and 1630 the day prior to scheduled appointment date.

**(5) TMO date**

**(6) Attached PCS/PCA Order**

**(7) Partial Pick-up "ONLY APPLIES" to "RESTRICTED TOUR" Personnel**

\* Loaner furniture must be picked up within 90 days from the date of delivery.

\* Early pick up of loaner furniture before the 90<sup>th</sup> day is authorized upon request.

**NOTE: Please understand that your requested schedule for pick-up will not be confirmed until you receive an E-mail confirmation from the FMS Customer Service.**

For members residing OFF BASE who will PCS, SEPARATE or RETIRING:

FMS needs to verify PCS orders before arranging pick-up or requesting a 60 day loaner furniture delivery.

ON BASE Residences who will PCS, SEPARATE, RETIRING:

\*Members are "NOT" required to contact FMS for the arrangement of Government Furnishings to be picked-up.

\*Government Furnishings will be picked-up "After" the FINAL INSPECTION.

\*Relocations ON to OFF Base due to member's request will be SELF-HELP "Only"; either to new residence's address or return to warehouse. If you require appliances to OFF-Base residence, this is considered self-help. This policy also applies to OFF-Base-to-OFF-Base relocations.