



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

February 8, 2023

MEMORANDUM FOR MEMBERS TERMINATING OFF-BASE QUARTERS

FROM: 718 CES/CEH

SUBJECT: Off-Base Quarters Clearance

1. All members living off base are required to process through the Kadena Housing Office when terminating your rental unit. Members who are moving from one off base unit to another must also complete this package. The following items are required to ensure smooth out-processing:

- a. Check your lease to determine the required number of days (example 14 days when PCSing, separating or retiring, and 30 days when relocating on island) advance notice necessary to give the landlord/housing agency. You will be held financially liable for the number of days you fail to give notice.
- b. Complete attachment **1 NOTIFICATION OF INTENT TO VACATE OFF-BASE RENTAL** with agency Han stamp and keep this form with your clearance package. This is your proof of written notification.
- c. **Outbound 60-Day Loaner Furniture:** All members completing accompanied tour with command sponsored dependents on island and unaccompanied Air Force members are entitled to a 60-day loaner furniture.
- d. If you have government furniture and are PCSing, retiring or separating from the military you are required to return all government issued furniture and/or appliances – you will not be able to clear until this is done. FMS will schedule pick up in three business days once notification is received.
- e. PCS, retirement or separation orders.
- f. Appliance/furniture turn in receipt.
- g. Han stamped Attachment **2 LESSOR'S STATEMENT FOR OFF-BASE RENTAL CLEARANCE** of this package will serve as proof of payment in full, recommend to keep for 90 days to ensure that the landlord/housing agency will not attempt to hold you responsible for subsequent damages or bills
- h. Bring a copy of the completed clearance package to the Kadena Housing Office, to include attachment **3 Off Base Exit Interview**, which will provide feedback to the Housing Referral Office regarding your off base residential experience. AFTER all final bills are paid (cleaning fee, final utilities, damage fee, etc.) typically 7-10 business days after returning the key and the completion of the final inspection, your Housing Agency will complete and Han stamp attachment

2. In order to file TLA claims and MFH signature checkout sheet, this form must be Han stamped by agency/property owner with a copy of orders.

3. **For relocations**, if you are relocating from one off base property to another, please submit draft lease to kadenahousing.customerservice@us.af.mil, allow two business days for processing. The new validated lease is needed prior to scheduling an appointment to complete a change OHA/LQA. All government appliances already checked out must be relocated to the new location by the member. If additional appliances are required they must be picked up at the warehouse via self-help.

4. For members leaving island due to orders, make sure to file your hotel/ lodging reimbursement (TLA) claim before departure. You are entitled up to 10 consecutive nights of TLA reimbursement when residing off base, based on your termination and flight date. Air Force members will process TLA claim at the Kadena Housing Office. Please submit a copy of orders and itemized hotel/lodging receipt when filing your claim. Marines, Navy, Army and civilians please check with your Finance Section for processing.

5. Please call the Customer Service Office at 634-0582 if you have any questions.

WILLIAM J. SALTER, GS-13
Chief, Housing Flight

4 Attachments:

1. Notification of Intent to Vacate Off-Base Rental
2. Lessor's Statement Off-Base Rental Clearance
3. Furnishings Instructions
4. Arrangement of Government Furniture Pick-up
5. Off Base Exit Interview

NOTIFICATION OF INTENT TO VACATE OFFBASE RENTAL

賃貸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、所属部署)

private rental quarters number _____
(Apt.No,Streer 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貸家屋を明け渡しますの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のため (Please bring Completed Off-base Clearance, attachment 2 to the Housing Office)

_____ Have been assigned to Dorm/Barracks
 基地内単身者用住宅への転居のため

_____ 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告書を受理いたしました。

(Agency/受付者名)

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

LESSOR'S STATEMENT FOR OFF-BASE RENTAL CLEARANCE**賃貸借契約解約清算書(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

オフベース賃貸住宅を明け渡す場合、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	Last4 of SSN	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.

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

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)

Lessee's name (Last, First, MI)	Rank	Service	Last 4 of SSN

6. Cleared government furniture / appliance

Agency "Han" stamp

7. Additional Remarks:

8. The LESSOR 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 what so ever in relation thereto.

賃貸人は上記物件の当該賃貸借契約にかかわるすべての賃料およびユティリティー料金、建物の破損箇所の補修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)

(SIGNATURE & HAN OF LESSOR / DATE / 賃貸者署名/捺印/日付)

LESSEE'S PRINTED NAME

LESSEE'S SIGNATURE

*** **Make sure to bring this form to the Kadena Housing Office when completed*****

UPDATED FEB 2023

Kadena Housing Office Tenant Exit Survey

AGENCY NAME: _____

We recently learned that you are terminating your lease with one of the local agencies. Please take a few moments and complete the questions below so we can continue to grow and improve.

1. Was your agency willing to negotiate rent? YES NO

2. At move in, were you provided with house information that explained any of the following:	YES	NO
A. Trash fee information	<input type="radio"/>	<input type="radio"/>
B. Trash sorting guide	<input type="radio"/>	<input type="radio"/>
C. Bulk trash pickup policy	<input type="radio"/>	<input type="radio"/>
D. Typhoon preparation	<input type="radio"/>	<input type="radio"/>
E. Maintenance response time	<input type="radio"/>	<input type="radio"/>
F. Maintenance emergency telephone number	<input type="radio"/>	<input type="radio"/>
G. How to set your A/C units/ water heater/ other items	<input type="radio"/>	<input type="radio"/>
H. Mold mediation guidance	<input type="radio"/>	<input type="radio"/>

3. At move out were you satisfied with the following:	YES	NO
A. Do you feel that your damage fees were fair?	<input type="radio"/>	<input type="radio"/>
B. Do you feel that your cleaning fees were fair?	<input type="radio"/>	<input type="radio"/>
C. Do you feel that your returned deposit amount was fair?	<input type="radio"/>	<input type="radio"/>
D. Do you feel that your agency followed the terms within the lease agreement?	<input type="radio"/>	<input type="radio"/>
E. Did your agency provide you with move out expectations to include cleaning requirements?	<input type="radio"/>	<input type="radio"/>

4. Rate your agency's responsiveness:					
Extremely Good = 10 <input type="radio"/>	Very Good = 8 <input type="radio"/>	Good = 6 <input type="radio"/>	Not Bad = 5 <input type="radio"/>	Bad = 3 <input type="radio"/>	The Worst = 0 <input type="radio"/>

5. Would you recommend your agency to other members? YES NO

6. Rate your move out experience:					
Extremely Good = 10 <input type="radio"/>	Very Good = 8 <input type="radio"/>	Good = 6 <input type="radio"/>	Not Bad = 5 <input type="radio"/>	Bad = 3 <input type="radio"/>	The Worst = 0 <input type="radio"/>

7. Please share any additional information on your off base housing experience:

BRANCH OF SERVICE: _____ **RANK:** _____ **NAME:** _____

PHONE: _____ **EMAIL:** _____



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

23 August 2019

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.

NOLLIE.JAMES Digitally signed by
NOLLIE.JAMES.M.1048337224
Date: 2019.08.23 13:28:14
+09'00'
.M.1048337224

JAMES M. NOLLIE, GS-12, DAF
Chief, Support Element

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

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

Option 1. Walk in to FMS Customer Service located on Kadena AB

Building # 217, Kadena Housing Office, FMS Customer Service

Hours of Operation: Monday thru Friday: 0800 – 1530 / Closed every 2nd and 4th Wednesdays at 1200 -1630

Option 2. Send a requested E-mail to the FMS mailbox at 718ces.fms@us.af.mil

Please provide the following information:

(1) Full Name of Sponsor

(2) Last 4 of SSN

(3) Branches of Service

(4) Cell Phone Number

(5) 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.

(6) TMO date

(7) Attached PCS/PCA Order

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

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

* Early pick up of loaner furniture before the 90th 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.

Furnishings Management Section Locations

Warehouse #1

Building: 54413

FMS Self-Help

Monday - Friday, 0730 - 1600
(Closed daily from 1200 - 1300)
Phone: 632-4309 / 4000

Warehouse #2 Appliance Repair

Building: 54410

Monday - Friday, 0730 - 1530
(Closed daily from 1130 - 1230)
Phone: 632-4725 / 4079

Warehouse #4

Building: 54414

UNDER RENOVATION

Monday - Friday, 0730 - 1600
(Closed daily from 1200 - 1300)
Phone: 632-4309 / 4202

For Self-Help Customers

For safety and liability reasons, warehouse personnel are unable to assist in loading or unloading any furniture items. We apologize for the inconvenience.



Directions: Exit Kadena Gate 3; continue straight through first light onto Route 26. There will be a series of government facilities on your left. The first two story warehouse on your left is Warehouse #1 building 54413; This is where self-help is located. FMS main office is located inside Warehouse # 3 bldg. 54425 on the right side before entering Camp Shields Gate, Appliances (Warehouse #2 bldg. 54410) will be on the left.