



DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

20 March 2020

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 (normally 14 days) advance notice necessary to give the landlord/housing agency. You are 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 – keep this form with clearance package.

c. 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. FMO will schedule pick up in three business days once notification is received.

d. PCS, retirement or separation orders.

e. AFN decoder and appliance/furniture turn in receipt.

f. Han stamped package will serve as proof of payment in full, keep for 90 days to ensure that the landlord/housing agency will not attempt to hold you responsible for subsequent damages or bills.

g. Bring a copy of the completed clearance package to the Kadena Housing Office.

2. **AFTER** all final bills are paid (house cleaned, damages accounted for) typically 3-5 days after returning the key and the final inspection, your landlord/Housing Agency will complete and Han stamp attachment # 2 **LESSOR'S STATEMENT FOR OFF-BASE RENTAL CLEARANCE** form. **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, you must have the new lease validated prior to scheduling an appointment to do a change OHA/LQA.

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 consecutive 10 nights of TLA reimbursement when residing off base. Please note the ten days begin prior to flight date. Marines, Navy, Army and civilians please check with your IPAC, Unit Admin, or Finance section for processing. Air Force members will process TLA claim at the Kadena Housing Office. AF only: your TLA claim stops your OHA. Please submit two copies of orders and two copies of itemized hotel/lodging receipt when filing TLA claim.

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

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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

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)

# 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のため (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 whatsoever 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)

\*\*\* Make sure to bring this form to the Kadena Housing Office or the Satellite Offices when completed\*\*\*



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.

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

## Arrangement of Government Furniture / Appliances Pick-up Options

### Loaner / Partial / PCS / PCA

**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 Wednesdays: 1200 -1630

#### Option 2. 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) 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.

\*FMS PICK-UP, TMO and HOUSING FINAL INSPECTION will not be scheduled on same day due to liabilities.

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

- (6) TMO date
- (7) Attached PCS/PCA Order
- (8) Partial Pick-up "ONLY APPLIES" to "RESTRICTED TOUR" Personnel

\*Must be picked up within the first 90 days from the date of delivery.

\*Must identify furnishings/Appliances to be picked up.

**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.**

#### OFF BASE Residences who will PCA/PCS, SEPARATE or RETIRE:

FMS needs to verify orders before arranging pick-up schedules.

#### ON BASE Residences who will PCS, SEPARATE, RETIRE or RELOCATE:

\*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 Unaccompanied

### **FMS Self-Help**

Building: 54413  
Monday - Friday, 0830 - 1530  
(Closed daily from 1200 - 1300)  
Phone: 632-4221 / 4004

## Warehouse #2 Appliance Repair

Building: 54410  
Monday - Friday, 0730 - 1530  
(Closed daily from 1100 - 1230)  
Phone: 632-4373 / 4315

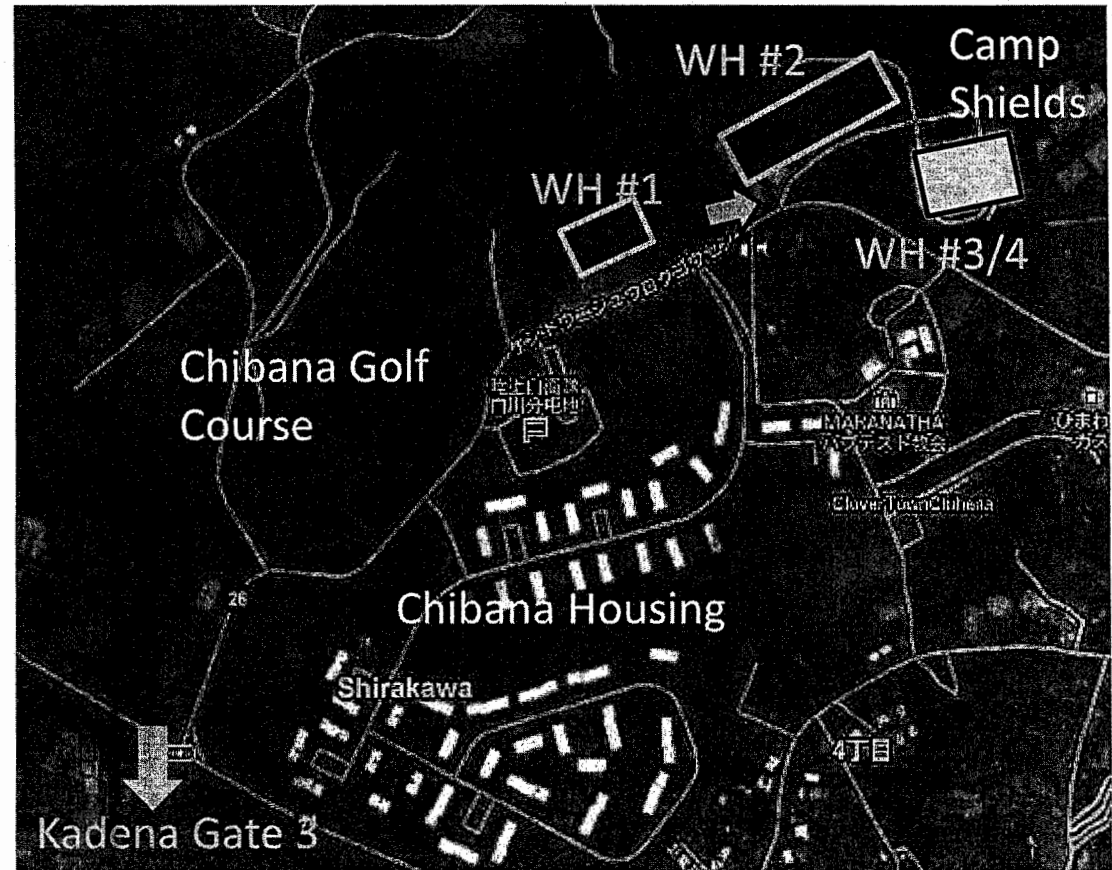
## Warehouse #4 Accompanied

### **FMS Self-Help**

Building: 54413  
Phone: 632-4309 / 4202  
Monday - Friday, 0830 - 1530  
(Closed daily from 1200 - 1300)

## 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. First one you will pass is Warehouse #1; then the Stray Animal Facility and the road will fork. Immediately follow the road left to approach Camp Shields. Before entering Camp Shields Gate, Appliances (Warehouse #2) will be on the left and Furnishings (Warehouse #4) will be on the right.