



U.S. ARMY



U.S.A.F.



HSO Pre-Deployment Briefing

Feb 2024



Steps for Clearing Off-Base Housing



1. Immediately upon receiving your orders, provide your Landlord with a **copy of your orders and written notice** of your intent to vacate. *Your household goods will need to be removed before your move-out date.*
2. Report to proper housing office to receive instructions and all necessary documents required to clear.
3. If possible, request Landlord conduct a **pre-inspection** of your rental home before you move out. This will give you an opportunity to understand cleaning standards, repair any defects and to do the cleaning identified to **avoid deductions from your security deposit.**
4. Set a date with the Landlord for a final move-out inspection. Give yourself time to clean and fix any deficiencies. If possible, take pictures of your unit prior to turning in keys. Obtain a **signed move-out inspection form** for your records at the inspection.

Contact the Off-Base Housing Services Office for any questions related to the above process.





Providing Proper Notice



- It is common for most leases to require at least 30 days written notice of intent to vacate upon the end of a lease. However, if you are **breaking your lease with orders**, under state law, you are only required to provide **written notice of twenty days or more** to the landlord along with a **copy of your orders**.
- If you receive orders that do not allow for a proper notice and your property manager has questions, contact the off-base Housing Services Office immediately to obtain assistance and further information.
- To avoid issues upon move-out, it is recommended that you check your lease agreement to ensure your lease does not ask you to give more advance notice.
- Landlords **cannot** assess any financial penalties for breaking your lease early with orders (ie., charging re-letting fees, marketing fees, keeping utilities in your name until the unit is re-rented, etc.). If they attempt to do so, contact the HSO for assistance.
- Provide maximum amount of written notice to vacate as possible.
- May want to consider obtaining POA/SPOA from Legal Assistance for housing matters

For example notice to vacate forms or assistance with understanding the timelines for your specific situation, please contact the off-base Housing Services Office.

DISCLAIMER: This information is provided for general information purposes only and does not constitute as legal advice, nor as a substitute for legal counsel. For legal advice, Service Members should contact Legal Assistance to provide the particular facts and circumstances relevant to their situation.





Off-Base Housing Services



- If your spouse/dependents will be remaining in the lease and experience any issues while you are deployed, they may contact HSO directly for assistance and/or landlord-tenant mediation. A copy of the lease will be required.
- Upon your return from deployment or if your spouse/dependents need to relocate during your deployment, HSO is on standby to assist and provides the following services:
 - Rental Listings
 - Rental Partnership Program
 - Answering of specific questions re. lease terms
 - Information on temporary accommodations





JBLM HSO Contact Information



QUESTIONS

Visit Off-Base Housing at:

<https://home.army.mil/lewis-mcchord/index.php/my-Joint-Base-Lewis-Mcchord/all-services/Housing-Home>

Housing Services Office (HSO)

Phone: (253) 967-3581

Email: usarmy.jblm.id-readiness.list.dpw-rcd-hso@army.mil

<https://home.army.mil/lewis-mcchord/index.php/my-Joint-Base-Lewis-Mcchord/all-services/directorate-public-works/HSO>



