

## **Out-processing USAG Stuttgart Housing - Termination of off-post rental contract & clearing**

Steps before departing Stuttgart:

### **Phase I**

1. Unless one of the "special termination" reasons listed on the previous page exist, a 90 day termination notice is required to terminate the rental contract. When termination is not on the final day of the month, rent is prorated at a daily basis (based on a 30 day average). Unless specified in your rental contract, the "special termination" clause applies on to the USAG Stuttgart Rental Contract (Mietvertrag).
2. Tenant must submit termination notice in writing; delivered by registered mail (German: Einwurfeinschreiben), or in Person (hand delivered). Be aware that a written termination delivered or received via e-mail is NOT considered a valid termination.
3. Ensure you meet all termination requirements or agreements stated in your rental contract (such as painting, cleaning) .

### **Phase II**

After receipt of termination notice signed by landlord, follow the steps below:

1. Email a signed copy of the termination notice and PCS orders (when applicable) to the Housing office at [usarmy.stuttgart.id-europe.mbx.dpw-hso@mail.mil](mailto:usarmy.stuttgart.id-europe.mbx.dpw-hso@mail.mil).
2. Contact your bank to coordinate the stop of your automatic payment to the landlord.
3. Contact the UTAP office via instructions located at <https://stuttgart.armymwr.com/programs/utap> to coordinate final billing, utility turn off, and how to provide meter readings.
4. Contact your local telephone, internet, and cable providers to coordinate disconnection of services; ACS can assist.
5. Contact the housing office, DSN 596-2230 or via email to coordinate delivery/pick up of loaner furniture and appliances.
6. Security deposit should be returned on the day keys are returned to the landlord. Landlord may retain a reasonable amount to account for damages and utility reconciliation. This amount should be stated on the out inspection document and tenant clearance form.

### **Military Service Members:**

1. Final inspection or out-check is scheduled after signed termination notice is returned to the housing office. For inspection or out-check, make an appointment with the off-post referral office Contractor Pervin Estates at: [usarmy.stuttgart.id-europe.mbx.dpw-hsg-off-post@mail.mil](mailto:usarmy.stuttgart.id-europe.mbx.dpw-hsg-off-post@mail.mil).
2. For clearing with the housing office, including your OHA stop, schedule an out-processing appointment online located at: <https://www.stuttgartcitizen.com/appointments> or via the USAG Stuttgart App.
3. TLA (Temporary Lodging Allowance), upon move out is authorized up to 10 days of TLA. TLA claims are processed through the housing office via email to [usarmy.stuttgart.id-europe.mbx.dpw-hso@mail.mil](mailto:usarmy.stuttgart.id-europe.mbx.dpw-hso@mail.mil). All the TLA claims must be turned into your finance office for reimbursement. Be AWARE that OHA stops when TLA starts. Both allowance cannot overlap.

### **US Government Civilians:**

1. Final inspection or out-check is scheduled after signed termination notice is returned to the housing office. For Inspection or out-check make appointment with the off-post referral office contractor: Pervin Estates at [usarmy.stuttgart.id-europe.mbx.dpw-hsg-off-post@mail.mil](mailto:usarmy.stuttgart.id-europe.mbx.dpw-hsg-off-post@mail.mil).
2. Civilians must also clear housing by scheduling an appointment (method stated above); bring out inspection document and tenant clearance form to the scheduled appointment.

**Termination notice must be sent by German registered mail (EINWURFEINSCHREIBEN) or hand delivered to your landlord (Vermieter)**

Tenant Name (Last/First)/ (Zu-Vornme)

Date / DATUM

Street, House, Apt# / Strasse, Hausnummer, Wohnungsnummer

Zip Code, City / PLZ, Stadt

Vermieter/L and ordName (Last/First)/ (Zu-Vornme)

DATE AND SIGNATURE OF THE LANDLORD WHEN RECEIVED  
DATUM UND UNTERSCHRIFT DES VERMIETER NACH ERHALT

Street, House, Apt# / Strasse, Hausnummer, Wohnungsnummer

Zip Code, City / PLZ, Stadt

**TERMINATION NOTICE  
KÜNDIGUNG DES MIETVERTRAGES**

Email / E-Mail Adresse

Dear Ladies and Gentlemen / Sehr geehrte Damen und Herren,

**I hereby terminate the rental contract for the Rental Property below:**  
hiermit kündige ich den Mietvertrag für die nachstehende Mietsache:

**Street, House, Apt#, Zip Code, City / Strasse, Hausnummer, Wohnungsnummer, PLZ, Stadt**

**IMPORTANT!**  
Select appropriate  
termination and  
enter termination date



**TERMINATION WITH DUE NOTICE (90 DAYS UPON RECEIPT OF TERMINATION)**  
FRISTGERECHTE KÜNDIGUNG (90 TAGE NACH KÜNDIGUNGSDS EINGANG)



**SPECIAL TERMINATION NOTICE (30 DAYS UPON RECEIPT OF TERMINATION)**

KÜNDIGUNG MIT VERKÜRZTER KÜNDIGUNGSFRIST  
(30 TAGE NACH KÜNDIGUNGSEINGANG / SONDERKÜNDIGSKLAUSEL)

**REASON FOR SPECIAL TERMINATION / Grund für Sonderkündigung:**

- |   |   |
|---|---|
| <input type="checkbox"/> PCS / Versetzung an einen anderen Standort   | <input type="checkbox"/> ETS / Ruhestand                            |
| <input type="checkbox"/> EROD / Vorzeitige Rückführung der Familie  | <input type="checkbox"/> Move on Post / Einweisung in Dienstwohnung |
| <input type="checkbox"/> Family Emergency requiring relocation to the U.S.A. / Vorzeitige Rückkehr in die U.S.A. wegen Notfall in der Familie |   |

Upon special request from the landlord the tenant will provide confirmation that the conditions for the special termination are given NLT the effective date of the termination.  
Auf ausdrückliche Anforderung des Vermieters wird der Mieter das Vorliegen der Voraussetzungen für die Sonderkündigung bis spaetestens zum Wirksamkeitsdatum der Kündigung belegen. "

**Dear Landlord please send me a termination confirmation within the next few days.**  
Sehr geehrter Vermieter bitte senden Sie mir in den nächsten Tagen eine Kündigungsbestätigung.  
**Thank You**  
Vielen Dank



**TERMINATION DATE** (move out date)  
**KÜNDIGUNGSTAG**

Sehr geehrter Vermieter,  
Bitte kontaktieren Sie **Pervin Estates** falls sie noch Fragen bezüglich der Wohnungsubergabe haben oder wenn Sie eine Weitervermietung der Mietsache wuenschen unter 09641-70596-3484 oder email usarmy.stuttgart.id-europe.mbx.dpw-hsg-off-post@mail.mil.  
**Amerikanisches Wohnungsamt** Telefon: 09641- 70596 2230  
**Postfach 1131** E-MAIL:usarmy.stuttgart.id-europe.mbx.dpw-hso@mail.mil  
**71032 Böblingen**  
**Geschäftszeiten:** MO-FR 08:00 - 11:30Uhr und 12:00 - 16:00Uhr

**TENANT SIGNATURE**  
**UNTERSCHRIFT DES MIETERS**

# TENANT CLEARANCE SHEET

Make sure you bring a copy of the TENANT CLEARANCE FORM, **signed by your landlord**, when you clear the housing office. Clearance appointments are made via the USAG Stuttgart App.

**Service Members and Government Civilians must provide the signed Tenant Clearance Form in order to clear Housing. Appointments without necessary documentation will be rescheduled.**

## TENANT CLEARANCE FORM - FOR THE LANDLORD TO SIGN

### AUSZUGSBESCHEINIGUNG MIT DER UNTERSCHRIFT DES VERMIETERS ZUR VORLAGE BEIM AMERIKANISCHEN WOHNUNGSAMT

**Your Tenant Ms./Mr.**

Ihr Mieter Frau/Herr/Firma

(Tenant's Name / Name des Mieters)

**Returned the Rental Property**

hat die Mietsache **on (Date)**  
am (Datum) zurück gegeben

(Rental Address / Adresse der Mietsache)

\_\_\_\_\_  
Date / Datum

**The Security Deposit will be**

Die Kautions wird

**fully**  
ganz

**in cash**  
in Bar

**partially returned.**

teilweise zurück erstattet.

**via fund transfer not later than:**  
per Überweisung bis zum:

**Payment is made**

Erstattung erfolgt

**The Landlord retains**

Der Vermieter behält

€

\_\_\_\_\_

**of the security deposit until:**

von der Kautions ein bis:

\_\_\_\_\_  
Date / Datum

**Grounds / Grund:**

\_\_\_\_\_

**Deposit accounting will be completed and provided not later than:**

Kautionsabrechnung wird angefertigt und zugestellt bis zum:

\_\_\_\_\_  
Date / Datum

\_\_\_\_\_  
Date / Datum

\_\_\_\_\_  
Landlord's Signature / Unterschrift des Vermieters



**The tenant hereby certifies with his signature that he has terminated his contract with the utility/ telephone/cable company('s) and has settled or made arrangements to pay his final bill(s) prior to leaving USAG Stuttgart.**

\_\_\_\_\_  
Date / Datum

\_\_\_\_\_  
Tenant's Signature / Unterschrift des Mieters

**Questions may be addressed to:**

Fragen richten Sie bitte an:

**Mailing Address / Postanschrift**  
Amerikanisches Wohnungsamt  
Postfach 1131  
71032 Böblingen

**Office Hours / Bürozeiten:** Mo - Fr 08:00 - 11:30Uhr 12:00 - 16:00Uhr  
(Closed/Geschlossen Thursday/Donnerstag (12:00-16:00)  
**Email:** usarmy.stuttgart.id-europe.mbx.dpw-hso@mail.mil

**Phone / Telefon**  
09641-70596-2230  
Telefax  
07031- 152663