



DEPARTMENT OF THE NAVY

NAVAL STATION
2601 E PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NAVSTAGLAKESINST 11101.8

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09 AUG 2002

NAVSTA GREAT LAKES INSTRUCTION 11101.8

From: Commanding Officer, Naval Station, Great Lakes

Subj: VACATING GOVERNMENT MOBILE HOME LOT SPACES

Ref: (a) NAVFAC P-930, Chapter 13, Change 12 of 12 Jul 99

Encl: (1) Requirements to Vacate a Mobile Home Space

1. Purpose. To specify vacate procedures for government mobile home spaces under the control of the Naval Station (NAVSTA) Great Lakes, and define the requirements and responsibilities of the vacating resident, reference (a) applies.

2. Cancellation. NTCGLAKESINST 11101.8.

3. Action

a. Mobile homes, regardless of age, will not be permitted to be sold and remain on a Mobile Home Park lot space.

b. When an individual is required to vacate their mobile home from a government space, the resident MUST come into the Family Housing Division Office and file an intent to vacate notice. Officials of the Family Housing Division will schedule a pre-termination inspection as soon as the intent to vacate notice is filed. A 60-day notice to vacate must be provided for pulling the mobile home off the space.

c. Pre-termination Inspection. At the pre-termination inspection, the family housing area manager will explain all procedures addressed in enclosure (1).

d. Final Inspection. At the final inspection, the family housing area manager will conduct the inspection to ensure all requirements in enclosure (1) are satisfied.


G. E. HART

Distribution:

NAVSTAGLAKESINST 5216.5

Lists I, II

Residents of Great Lakes Mobile Home Park

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REQUIREMENTS TO VACATE A MOBILE HOME PARK LOT SPACE

1. The following actions are required when pulling the mobile home off the lot space:

a. The lawn must be cut and free of debris. Any bare spots must be reseeded. All ruts must be filled in and seeded. The resident will be held responsible for any ruts that are made when pulling the mobile home off the lot space.

b. The patio and driveway areas must be clean and swept.

c. The gravel pad must be raked and smooth and free of debris, glass, and wire.

d. Concrete blocks are to be placed in a neat pile, parallel with the curb.

e. No trash will be allowed at the curb the day of the final inspection. Trash must be disposed of in the dumpster complex located at Camp Berry on Mainside.

f. A signed receipt showing the space rent has been paid in full will be provided prior to vacating.

g. The government trash can and recycle bin will be cleaned and sanitized and returned to the Self-help Store.

h. The resident must present a signed clearance certificate from the Self-help Store.

Enclosure (1)