

# FAMILY HOUSING VACATE NOTICE/CLEARANCE CERTIFICATE

Naval Station, Great Lakes

NAME (Last, First, MI)		SSN	RATE/RANK	DATE
ADDRESS (Military Housing)		WAITLIST CATG	TYPE HSG	# BDRMS
COMMAND	UIC	WORK PHONE	HOME PHONE	
PERMANENT ADDRESS		NEW DUTY STATION		
REASON FOR VACATING				
<input type="checkbox"/> TRANSFER	<input type="checkbox"/> RETIREMENT	<input type="checkbox"/> OTHER:		
<input type="checkbox"/> SEPARATE	<input type="checkbox"/> VOLUNTARY			
INTENDED VACATE DATE		WERE YOU ASSIGNED A GARAGE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
		DID YOU APPLY FOR A GARAGE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
SIGNATURE OF MILITARY MEMBER				
<u>INSPECTIONS SCHEDULED</u>				<u>INSPECTOR</u>
PRELIMINARY	DATE:	TIME:	INT:	
FINAL	DATE:	TIME:	INT:	
Tenant has complied with requirements for use and maintenance of quarters assigned and where applicable has paid in full all obligations to the U.S. Government incurred by occupancy.				
VACATE DATE	SIGNATURE OF AREA MANAGER			
MAINTENANCE COMPLETION DATE	MAKE-READY DATE	REASSIGNMENT DATE		
<p>I hereby provide notice that I intend to vacate quarters and will have completed all cleaning and vacating requirements for a final checkout inspection to be conducted on the date indicated. I will be present at all scheduled inspections unless otherwise approved in writing. I have been provided with a copy of NAVSTAGLAKESINST 11101.6 OR 11101.8 and will comply with the vacating procedures and standards. I understand that the quarters will be assigned to a new tenant with an occupancy date based upon my specified vacate date.</p> <p>PRIVACY ACT STATEMENT FOR FAMILY HOUSING VACATING NOTICE/CLEARANCE CERTIFICATE.          Authority: 5 U.S.C.301, Departmental Regulations.          Principal Purpose(s): To obtain information to determine new tenant occupancy date of military family housing based upon the established vacate date.          Routine Use(s): The information supplied is analyzed by the Family Housing Department of the installation to provide new applicants for Navy family housing an anticipated occupancy date.          Mandatory or Voluntary Disclosure: Voluntary.          However, nondisclosure of the information would make it difficult, if not impossible, to assist new applicants in obtaining family housing. Disclosure of the SSN is voluntary; however, its disclosure will assist the Family Housing Department in reinstatement of Basic Allowance for Quarters, where applicable.</p> <p>REMARKS:          Resident's home &amp; duty phone number may be divulged to prospective tenants in order that they may make an appointment. Occupant understands that prospective tenants must be allowed to view the unit between 0800 and 1700 for 48 hours following the offering of the unit. Failure to provide telephone numbers may result in unannounced visits to the unit.</p>				