

PREPARING TO LEAVE HOUSING

LEAVING BASE HOUSING

Whether you are PCSing, separating from the service, or retiring, setting up your pre- and final housing inspections are the first steps for making it a smooth transition. The list below is a guideline to help you clear base housing.

1. As soon as you receive your orders, or notification of orders, you will need to contact Malmstrom AFB Homes (the Privatized Owner of base housing) to inform them of your 30-Day Notice to vacate as required by your Tenant Lease. Their number is 406-315-2262 (DSN is not available).

- The member is **required** per tenant lease to provide a minimum of 30-days written notice of intention to move out of base housing to Malmstrom AFB Homes
- You will be offered the opportunity to schedule a pre move-out inspection. Pre-inspection must be scheduled no later than fourteen (14) business days prior to the desired move-out date

* The purpose of the pre-inspection is to make the resident aware of any items that will not meet the inspection standards prior to moving out. Charges will be assessed for items that are not considered normal wear & tear and the resident will be made aware of the amount of those charges.

The Property Condition Report (discrepancy list) you completed at move-in will be used when conducting your inspection. If items are listed on that report you shouldn't be charged (unless other circumstances are involved).

2. Only after contacting MAFB Homes, it is suggested that you contact the Traffic Management Office (TMO) to set up dates for your household goods to be picked-up for your upcoming move. They are located in Bldg 700 or you can contact them at 406-731-6282.

3. You will be provided a Base Housing Cleaning Checklist by MAFB Homes which, at a minimum, should be utilized to clear base housing. A copy of the Base Housing Cleaning Checklist can be found on our main page under HELPFUL LINKS/LEAVING BASE HOUSING. The resident is responsible for returning the unit to a condition consistent with the requirements of the Tenant Lease and Resident Guide (a copy of these can be found on our main page under HELPFUL LINKS/ON-BASE HOUSING INFO).

4. Final-out dates are scheduled with a Malmstrom AFB Homes Resident Specialist. When walk-through of unit is done and additional damages are found at the final move-out inspection, the resident can pay for the damages by personal check, money order, or credit card.

5. The resident may authorize another individual (with a power of attorney) to represent him/her in the move-out process. The move-out procedures for residents are further described in the Resident Guide for each Installation.

6. Once you have passed your Final-Out Inspection and have been cleared by your Malmstrom AFB Homes Resident Specialist, the Military Housing Office (MHO) will clear you from the virtual MPF outprocessing site.

7. If you are continuing on to another base, please take a minute to use the HEAT (Housing Early Assistance Tool) website to request a housing application or info from your next base. To learn more about HEAT and to apply for on-base housing at your next base follow this website www.homes.mil/heat/DispatchServlet/Back?Mod=HeatWelcome&SSRedir=true. Each base housing is different, it is a good idea to contact the MHO at your next base for their specific requirements.

8. Don't forget to complete a Change of Address through the United States Postal Service. Go to this website to change your address, put a hold on your mail or forward it: <https://www.usa.gov/post-office>

**** Note: Please make sure you close your cable, satellite dish, internet service, etc accounts, so the next resident can set up a new account with that address ****