

FOREST CITY

RESIDENTIAL MANAGEMENT

CONVENIENCE LIST

Date: _____ Name: _____

Address: _____ Home/Cell: _____

We hope that you have enjoyed your stay with Ohana Military Communities! In addition to this form, we will provide a Move-out Convenience package to ensure a smooth transition for you and your family. **Please keep this information handy for future reference.**

- Your scheduled move-out date is _____, 20____, therefore;
- The pro-rated rental amount is \$_____. Please check below:
 - To be paid via allotment in arrears; rent will be rec'd the 1st of the following month
 - To be paid by **certified check** or **money order** to: **Ohana Military Communities**
- The due date for final rental payment is _____, 20_____.
- Stop Allotment : _____ Hold to 28 Days : _____
- Move Over
- Your preterm inspection is scheduled for _____, 20____. Time: 8-12 am 1-3pm
 - o At this time you will be instructed to make any corrections or restorations prior to move-out inspection, as to minimize possible cleaning or damage charges.
- Your final inspection is scheduled for _____, 20____. Time: 8-12 am 1-3pm
 - o Inspection times are scheduled for mornings (between 8-12) or afternoons (between 1-3). We cannot set specific appointment times.
 - o **Aloha Furniture** should be picked up prior to final inspection. Final inspection **will not** be done if these items are in the unit or on the premises.
 - o All **modifications** made to the unit **MUST** be removed prior to vacating the unit.
 - This includes but is not limited to the following modifications: decks, satellite dish, sheds, patios, lanais, shelving, ceiling fans, interior painting, etc.
 - Final inspection **WILL NOT** be done if a modification(s) exists
 - o Home **must** be vacant and cleaned on final inspection day and carpet **must** be dry.
 - o Inspector will not be able to accept payments.
 - o All keys and garage door openers, if applicable **must** be returned.
 - o Please visit the Resident Services Office:
 - To make final payments on this day (**All final payments MUST be made via certified check or money order**)
 - Make check payable to: **Ohana Military Communities**
 - To confirm your forwarding address, which is needed if you will be receiving a refund
 - Termination letter will be provided once account is paid in full. This letter can be submitted to PSD for purpose of receiving TLA.

Resident Signature

Representative Signature

620 Pool Street Honolulu, HI 96818
(808) 839-8620 fax: (808) 833-7417

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PAYMENT OF LAST MONTH'S RENT

A Resident who has been paying the Rent through an Allotment may pay the last month's Rent by Allotment, money order, or certified check (personal checks are not acceptable).

- (1) If a Resident chooses to pay their last month's rent by Allotment, Landlord will refund any overpayment of Rent. Resident acknowledges that in certain cases, but particularly when the move out occurs early in the month and rent is due in arrears, the refund of rent overpayment may take up to forty (40) days from the date your allotment is received.
- (2) If a Resident chooses to pay their last month's rent by money order or certified check, Landlord will notify the necessary agencies to stop the Allotment. Requests to stop Allotments after the monthly cut-off date for military pay transactions will not take effect until the month following notification. **Because changes to the Allotment are made automatically as provided in your Rental Agreement, Residents may stop the Allotment only through a request to the Landlord.** If Residents attempt to stop or change the Allotment through direct Internet access to their pay account or by direct request to their military finance office, the request will be rejected and DFAS (Defense Finance and Accounting Service) will automatically reinstate the Allotment at the original amount.

____ I (we) elect to pay my (our) last month's rent through Allotment. I understand that Landlord will refund any overpayment following receipt of my final Allotment. I also understand that if there are any damages to the Housing Unit, cleaning requirement, or other charges, the Landlord will deduct such costs from the final Allotment in addition to the Rent due for the last month. If the amount of the Allotment is insufficient to cover the last month's Rent, damages, cleaning, and other charges, I agree to pay the balance by money order or certified check.

____ I (we) elect to pay my (our) last month's Rent by money order or certified check. I understand that Landlord will cause my Rent Allotment to be stopped. Last month's rent in the amount of \$_____ will be due on or before _____. If there are any damages to the Housing Unit, cleaning requirements, or other charges, I agree to pay these costs in addition to the last month's Rent due.

Resident agrees that this decision is final and may not be changed.

Resident(s) Signature:

Forest City Residential Management, Inc.

By: _____

Date: _____

Date: _____

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NOTICE OF INTENT TO VACATE

THIS NOTICE IS GIVEN IN ACCORDANCE WITH THE TERMS OF THE RENTAL AGREEMENT REQUIRING A 28-DAY ADVANCE WRITTEN NOTICE. IT DOES NOT CONSTITUTE A RELEASE FROM ANY TERMS IN EFFECT OR CANCELLATION OF THE UNEXPIRED RENTAL PERIOD IN EFFECT AT VACATING.

This serves as written, 28-day notice to vacate address _____
 on _____ for the following reasons: _____

It is understood that a refund of the security deposit will be made if the terms and conditions of the Rental Agreement which expires on _____ have been fulfilled. It is also understood that the home will be inspected and damages (if any) will be deducted from the security deposit. Residents are entitled and encouraged to make an appointment with management to have the home inspected in their presence.

Please supply the forwarding address for security deposit disposition:

 Street Address

 City, State, Zip

PLEASE NOTE: The home will be **RE-LEASED** once this Notice to Vacate is submitted. The date to vacate cannot be changed or this notice canceled unless the home is **NOT** re-leased.

SIGNATURES

RESIDENT(S):	FOREST CITY RESIDENTIAL MANAGEMENT, INC.
	Neighborhood Name:
	Address:
	Manager:
Date/Telephone Number :	Date Received:

ALL PERSONS APPEARING AS LEASEHOLDERS ON THE RENTAL AGREEMENT MUST SIGN BEFORE THIS NOTICE TO VACATE CAN BE CONSIDERED VALID.

MANAGEMENT ONLY:

Proper Notice:	Improper Notice:	Rental Agreement Termination:
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DISTRIBUTION: Resident File
 FOREST CITY RESIDENTIAL MANAGEMENT, INC. FMNH16.000A {5/04}



IMPORTANT INFORMATION TO REMEMBER

ONCE YOU HAVE SUBMITTED YOUR 28-DAY NOTICE

_____ Requests to change final inspection date MUST be made in person at the RSO as the final rent due will be affected. Requests by phone will not be accepted.

_____ If home has been pre-assigned; you may not be able to adjust the final date.

_____ A "Holdover Rate" (double the daily rent) will be charged each day you are in the unit beyond the final date given.

I have read and understand the above information as it pertains to my 28 day Notice of intent to Vacate.

Resident(s) Signature _____ Date _____

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DISPOSAL OF REFUSE

Household Refuse

The refuse container must be cleaned and empty at final inspection. Once the inspector has checked its condition, you will be allowed to dispose of any normal household waste by sealing the waste in **doubled plastic bags** and placing it in the refuse container. All trash must fit within the container. The refuse

container will then be placed at the curb for pick-up on the next regularly scheduled day. **A charge will be accessed for trash that does not fit into the refuse container.**

Bulk Trash

There are no bulk refuse disposal areas in any of our PPV neighborhoods. Therefore you need to plan your move so that bulky items such as furniture, toys, barbeque, and appliances that you do not plan to pack and move are placed on the curb the night before the City and County of Honolulu's bulk trash pick-up is scheduled for your neighborhood. **Bulk items may not be placed on the curb for pick-up before the scheduled pick-up week.** It usually takes the City 3 to 5 business days to pick-up bulk items.

Your next bulk pick-up date is _____ 20_____.

Other Options

If you miss bulk pick-up or have items that are not eligible for bulk pick-up (for example, automobile tires) you are responsible for properly disposing of these items prior to your final inspection. You have the following options:

- Take bulk items to the City and County of Honolulu's Waipahu Convenience Center (678-8878) on Waipahu Depot Road or visit: http://envhonorulu.org/solid_waste/bulky_item_pickup.html for more information on bulk trash pick up/drop off locations.
- For a fee and upon request from the resident, Forest City will pick-up bulk refuse at the curb. Requests must be made at least 3 business days before the desired pick-up date. Pick-up will be scheduled upon payment of the **\$150 per truck load** fee at the RSO.
- If bulk items are not properly disposed of prior to the final inspection and items are left at the curb or anywhere on the premises you will be assessed a fee of **\$150 per truck load**, which must be paid prior to departure

Resident Signature: _____

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FINAL INSPECTION REQUIREMENTS

Self Help



All bulbs are to be working
Outlet/light covers are to be intact (non cracked or broken)
New A/C filter left next to a/c unit

- Nothing left on premises or stacked at curb

- Garbage/recycle containers to be empty and clean
- If unit is not cleaned properly there will be a cleaning fee charge of \$285
- Alterations need to be removed prior to final and will be identified during the pre term inspection
- New drip pans on burners

HOMES WITH CARPET

- Carpet must be professionally cleaned and dry prior to final inspection with receipt for proof of cleaning. Receipt must be provided to the Quality Assurance Inspector at final inspection. If carpets are not cleaned, Forest City will clean them for prices ranging from \$300-\$450, depending on the amount of bedrooms in the home.
- Professional flea & tick treatment must be included in the professional carpet cleaning if occupant had pets. Treatment must be recorded on receipt. Receipt must be given to Quality Assurance Inspector. If treatment is not completed there will be a \$75 charge assessed.

ALL HOMES

- Home foggers one for each room (6 cans min) with receipt for file required for occupants.

MODIFICATIONS

1. All modifications made to the unit **MUST** be removed prior to vacating the unit (final inspection).
 - a. This includes but is not limited to the following modifications: decks, closet organizers, non maintained flower beds, child proofing, awnings, shower heads, faucet aerators, exterior window blinds, chain link fences that have not been maintained, satellite dish, sheds, shelving, ceiling fans, interior painting, garage door openers, etc.
2. Please keep in mind that your final inspection **WILL NOT** be done if any modification(s) exists.

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Cleaning Check List

Floors/Rugs/Carpet:

- ❖ Sweep and mop all vinyl/tile flooring so that surface is free of dirt and debris
- ❖ If home is carpeted, you must have them professionally cleaned (see Final Inspections Requirements page above)
- ❖ Floor should be free of wax and have an even finish
- ❖ Hardwood floors should be damp mopped. **DO NOT STRIP**

Walls/Ceilings:

- ❖ Remove all dirt, cobwebs, crayon marks, pencil marks, food, etc.
- ❖ Remove all nails, picture hangers and hooks, and all cable wiring

Windows/Window Tracks:

- ❖ Clean all windows & tracks inside and out

- ❖ Clean windowsills, curtain rods and blinds
- ❖ Remove screens, brush and wash to remove lint and dust and reinstall

Door/Door Frames:

- ❖ Remove all dirt and stains from both sides of door
- ❖ Clean all tops of doors and frames

Light Fixtures:

- ❖ Be sure that all lights have working light bulbs
- ❖ Clean all cobwebs and make sure all fixtures are clean of any debris
- ❖ Clean all globes inside and out

Cabinets/Closets/Drawers/Shelving:

- ❖ Remove all shelving paper, staples, etc.
- ❖ Remove all dust, food particles, personal items, debris, etc.
- ❖ All should be clean of stains, adhesive, grease and caked food
- ❖ Clean and wash all counter tops
- ❖ Wipe down cabinet doors

Mirrors:

- ❖ Surface should be cleaned and wiped

Refrigerator:

- ❖ Interior should be clean and free of food, stains, mold, food particles, personal items, etc. to include all racks, shelving, drawers, etc.
- ❖ Seal around all doors should be clean and free of mold, stains, etc.
- ❖ The condensation (drip) pan underneath the refrigerator should be clean
- ❖ All appliance bulbs should be working
- ❖ Clean surface beneath, above and behind appliance
- ❖ Leave the refrigerator on

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Range:

- ❖ Surface of the range should be free of crusted/baked-on food on all accessible surfaces. Be sure to lift the top and clean underneath.
- ❖ Entire range should be wiped clean and be free of grease inside and out
- ❖ Clean underneath as far as can be reached
- ❖ Replace appliance bulbs if not working
- ❖ All drip pans must be new
- ❖ Do not disassemble range components that require tools.

Ventilation/Air Vents/Range Hoods:

- ❖ All surfaces should be clean of dust, food particles and grease
- ❖ Clean or replace filters

Dishwasher:

- ❖ All interior and exterior surfaces should be free of soap, soap residue and food particles
- ❖ Exterior surfaces should be wiped clean of all dirt, stains and food particles to include the door seals.

Kitchen/Bathroom/Toilet:

- ❖ Clean and remove all stains, dust, lime, mineral deposits and soap residue from all equipment- including bathtubs, toilets, sinks, showers, mirrors, medicine cabinets, shelving, towel racks, faucets, etc.
- ❖ Clean wall and floor tile

Garbage Disposals:

- ❖ Should be odor free and clean of all food particles
- ❖ Remove the splashguard and clean. If not removable, be sure that the guard is clean inside and out

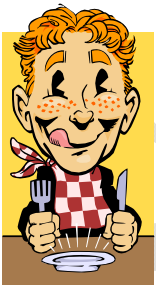
Trash & Recycling Cans:

- ❖ Empty and remove all refuse
- ❖ Wash and ensure that can is free of odor and crusted on garbage

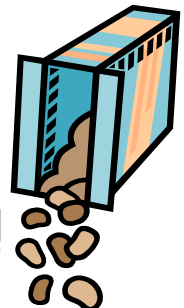
Outside Area:

- ❖ Sweep and clear all debris from garages, carports patios, lanais and walks
- ❖ Remove oil and grease from paved areas
- ❖ Accomplish normal yard maintenance. Mow, edge back lawn
- ❖ Sweep exterior storage shed
- ❖ Remove all crayon marks and dirt spots within normal reach (Do not use pressure washer or hose to accomplish this)

Please be sure to remove all personal items including animals from the home prior to final move out inspection.



PACK-OUT your **PANTRY**
to **NOURISH** the **NEEDY!**




240,000 people in Hawai'i are either hungry, or at risk of hunger, of which 65,000 are children.



As part of your move-out process, please consider donating canned goods or non-

perishable food items from your pantry to the Hawai'i Food Bank.

-  You may bring your donations to your Forest City Resident Services Office.



Mahalo nui loa for your kindness and support!

SAMPLE