



## Pre Final Acknowledgement

- \_\_\_\_\_ I understand that I am responsible for ensuring my housing unit meets AMH cleanliness standards, as detailed in the Housing Handbook and explained in this Pre Final Briefing.
  
- \_\_\_\_\_ I understand that if after attending the briefing (online or in person) I still wish to have an inspector perform an in-home inspection I will need to request and schedule the appointment.
  
- \_\_\_\_\_ I understand that AMH will not sign Installation Clearance paperwork until all past due-rent, utilities, damages, etc. are paid in full and a satisfactory payment arrangement is made for damages found at my Final Inspection.
  
- \_\_\_\_\_ I understand there are a limited number of inspection time slots available and once established there is no guarantee that I will be able to make changes to the date or time of my Final Inspection.
  
- \_\_\_\_\_ I understand that it is my responsibility to ensure I fully and correctly understand the information that is presented in the Pre Final briefing and to seek clarification from the AMH staff/inspectors as needed.

### ACKNOWLEDGEMENT

Must be completed by Lessee.

Resident Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AMH Final Inspection Date: \_\_\_\_\_

#### AMH Use Only

Optional PreFinal Inspection: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_





## Preparing to Move Checklist

We get it, moving is stressful! We've compiled a list of pre-moving tasks that are commonly neglected.

### Change your Address

Log onto [www.usps.com/umove/](http://www.usps.com/umove/) and complete the online change of address form.

### Package deliveries

Make sure you change addresses on any upcoming package deliveries. USPS does not forward packages, and packages left on doorsteps by FedEx and UPS of recently vacated units are, unfortunately, a common occurrence.

### Subscriptions, Bills, and Accounts

Remember to change your delivery address for recurring deliveries and subscriptions. There are likely many accounts (bank, medical, credit, etc) tied to your address, be sure to update as USPS only forwards for a limited period of time.

### Phone, Cable, and Internet Services

Be sure to contact your provider and set a cancellation date!

### Satellite Services

Contact your satellite provider prior to the Final Inspection and inform them of your departure; they will determine whether the dish will be removed or moved (or remain in place). Remove any cinderblocks and ensure any lawn damage resulting from the dish is repaired.

### Return Self Help Center Supplies

Be sure you return any Aurora Self Help Center equipment you may have prior to HHG pickup. You will be charged for equipment that doesn't get returned prior to your Final Inspection.

### Mailbox Key

Contact USPS to determine if you need to return your mailbox key.

**NOTE: USCG, USMC, Guard/Reservist or individuals separating from any branch of service who have an inspection in the last 10 days of the month...**

Be sure to have a copy of your Leave and Earning Statement (LES) for the pay period which includes your last month of residency.





## Final Cleaning Standards

Your housing unit should be empty, cleaned, and you must be ready to turn in keys and vacate the unit at the time of your Final Inspection. You will not be allowed access to the unit once the Final Inspection is complete.

The following checklist highlights key areas that are frequently neglected during move out.

### CARPET AND FLOORING

- \_\_\_\_\_ **Carpet shampooing:** It is not a requirement that you shampoo your carpet, but there is benefit to having the carpets in their best shape at the Final. Carpet shampooers can be reserved for free at the Aurora Self Help Center on JBER-E.
- \_\_\_\_\_ **Carpets must be dry** at time of Final Inspection. Shampoo a minimum of 36 hours prior to scheduled inspection.
- \_\_\_\_\_ **Carpets must be edged:** The area along baseboards and walls must be free of dust and hair buildup.
- \_\_\_\_\_ **Floors should be mopped** and free of spills and grime. Edges and corners need to be free of grime, dirt, and other build up.

### KITCHEN

- \_\_\_\_\_ **Cabinets and pantry:** Tops must be free of dust and spills, the insides free of crumbs and spills, and the fronts free of dust, grease, and food spatters.
- \_\_\_\_\_ **Range hood:** Must be free of grease and grime especially the inside rim, light fixture, fan and filter. Filters and light covers are available at the Aurora Self Help Center.
- \_\_\_\_\_ **Sink:** The basin and drain area need to be free of discoloration and grime, the faucet mount area and underside of faucet free of grime and mineral build up.

### APPLIANCES

- \_\_\_\_\_ **Clean under and behind all ranges, refrigerators, washers, and dryers** to include the walls, floor, and the appliance itself. Dishwashers are anchored and do not have to be moved for cleaning.
- \_\_\_\_\_ **Stove:** Clean knobs, under the knobs, drip pans, grates, and if an electric stove, clean beneath the top. Do not lift the top on gas stoves, this can sever the gas lines and cause a leak. These areas must be free from grease, food, and spills. Electric stove drip pans can be exchanged at the Aurora Self Help Center at no cost prior to move out.
- \_\_\_\_\_ **Oven:** Remove racks before using self-clean feature. Wipe out residue after cleaning. Clean racks, door areas and broiler/storage area drawer. All areas must be free from baked on residue, grime, grease, and cleaner streaks.
- \_\_\_\_\_ **Dishwasher:** must be free of food, residue, grime build up. Especially drain area, gasket seal, and door hinge area.
- \_\_\_\_\_ **Refrigerator/Freezer:** Remove and clean all trays/bins. Clean all surfaces to remove spills, spatters, etc. Clean gasket seals. Remove and clean front kick plate. Dust/vacuum motor area.
- \_\_\_\_\_ **Washing machine:** Remove any fabric softener and detergent residue paying special attention to inside of drum and gaskets. Clean lid hinge area.
- \_\_\_\_\_ **Dryer:** Dryer drum must be free of stains/spills/gum, etc. Lint trap cleaned and door hinge area clean.

### BATHROOMS

- \_\_\_\_\_ **Exhaust vents** must be clean and free of buildup and dust.
- \_\_\_\_\_ **Shower/Tub/Soap Dish:** Remove soap scum, hair, grime build up, and streaks from cleaning products.
- \_\_\_\_\_ **Cabinets:** Drawers/drawer tracks and ledges must be free from dust, hair, and spills. Door fronts free from dust, grime and spills, plumbing under sink needs to be wiped clean.

- \_\_\_\_\_ **Sink and faucet:** Remove grime and mineral build up, clear overflow drain.
- \_\_\_\_\_ **Toilet:** Bolt and hinge covers should be opened and cleaned. The bowl should be clean and free of mineral build up, even under the rim. The seat is replaced by AMH on move out and should be either a) clean or b) removed and disposed of prior to move out.

## BASEMENT

- \_\_\_\_\_ **Floor:** Thoroughly swept, with spots and spills mopped up.
- \_\_\_\_\_ **Visible pipes:** should be free of dust.
- \_\_\_\_\_ **Window(s) and tracks** should be cleaned and free of dust/bugs.

## GARAGE

- \_\_\_\_\_ **Floor:** Thoroughly swept, with spots, stains and spills mopped up.
- \_\_\_\_\_ **Trash and Recycling roll carts** must be washed, dry and empty. There should be no trash in the bin during the final inspection.
- \_\_\_\_\_ **Doors** (both man and garage) should be dusted and wiped clean of hand prints and scuff marks.

## EXTERIOR

- \_\_\_\_\_ **Sidewalks/Driveways** need to be swept and free of oil/transmission stains. Wash off sidewalk chalk, etc. In winter they must be free of snow and ice. Ice chippers are available at the Aurora Self Help Center during the winter months.
- \_\_\_\_\_ **Pet waste** must be removed.
- \_\_\_\_\_ **Lawn damage** should be repaired. Fill all holes with topsoil then apply grass seed. Both soil and seed are available at the Aurora Self Help Center during the summer months.
- \_\_\_\_\_ **Lawn** must be mowed, trimmed and raked.
- \_\_\_\_\_ **Landscaping:** Weeds should be pulled from landscaped areas and broken limbs removed.
- \_\_\_\_\_ **House siding, doors, windows, and fence** must be clean and free of handprints, mud, dirt, animal feces and paw prints.
- \_\_\_\_\_ **Deck/Patio** must be swept and clean, in the winter it must be free of snow and ice.
- \_\_\_\_\_ **Shed (if applicable)** must be empty, swept clean with cobwebs removed.

## WHOLE HOUSE

- \_\_\_\_\_ **Blinds Cleaned.**
- \_\_\_\_\_ **Windows:** All tracks, ledges and inside window pane surfaces should be cleaned and streak free. First floor exteriors of windows must be cleaned from April to October.
- \_\_\_\_\_ **Screens:** Dust, hair, etc. should be removed, and all holes and tears repaired. You can repair screens at no cost at the Aurora Self Help Center.
- \_\_\_\_\_ **Light fixtures:** exteriors must clean. The fixture should have working bulbs, which can be picked up at the Aurora Self Help Center at no cost (one for one exchange).
- \_\_\_\_\_ **Ceiling Fans:** Fan blades, motor housing, and light fixtures must be free of dust and grime. Fan brushes are available at the Aurora Self Help Center. Fans should have working bulbs unless higher than 10ft.
- \_\_\_\_\_ **Walls:** Nails, hooks, screws, anchors etc. removed. Holes larger than a nickel can incur a charge.
- \_\_\_\_\_ **Walls:** Wiped clean of all food spatters, grease, marker/crayon, grime, candle soot, buildup, etc.
- \_\_\_\_\_ **Door jambs, window trim, and baseboards** must be free of dust and grime.
- \_\_\_\_\_ **Forced air heat vents** should be cleaned and free from grime, spills, dust. Remove vents and ensure duct areas are free of dust, hair, personal items, etc.
- \_\_\_\_\_ **Radiant heat registers** should be clean and free of grime, spills, pet hair. Carpet/flooring area under vents must be free of hair, pet hair, dirt, dust, etc.

## QUESTIONS?

We are always willing to answer questions and offer clarification on what is and is not required. Please contact our office and ask to speak with an inspector to receive clarification.



# Standard Charges

## Standard Clean Fees

Cleaning is assessed by a per room flat fee.

Master Bedroom	\$72
Bedroom	\$48
Full Bathroom	\$48
1/2 Bathroom	\$24
Kitchen	\$96
Entryway/ Hallway	\$24
Living room	\$24
Basement	\$48
Family room/ Den / Arctic Rec Area	\$24
Garage	\$48
Laundry Room / Area	\$48
Laminate Flooring Sweep and Mop	\$10
Storage Area	\$24

CLEANING

Bio-hazard Clean-up (Feces, blood, etc)	\$200 / room
Excessive Dust, Grime, Grease Fee	\$30 / room
Pest Control	Market Rate
Excessive Vacuum Fee	\$50
Urine Removal fee	\$85
Stove / Oven	\$72
Refrigerator	\$48
Dishwasher	\$24
Washer	\$24
Dryer	\$24

## Excess Clean Fees

These fees may be applied to supplement the per room, standard clean fees.

## Waste Removal

You are provided up to a 1/2 1-800-GOT-Junk truck load of waste removal at no cost; please reference the Move Out Trash service flyer. Charges below are assessed for additional disposal requirements.

Trash Removal Fee - 1/4 Truck Load	\$107
Trash Removal Fee - 1/2 Truck Load	\$169
Trash Removal Fee - 3/4 Truck Load	\$231
Trash Removal Fee - Full Truck Load	\$293
Got Junk, Electronic Disposal	Market Rate
Hazardous Waste Removal (oil, etc)	\$300+

EXTERIOR

Animal Feces Removal Service (3+ droppings)	\$350
Grass Mowing Fee	\$75
Siding Replacement	Market Rate
Porch Spindle	\$10
Fence Board (Wood)	\$10
Fence Post (Wood)	\$30
Gate Latch	\$10
Shoveling Fee	\$75

## Exterior Charges

Exterior damage will be assessed using the charges below.

SMOKE

## Smoke Damage

If you choose to smoke in a home, the following charges will apply.

Paint (Sealing / Kilz Per Room)	\$185 / room
Duct Cleaning	\$450
Bleach Wipe Down	\$85 / room
Fixture Replacement (As needed)	Varies

FLOORING

# Flooring

Carpet is depreciated over a 5-year period, this means that the cost to replace carpet goes down as the carpet ages.

Please aware that replacement pricing listed below is based on the full value.

Carpet Replacement (A - Standard)	\$3.65 / sq ft
Carpet Replacement (B - Surplus)	\$2.79 / sq ft
Vinyl Replacement	\$4 / sq ft
Carpet Patch	\$150
Carpet Disposal	\$10 / room
Carpet Hazmat	\$200 / room
Fogger	\$15
Odor Digest	\$25
Sealing Floor Due to Urine Damage- <200 sq ft	\$75 / room
Sealing Floor Due to Urine Damage - 200 to 300 sq ft	\$110 / room
Sealing Floor Due to Urine Damage - >300 sq ft	\$150 / room
Spot Treatments for Carpet (Odor, Urine, Staining)	\$25 / room
Stair Tread	\$75 / step

MAINTENANCE

Bifold/Bypass Door (closet, etc.)	\$125
Interior Door - Flat	\$150
Interior Door - Panels	\$175
Specialty Door	Market Rate
Exterior Door	\$1,300
Garage Door Replacement - Top and Bottom	\$325
Garage Door Replacement - Middle	\$310
Garage Door Remote Replacement	\$30

# Doors

Charges for doors are assessed when the door or door jamb is damaged.

# Cabinetry

Countertop Solid Surface	\$50 / sq ft
Countertop Laminate	\$25 / sq ft
Small Cabinet Fee (<750 sq in)	\$450
Large Cabinet Fee (>=750 sq in)	\$750
Small Cabinet Door Fee (<350 sq in)	\$200
Large Cabinet Door Fee (>= 350 sq in)	\$350
Drawer Replacement (Kitchen, Bathroom)	\$50
Lazy Susan	\$125

Interior Paint	\$175 / room
Removal of Nails, etc (each)	\$1
Sheetrock Replacement - 4' x 8' sheet	\$120
Hole in Wall (larger than 1")	\$48

# Paint

Paint fees are assessed for excessive damage or for scenarios when a wall is painted by a resident, but not primed over prior to move out.

# Replacements

These charges are assessed for damage or destruction to fixtures within the home.

Dryer	\$450
Dishwasher	\$300
Refrigerator	\$600
Range (Electric)	\$400
Range (Gas)	\$450
Washer	\$425
Door Trim	\$15/ Door
Vinyl Trim	\$2.50 / ft
Ceiling Fan	\$65
Roll Cart	\$100
Range Hood	\$50
Blind	\$1 / inch
Window	\$50 / sq ft
Screen	\$30
Screen (Re-screening only)	\$10
Light fixture	\$50
Smoke Detector Replacement	\$10
Smoke /CO Detector Replacement	\$50
Fire Extinguisher Replacement	\$50
Toilet Replacement	\$85
Sink Replacement	\$150

Resurface Bathtub	\$225
Radiant Heating System - Cover	\$8 / sq ft
Radiant Heating System - Full Assembly	\$12 / sq ft

# Misc.





# Move Out Trash Service

Move out can be a stressful time. Our complimentary Move Out Trash Service provides a simple way for you to dispose of large or bulky items and household waste. Simply place the items you wish to dispose of in the garage, being sure to follow the instructions below. We'll cover up to 1/2 of a 1800-Got-Junk truck, which is the rough equivalent of 5 whole pickup trucks!

## 1 Clean the Garage

You'll want your garage to be clean prior to placing the items to be disposed in it.

## 2 Bag it!

Household trash should be adequately bagged to prevent leaks. Unbagged or improperly bagged trash will not be eligible for pickup using this free service, and will incur a fee.

## 3 Neatly place items in the garage

Bulky items and trash should be neatly placed in the garage to allow our inspectors to index (and allow egress should you need to exit the building in an emergency).

**Items must be in the garage prior to the commencement of your final inspection!**

## 4 Complete an Abandoned Property Form

This form will be completed at the time of the final inspection. It gives us permission to dispose of items left behind.

### LIMITATIONS

This free service has some limitations, fees will be assessed for the following:

- Disposal in excess of 1/2 a 1800-Got-Junk Truck (you will be charged for excess disposal only).
- Improperly bagged trash.
- Items classified as hazardous are governed by federal, state, and local disposal requirements.

Disposing of these items via this service will incur a disposal fee.



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