

ISC HONOLULU HOUSING CHECKOUT & TEMPORARY LODGING ALLOWANCE AUTHORIZATION FORM

ISC HONOLULU HOUSING FORM HSG-004 (Rev 10/00)

U. S. COAST GUARD

NAME (First, Middle Initial, Last):	RATE/GRADE:	SOCIAL SECURITY NUMBER:
CURRENT DUTY STATION:	NEXT DUTY STATION:	
HOME PHONE:	WORK PHONE:	
CURRENT ADDRESS:	FORWARDING ADDRESS:	

Housing Checkout Regulations

1. Notice of Intent to Vacate: COMDTINST M11101.13C, Coast Guard Housing Manual, mandates that housing occupants provide written Notice of Intent to vacate quarters **at least 45 days before departure**. This form serves as the Notice of Intent to vacate Government Quarters **and must be delivered to the Housing Office at least 45 days prior to checkout**.
2. Pre-Term Inspection: All housing residents shall schedule a Pre-Term inspection at least 30 days prior to departure. This inspection will instruct you on how to complete the procedures for successful termination of quarters. Indicate problems (lost keys/security cards, damages, broken appliances, etc.) at this inspection. Tenant caused damages, less normal wear and tear, will be identified for correction. See ISC Honolulu Instruction M11101.2D, Housing Handbook, Chapter 3, for cleaning standards and checkout procedures. The Internet address for the Housing Handbook is www.uscg.mil/mlcpac/ischon/handbooks/househb.PDF
3. Final-Termination Inspection: All housing residents shall schedule a Final Inspection. The sponsor resident will be present at this inspection unless deployed and having a person with power of attorney designated. Sponsor resident will be responsible for the cost of repair or replacement of tenant caused damages, less wear and tear. Have some cleaning supplies on hand for the inspection in case the inspector requires touch-up cleaning.
4. Aloha Kits: Call 486-3554 to arrange for Red Hill/Wailupe Aloha Kit delivery. Pickup and delivery of Aloha kits are made available Monday through Friday. Aloha kits must be scheduled for pickup prior to your final inspection date/time.
5. Vacate Date: The housing office will schedule your final inspection date using the information below. This is the date you will actually move out of Government Quarters and turn in your keys. **You will not be allowed to change this date** unless written authority is received by your Commanding Officer certifying that the change is "Mission Essential". If your departure date changes, it is your responsibility to notify the housing office immediately. Only after you properly clear quarters will the housing office send paperwork to the servicing PERSRU to start BAH and TLA Entitlements

SCHEDULED DEPARTURE DATE FROM UNIT:	HOUSEHOLD GOOD PACKOUT/ PICKUP DATE(S):
PRE-TERM INSPECTION DATE/TIME:	FINAL INSPECTION DATE/TIME:
TLA ELIGIBILITY DATE:	AUTHORIZED TLA DAYS:

(TRANSPORTATION OFFICE) (DATE) (HOUSING OFFICE) (DATE)

(MEMBER SIGNATURE) (DATE)

NOTE: This form authorizes your departure TLA. It must be attached to your TLA claim worksheet to authorize payment of TLA. Your signature above certifies that you have read, understand, and agree to comply with the Housing Checkout regulations as contained hereon.