



PSP Military Housing | Logement Militaire PSP
CFSG | GSFC Ottawa-Gatineau



March Out Procedure

- ✓ Notify the office and book a Pre-Inspection, at least 30 days prior to your march out date and provide the office with your new forwarding address.
- ✓ Pick up a cleaning package, read it thoroughly and notify the office should you choose to clean the unit yourself.
- ✓ Drop off the signed Cleaner's Contract and payment (cash, money order, bank draft or certified cheque) 10 days **PRIOR** to your vacating date.
- ✓ Book a date and time for your Final Inspection (Please consider your pack and load dates when booking your final inspection and out clearance with NPF).
- ✓ Your unit **MUST BE COMPLETELY EMPTY** at the time of your Final Inspection.
- ✓ **Please close your accounts with Hydro Ottawa and Enbridge Gas, effective the date of your March Out.** This can be done online or over the phone. You are responsible for any outstanding balances up to your moving date. For accurate final billing, we suggest that you submit a meter reading to Enbridge as part of your final march out.
- ✓ You should also contact **Canada Post to forward your mail** to your new mailing address.
- ✓ Please report to our office at the time you have scheduled for your march out. Remember to bring **both (2)** of your house keys, as fees will be charged for missing keys.
- ✓ Any outstanding NPF invoices on your file must be settled before your **PLCF** (Personal Liability Clearance Form) can be signed. **This form will be required prior to clearing from NPF and CFSG (O-G).**
- ✓ You may dispose of **4 household** garbage bags in the container located at the PSPMH office at no charge. Please notify our office if you have additional items to be disposed of, as extra fees will apply.
- ✓ **You are responsible to return your unit to its original state. Any damages beyond normal wear and tear, may result in charges for labour and repairs. Please confirm or identify items during your pre-inspection.**
- ✓ Please be advised that PSPMH cannot **STOP** an occupancy charge for the following month, after the 15th of the current month. This includes pre-authorized debits and acquittance role deductions. Overpayments will be processed for reimbursed after your march-out has been completed. Please provide your banking information (void cheque) for the payment to be processed by accounting and deposited directly to your account.