



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



VACATING PROCEDURES FOR PSP MILITARY HOUSING RESIDENTS

All Occupants who are vacating PSP Military Housing Units are subject to two (2) inspections. Occupants who hire a cleaner will normally require a third inspection. The inspection process is as follows:

✓ **Pre-Inspection**

This inspection is scheduled approximately one month prior to your departure date. The pre-inspection is to make you aware of damages to your unit for which you will be held financially responsible. Should you choose to do the repairs yourself, and they are approved, the charge will be cancelled. Also, this inspection gives PSP Military Housing an opportunity to schedule the normal maintenance that the unit may require.

✓ **Final Inspection**

This inspection is scheduled for **the day after all your furniture and effects have been removed from the unit**, the inspector will return for the final inspection. At this time, a designated employee will look at any repairs you have made; note any damages that may have been concealed by your furniture and effects; or assess damages which have occurred since the pre-inspection. If all is to the inspector's satisfaction, you will be required to return to the office and complete the final paperwork.

Note: If a march out is completed within the winter months (November-April) and PSPMH cannot assess the condition of the backyard; a security deposit will be required in the amount of \$390.00 plus HST. Once PSPMH can complete a backyard inspection, (ie. May) the member will have the cheque returned immediately or given an opportunity to repair any deficiencies.

✓ **Cleaning Inspection**

If you decide to clean the unit yourself, please be advised that the cleaning inspection will be completed at the same time as the final inspection. Should you not pass the first cleaning inspection, and your unit requires further cleaning to meet our standard, you will be given the option to hire a cleaner or to clean the areas in question yourself. The occupant will remain financially responsible until the unit passes the cleaning/final inspection.

Should you choose to hire a cleaner to clean your unit, the following will be required:

- a. that you pay the occupancy charge for up to three (3) days following the day you vacate the unit; ensuring that the cleaner has adequate time to clean the unit
 - b. you leave a **certified cheque, money order, bank draft or cash** payable to the cleaner, along with the contract signed by both parties at the PSPMH office **ten (10) working days** prior to your final inspection.
- ✓ **Note:** *You or a representative (with written consent by the member) of your choice, are required to be present for the pre-inspection. **However, your presence is mandatory for the final inspection.***