



PSP Military Housing
Logement Militaire PSP
CFSG (O-G)
200 De Niverville Private
Ottawa, Ontario K1V 7N5
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March Out Procedure

- √ Notify the office and book a Pre-Inspection a minimum of 30 days prior to your vacating 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 funds (cash, money order, bank draft or certified cheque) 10 days **PRIOR** to your vacating date.
- √ Book a Final Inspection date and time (Please consider your pack and load dates when booking your final inspection and your required 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.
- √ Make sure you have BOTH (2) keys at the time of your march-out. Failure to do so will result in charges for replacement keys.
- √ For all military members, you **must** present your **PLCF** (personal liability clearance form) upon march-out for PSPMH to stamp and sign. March-outs will not be completed until this office has cleared the Personal Liability Clearance Form. **This form will be required prior to clearing from NPF. If you fail to present the PLCF to the NPF office, you will not be cleared from CFSG (O-G).**
- √ **Make sure everything that was discussed at your pre-inspection is re-instated accordingly. Failure to do so, may result in charges for labour and repair.**
- √ You may dispose of **4 household** garbage bags in the container located at the PSPMH office at no charge, however should you need to dispose of any additional bags, there will be a \$5.00 fee per bag plus tax.
- √ 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. Any occupancy charge overpayments will be reimbursed upon successful march out.