



## **What Is a walk-through and helpful information on moving out**

- ✓ A walk-through is an inspection during both move-in and move-out day between a Parks at Monterey Bay staff member and the tenant(s). Each of these inspections is important. This inspection determines if there has been any damage to the property prior to move-in or during the lease term.
- ✓ Our team uses a walk-through checklist from the pre-move in and the same check list for the final inspection.
- ✓ When you notify the management office of a 30 day notice to vacate, you will schedule a pre and final inspection. A pre inspection is done to allow the resident ample time to resolve any issue in the home prior to move out. A final inspection is where damages are access and if necessary, the resident is notified of charges. The resident will sign off on the charges, receive a copy of the charges, and hand the keys over to the resident specialist. the service member needs to be present an/or have a power of attorney representative.
- ✓ As a valued member of our community, we want to make sure your move out experience is as stress free as possible. For your convince, we provide three options to chose from for the cleaning of your home when you are ready to vacate:
  - 1: Self Clean: The resident cleans the home themselves
  2. Resident contracts their own vendor (vendor must be a licensed professional)
  3. Pay & Go (full clean and/or carpet clean)
- ✓ If your carpet is replaced and you paid the carpet cleaning fee, you will be reimbursed for the carpet fee. It is important for our management office to have your forwarding address to send the reimbursement check to your new residence.



## **When Preparing For Your Move**

### ***Community informational piece***

Are you planning on relocating or PCSing in the near future? Please follow the Notice to Vacate Procedures outlined below for a smooth transition:

- A 30 day written notice to vacate submitted to your community management office is required as part of the lease term. This can be done by emailing the Parks at Monterey email [parksatmontereybay@tmo.com](mailto:parksatmontereybay@tmo.com).
- Provide your Notice to Vacate in advance up to 60 days. Orders are never required to submit your notice to vacate. It is always better to put your home on notice if you know you will be moving soon. Even if you have not yet received your orders.
- Residents can adjust their move out date and/or cancel the date if orders change.
- Pending orders should not delay residents from submitting their Notice to Vacate. Not only does this allow current residents the opportunity to fulfill their 30-day requirement, but it also allows for a smoother transition for incoming residents.
- Once your notice has been submitted your pre inspection and final inspections will be scheduled by a resident specialist. Additional information, including cleaning guidelines and a cost sheet will be provided to you via email.

The Parks at Monterey Bay enjoys having you be apart of part of our community!

## **Office Locations:**

**For Ord Village**  
*Military*

3301 Monterey Rd  
Seaside, CA 93955

**For Ord Village**  
*Civilian*

4291 Normandy Rd  
Seaside, CA 93955

**La Mesa Village**  
*Military & Civilian*

1200 Fechteler Dr  
Monterey, CA 93940