



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601 PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 11101.8

N5A

26 Sep 00

NTC GREAT LAKES (COMPLEX) INSTRUCTION 11101.8

From: Commander, Naval Training Center, Great Lakes

Subj: VACATING GOVERNMENT MOBILE HOME SPACES

Ref: (a) NAVFAC P-930, Chapter 13, Change 12 of 12 Jul 99

Encl: (1) Requirements to Vacate a Mobile Home on a
Government Space
(2) Requirements to Sell a Mobile Home on a
Government Space

1. Purpose. To specify vacate procedures for government mobile home spaces under the control of the Naval Training Center, Great Lakes, and define the requirements and responsibilities of the vacating resident, reference (a) applies.

2. Cancellation. PWCGLAKESINST 11101.20.

3. Action.

a. Whether an individual desires to sell their mobile home on a government space, or vacate their mobile home from a government space, the resident MUST come into the Family Housing Office and file an intent to vacate notice. The Family Housing Office will schedule a pre-termination inspection as soon as the intent to vacate notice is filed. A 60-day notice to vacate must be provided if pulling the mobile home off the space. If a resident would like to sell their mobile home on the space, the resident should allow at least 120 days from the pre-termination inspection to the final inspection to ensure all required paperwork is completed should they secure a buyer. If all requirements are not met, or the sale of the mobile is not consummated within 6 weeks of departure prior to detachment, the owner must make arrangements to move the mobile home off the space.

b. Pre-termination Inspection. At the pre-termination, the family housing area manager will explain vacating procedures addressed in enclosures (1) and (2).

NTCGLAKESINST 11101.8

c. Final Inspection. At the final inspection, the family housing area manager will conduct the inspection to ensure all requirements in enclosures (1) and (2) are satisfied.


G. L. GERARD
Chief of Staff, Operations

Distribution:

NTCGLAKES 5216.5M
Lists I, II, (Case B) & III
Residents of Great Lakes Mobile Home Park
NTCGLAKES (Code N5A) (500)

REQUIREMENTS TO VACATE A
MOBILE HOME ON A GOVERNMENT SPACE

1. At the pre-inspection, the family housing area manager will advise the resident of the following procedures for clearing off of the government space:

a. Final inspection of the government space will be the same day the mobile home has been moved.

b. The lawn must be cut and free of debris. Any bare spots must be reseeded. All ruts must be filled in and seeded. The resident will be held responsible for any ruts that are made pulling the mobile home off the space.

c. The patio and driveway areas must be clean and swept.

d. The gravel pad must be raked smooth and free of debris, glass, and wire.

e. Concrete blocks are to be placed in a neat pile, parallel with the curb.

f. No trash will be allowed at the curb the day of the final inspection. Trash must be disposed of in the dumpster complex located on Ray Street.

g. A signed receipt showing the space rent has been paid in full will be provided prior to vacating.

h. The government trash can and recycle bin will be cleaned and sanitized and returned to the Self-Help Store.

i. The resident must present a signed clearance certificate from the Self-Help Store.

REQUIREMENTS TO SELL A
MOBILE HOME ON A GOVERNMENT SPACE

1. Mobile homes over 12 years old will normally not be permitted to be sold on the space. A written request must be submitted to the Director, Facilities Management Division, for exception to this policy and request will be considered only if the owner of the mobile home accomplishes the following:

a. Bears the cost for an inspection by licensed commercial professionals in the electrical, plumbing, roofing, and heating businesses to ensure the mobile home is up to safety code, meets all sanitation requirements and habitability standards.

b. Hires a trained professional to certify the mobile home is structurally sound for transportation. All discrepancies noted that would preclude safe movement of the mobile home unit must be corrected prior to the approval of the sale of the mobile home on the space and the buyer must sign a statement relieving the government of any and all responsibilities for the fitness of the mobile home.

c. Inspection of your mobile home should be no earlier than 4 months prior to your vacate date. Copies of all inspections need to accompany your request to sell your mobile home on the space. This will ensure a smooth transition between the seller and the buyer.

d. Your buyer must be a military member with authorized family members and in the number one assignable position on the waiting list prior to your vacating to retain the space. Otherwise, the mobile home must be removed prior to your departure.

e. Your buyer must provide the Family Housing Office with a copy of the contract agreement between the buyer, seller, and lending institution, copy of the title or the application for title, have proof of insurance, a copy of orders, a current Page 2, and a detaching endorsement from last command, complete a lease for the mobile home space, and pay current rent.

f. It is the mobile home owner's responsibility to satisfy all requirements for selling a mobile home on the space. If all requirements are not met, or the sale of the mobile home is not consummated within 6 weeks of departure prior to detachment, the owner MUST make arrangements to move the mobile home off of the space.

g. Mobile homes must be turned over in a clean and sanitary condition which includes the interior and exterior.

2. Mobile homes less than 12 years old, sub-paragraphs 1d, 1e, 1f, and 1g applies.

3. At the pre-inspection for mobile homes under and over 12 years old, the following information will be discussed with the seller and deficiencies will be corrected before the final inspection:

a. All skirting will be aluminum, vinyl, or fiberglass. The skirting will be of one material, with no holes, dents or gaps, and all the same color.

b. The mobile home will have tie downs in accordance with state laws.

c. The siding will be without damages or mismatched panels.

d. All exterior doors will work properly and be in good condition.

e. The windows and screens will be without damage and in good working order. All screens will be in place.

f. All exterior trim fascia and gutters will be in good state of repair.

g. The roof will be sound with no leaks, sags, or bubbles.

h. The floors and floor coverings will be in good condition without sags, soft spots, or other damages.

i. The walls will be undamaged, with all baseboards and trim in good condition.

j. All interior doors will be functional and without damage.

k. The plumbing, electrical, and heating systems will be working properly.

l. Windows and window sills will be in good repair.

- m. The ceilings will be sound, with no stains or damage.
 - n. All smoke detectors will be working properly.
 - o. Mobile home must have a tenant provided hard wired carbon monoxide (CO) detector.
 - p. The furnace will be cleaned, filter changed, and furnace closet vacuumed.
 - q. Mobile home must have front and back steps with a handrail on the front steps.
 - r. The shed will be neat, clean, and painted a neutral color. The shed must meet size requirements and must be approved to stay on the space by the Family Housing Office.
 - s. The lawn must be maintained and free of debris.
 - t. The government trash can and recycle bin will be cleaned and sanitized and stored behind the mobile home.
 - u. The resident must present a signed clearance certificate from the Self-Help Store.
 - v. A signed receipt showing the space rent has been paid in full will be provided to the family housing area manager prior to vacating.
4. The resident MUST contact the Family Housing Office for a second inspection once all identified maintenance is completed. The family housing area manager will then verify that the mobile home meets Family Housing Office standards. A letter will be issued to the resident allowing the resident to sell the mobile home on the space. After the letter is issued, the resident may advertise the home for sale by placing a sign in the window of the mobile home.
5. At the final inspection, the new buyer will be present, along with the seller, to ensure all requirements have been met in enclosure (2), and to become familiar with the operation of the appliances, utilities, and the community.

Enclosure (2)