

This page is only for termination of quarters, properly out-process. Please do not fill out for assignment.

(이 페이지는 이사나갈때 쓰는 것 입니다. 이사들어갈때는 작성하지 마시오).

SUBJECT : 30-day termination notice

(해지 통지서)

Date: _____

(통지 날짜)

Tenant: 세입자

Under the agreement of said contract, paragraph 2, I hereby give a written 30 day notice for termination due to the following reason:

계약서의 제 2 항에 따라서, 다음과 같은 이유로 퇴거 30 일전 해지 통지를 합니다.

Military Clause(군대 조항)

- () Permanent Change of Station (PCS Orders) (타기지로 재배치 되었음).
- () Government / Chain of Command Directed Termination of Lease Agreement. (미 정부가 계약서를 해지하였음).
- () Retirement / Separation Orders (퇴역 / 조기전역)
- () Fails USAF Safety/Health Inspection by USAF Housing Inspector Upon Random Inspections.(일반 검열 불 통과시)
- () Assigning U.S Government quarters.(미 정부관사로 옮기는 경우)

All lease are a minimum of one year unless indicated in lease term Begin/End dates (see above) or proof of Military Clause.

계약기간 만료 이전에 이사나갈 경우 세입자는 증명해야 합니다 (만일 집주인이 요청할 경우).

Lessee (Full Name) 임차인 이름

Organization/unit (소속 부대)

Duty Phone (전화 번호)

Projected Move Out Date (이사에상날짜)

Lease Expiration Date (계약 만기 날짜)

Lessee Signature (임차인 서명)

Date (날짜)

Lessee Off-Base Adress 임차인 영외주소 : _____

To : Realtor

I hereby acknowledge receipt of 30-day termination notice from occupant. I further understand if there are foreseeable problems with termination (i.e. utility excess, property damage, etc.) I will notify the lessee immediately.

본인, 중개인은 거주자로부터 30 일 해지 통지서를 받았습니다. 만약 계약 해지에 예견될 수 있는 문제:

(예, 공과금 초과, 임대물 손실 등등) 가 있을 경우, 중개인은 즉시 거주자에게 통보 하겠습니까.

Realtor Name/Stamp (부동산 이름/도장)

Date (날짜)

Special Note : Failure to provide this document to your realtor may result in all or partial forfeiture of your security deposit.

이 서류를 부동산에게 통보하지 못했을 경우 보증금의 손실을 가져올 수 있습니다.

TERMINATION (만기) Move Out Date : _____

I, Landlord of property which is rented to the tenant verify that I received all rent and utilities and there is NO damaged caused by tenant on the rental property and supporting facilities. I also verify that I will not make any financial claim against the tenant.

본인(집주인)은 주택에 세들어 살던 입주자의 집주인으로서 모든 방세 및 전기세, 물세등을 완불 받았으며,

임대했던 주택 및 부대시설들이 입주자에 의해 아무런 훼손도 받지않았음을 확인합니다.

Realtor (Landlord) Name/Stamp (부동산 또는 집주인 이름/도장)

Date (날짜)

Important Information on Reverse side



Off-Base Out Processing Information

1. Notify your realtor at least 30 days prior to departure.
2. Set up Pre & Final Inspection appointment with your realtor.
3. Scheduled the pick up of Government issued Furnishing and Appliances.
4. Your realtor will issue termination letter when termination inspection is done.
5. You are authorized a maximum of 10 days TLA, your TLA starts no sooner than the day of lease termination.

*If gov't lodging is not available, you must have a non-availability statement to claim TLA for off-base hotels. Osan members are not authorized TLA reimbursement for lodging out-side the PDS immediate Vicinity.

Out Processing required documents:

1. 2 Copies of PCS orders.
2. Termination letter (Realtor stamp required)
3. Pre-paid hotel receipt or off-base hotel receipt (Non-Availability letter from base lodging required).
4. Identification letter. (인감증명서) - to prove landlord and member consulted with each other.
5. Power of attorney. (위임장)
6. Property record. (등기부 등본)

Housing Office will stop OHA, sign off V MPF and prepare TLA paperwork.

TLA rate is paid at your PDS only. If you stay at another location, the TLA at PDS remains the same.

TO : Realtor

To terminate your lease, please give the lessee the termination letter and those following documents.

임대 계약 해지시 필요한 준비서류입니다. 떠나는 세입자에게 미리 준비해서 주시기 바랍니다.

1. Termination letter (해지 통지서)
2. Identification letter (인감 증명서 :부동산과 집주인이 서로 협의가 되었다는 걸 입증합니다.)
3. Power of attorney (위임장)
4. Property record (등기부등본)

인감증명서와 위임장은 90일 이전 것으로 제출해주시기 바랍니다.

Identification letter and Power of attorney must be submitted within 90 days.

등기부등본은 5일 이전것으로 보내주셔야 합니다.

Property record must be submitted within 5 days.

For any questions or concern, please call Osan housing Office at 0505-784-1840
궁금한 사항이나 질문이 있으시면 0505-784-1840 으로 전화주시기 바랍니다.