

## RELOCATION ADDENDUM

This will serve as an Addendum to the Resident Occupancy Agreement dated \_\_\_\_\_ (the “**Agreement**”) regarding property located at \_\_\_\_\_ (the “**Home**”), between Corvias Air Force Living, LLC (“**Owner**”) and \_\_\_\_\_ (“**Resident**”).

1. **Acknowledgement of Relocation.** Resident acknowledges that he/she has been advised by Owner that Resident must relocate from the Home, and Resident has reviewed, understands and acknowledges the provisions on relocation in the Agreement and the RRG.
  
2. **Type of Relocation and Payment of Relocation Expenses.** Owner and Resident affirm that a relocation can be directed for the following reason [SELECT ONE]:
  - Construction, renovation or demolition that affects the Home. Either the Government or the Owner shall pay the cost of the Resident’s relocation.
  
  - The Home becomes uninhabitable for any reason not caused by Resident. The Owner shall pay the cost of Resident’s relocation.
  
  - The Home becomes uninhabitable due to the act or neglect of Resident or any Occupant or guest. The Resident shall pay the cost of Resident’s relocation plus the cost of repairing the habitability deficiencies on the Home.
  
3. **Owner Procedures for Relocation after Termination.** If the Agreement will be terminated as a result of the reason for relocation and Owner is paying for Resident’s relocation, then Resident must comply with Owner’s “Relocation Termination Moving Rules & Guidelines” attached to this Addendum.

**Resident**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Corvias Air Force Living, LLC, by Corvias  
Management – AF, LLC, its agent**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **RELOCATION ADDENDUM – RELOCATION TERMINATION MOVING RULES & GUIDELINES**

These Relocation Termination Moving Rules and Guidelines apply to Resident moves necessitated by Owner's 30 days written relocation notice to Residents when the Agreement will be terminated and Owner is paying for the cost of the relocation.

Once the Resident receives the relocation notice, they must contact the Community Manager and scheduled a pre-move-out inspection of the current home. After the pre-move-out inspection, the Resident must schedule an appointment with the Community Office where their new home is located so that they can sign a new Resident Occupancy Agreement for the new home.

After Owner delivers a 30-day written Relocation Termination notice to the Resident, Owner will provide Resident with (a) personal property moving assistance and (b) relocation assistance, as set forth below. In addition, Resident may elect to perform a Do-It-Yourself Move, as described below.

### **a. Personal Property Moving Assistance**

Owner will provide Resident with written notice of three different moving dates available to Resident. The Owner, at Owner's sole discretion, will choose the three available moving dates. At least two weeks prior to the move, the Resident will receive notice from the designated moving company as to the time the move will take place. The moving company will provide instructions to the Resident as to how to prepare for its arrival.

Within three days of receiving the Relocation Termination notice, Resident will be responsible for selecting one of the three dates and giving written notice to Owner of the selected date. If Resident does not pick a date, the Owner will assign a date.

The moving company will provide written guidelines, dates and times for Residents to follow. Listed below are basic provisions that will be provided to the Resident during the moving process.

1. Two weeks prior to the move, the Resident will be given an inventory worksheet that will help to itemize the entire household, which will assist the moving company in providing the proper moving staff. This list must be returned to the moving company no later than 72 hours prior to the scheduled move. The moving company may also schedule with the Resident an appointment to perform an on-site inspection of the home to determine the amount of household goods that must be packed and moved.
2. The moving company will provide professional certified moving staff.
3. The moving company will pack each room individually.
4. Residents will be responsible for packing and moving their own food, soiled clothing, medicines, hazardous materials and items of a personal nature.

Resident is aware that a moving company not affiliated with the Owner will handle the physical move of personal property. Resident releases and discharges Owner from all debts, liens, claims, rights, demands, actions, causes of action, known or unknown, whether in contract, tort or otherwise, by reason of any losses, damages or injuries whatsoever sustained by Resident arising from the personal property moving assistance.

b. **Relocation Assistance.**

Owner agrees to assist Resident's relocation by providing Resident with reasonable information about replacement housing available to Resident within one (1) commuting hour of the Home's location.

c. **Do-It-Yourself Move**

The Resident has the option to perform a Do-It-Yourself (DIY) move at the time of relocation. Should the Resident choose to exercise this option, the initial expense will be incurred by the Resident and reimbursed at the time of completion by the Community Manager. Approved reimbursements for DIY moves include, but are not limited to:

- Vehicle Rentals (including gas)
- Relocation material (boxes, packing material)
- Weight of household goods relocated

The only way to verify costs incurred during relocation for reimbursement is for the Resident to provide itemized receipts for all costs which the Resident is submitting for reimbursement. Therefore, the Resident must comply with the following in order receive reimbursement for the weight of the household goods that are relocated:

- The Resident must weigh the empty vehicle(s) they are using for relocation in order to obtain a dry (empty) weight of the vehicle(s). This is utilized as a baseline to gauge the exact amount of weight moved by the Resident.
- The Resident must weigh the vehicle(s) each time it is fully packed in transit between their old residence and new residences. This is necessary to calculate the weight of each load and obtain the total weight of the goods moved once the relocation is complete.

The only way to verify the weights is for the Resident to submit a weigh slips from a DOT approved weigh station. The weigh slips can be turned into the Community Office for approval for reimbursement.

There are also additional expenses incurred during the relocation process which may be eligible for reimbursement. These include, but are not limited to, the following:

- Utility service activation
- Appliance power plug adapters
- Packing Materials

The only way to verify costs incurred during relocation for reimbursement is for the Resident to provide itemized receipts for all costs which the Resident is submitting for reimbursement. All reimbursements are subject to review and approval or denial. Once the reimbursement is approved the Resident will receive a reimbursement check with-in 45 days of the approval.

Owner reserves the right to deny personal property moving assistance, relocation assistance or DIY move reimbursements to Residents who fail to comply with the Relocation Termination Moving Rules and Guidelines.