

Renewal TLA for Off - Post Housing

Step 1

WORK



Decide what type of Housing you will be looking for and determine your families most important needs and wants.



Step 2

Decide how you will break up your BAH between, Rent / Mortgage, Utilities and Insurance.



Housing + Utilities + Insurance = \$\$\$

Step 3



Start contacting landlords, property management companies and Realtors to inquire about the properties that you are interested in....And sign your Contract.

*If you have not signed a contract within 30 days of your arrival, at least 18 searches must be recorded on your Mandatory search sheet.

Step 4

On day 30, attend the virtual Renewal Briefing @ 1100, Mon-Fri, at:

<https://conference.apps.mil/webconf/TLABrief>

Email your Mandatory Search Sheet, and Lease Agreement or Purchase Contract along with your household goods status to the HSO group box at:

usarmy.schofield.usag.mbx.housing-services-office@mail.mil



JPPSO – (808) 473-7750

Step 5

To turn on your electricity, Water/Sewage or Gas visit the Housing Service Office for deposit waiver form



Start paying for your house once your contract starts. If you signed a rental agreement, decide if you will continue to reside in the hotel until your household goods are delivered. If you move into your home without your household goods being delivered, you are not eligible for **MEALS** OR LODGING.

Step 6

If you are deciding to stay in the hotel and **not** move into your home, email your confirmed household goods delivery date to the HSO group box. If you have any questions or need clarification, attend the virtual Renewal Brief @ 1100, Mon-Fri.

Housing Services Office
215 Duck Rd, Bldg. 950
Schofield Barracks, HI 96857
(808) 655-3073