

Renewal TLA for On-post Housing

Step 1



Visit the desired on-post housing office to get on their waitlist and turn in needed documents.

Step 2

If housing is available for your rank and family size, your leasing consultant will attach your name to a home and get you an offer letter for the house.



Step 3



If housing is not available for your rank and family size, make sure that you are searching for other available housing and recording searches on your Mandatory search sheet. At least 18 searches must be recorded.

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, Offer Letter or Lease Agreement along with your household goods status to the HSO group box at: usarmy.schofield.usag.mbx.housing-services-office@mail.mil



Step 5



JPPSO – (808) 473-7750



If you rent with Island Palm Communities, you are allowed to wait in the hotel until your household goods are delivered to the residence. If you move into your home without your household goods being delivered you will not be eligible for TLA (**MEALS** OR LODGING). If you rent with **Navy, Air Force or Marines** your TLA will end on your lease start date.

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