



OUT-PROCESSING OFF POST/PRIVATE SECTOR HOUSING PROCEDURES

1. Provide 30 day written notice for signature of realtor/or landlord. (attached)
2. Make appointment for Government Furniture Turn-In by calling 755-9552.
3. You **MUST** bring to Housing Office the, **signed Verification of Clearance** (back side of this page) **and copy of PCS orders**. After receiving these two forms the Housing Office will **stop** your Overseas Housing Allowance (OHA), verify Government Furniture turn-in and will sign/clear your PCS out-processing checklist.

4. **TLA will not be authorized for lodging costs until your off-post residence has been cleared by Housing Office!**

Ensure you have TLA entitlements!! All Command Sponsored Personnel (CSP) and UPH (E7 and above) authorized OHA by the Housing Office are entitled to TLA. **Non-Command Sponsor personnel are NOT** entitled to TLA.

Maximum Temporary Lodging Allowance (TLA) is **10 days** without special approval from Housing.

5. Upon clearing your unit, you will be provided a “**Memorandum for TLA upon DEPARTURE**” by the Housing counselor.

You will need to take this Memorandum, your paid lodging receipt, and PCS orders to your “GAINING” Finance Office at your new installation for reimbursement/payment of your TLA.

TLA will be paid at the rate of your departing Permanent Duty Station (PDS), USAG Humphreys only. If you stay at another location such as Dragon Hill Lodge or Osan Turumi Lodge, you will only be paid the **PDS RATE FOR HUMPHREYS.** Any TLA expense over the Humphreys’ rate will be an out-of-pocket expense.

* For information regarding your TLA Humphreys PDS rates, contact Humphreys Finance Office at **DSN 757-2484.**

Block 1

VERIFICATION OF CLEARANCE

공과금완납, 보증금환급 및 주택과 확인서



LESSEE'S NAME: (Last, First, MI) 임차인 이름

RANK/GRADE 계급

ORGANIZATION/UNIT 소속부대

DUTY PHONE 전화번호

DEROS 부대이동일

LEASE EXPIRE 계약 만기일

OFF-POST HOUSING ADDRESS 영외 주택 주소

MOVE-OUT DATE 퇴거 날짜

REALTY OFFICE AND REALTOR'S NAME

중개소와 중개인 이름

block 2

LANDLORD/REALTOR VERIFICATION

집주인/중개인 확인서

The above named individual has successfully cleared his/her house/apartment and has paid-in-full all outstanding bills. 위 임차인은 자신의 모든 공납금을 완납하였습니다.

I returned the security deposit back to the tenant. 그러므로 보증금을 임차인에게 되돌려 드립니다.

LESSOR'S NAME 임대인 이름

LESSOR'S PHONE 임대인 전화번호

LESSOR'S SIGNATURE 임대인 서명

DATE 서명 날짜

REALTOR'S NAME & SIGNATURE 중개인 이름과 서명

Stamp 도장

block 3

HOUSING OFFICE VERIFICATION

주택과 확인서

The above named individual has turned in all government furnishings and has properly cleared the hand receipt. 위 임차인은 정부 가구를 모두 반납하였습니다.

FURNISHING BRANCH 가구설비과 확인

HSO/CLEARANCE STAMP 영외 주택과 확인

NOTE: NOTE: This form is MANDATORY to out-process the Area III USAG- Humphreys Housing Division.

이 서류는 Area III 캠프 험프리 주택과 퇴거 수속시 필요합니다.

Current 21 Dec 2018 (CHI)



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

REPLY TO
ATTENTION OF

SUBJECT: 30 Day Lease Termination Notice

계약 해지 통지서

Date: _____

통지날짜

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 일 전 해지 통지를 합니다.

- Assignment to Government Housing
미 정부 관리 숙소로 입주하게 되었음
- Permanent Change of Station (PCS)
미 본토로 재배치 되었음
- Transferred to another area in South Korea
한국 내 다른 지역으로 전속되었음
- Lessor agrees to let lessee terminate the lease
임대인이 임차인이 계약을 해지하는 것에 동의함

Lessee (Full Name) 임차인 이름

Organization/Unit 소속부대

Duty Phone 전화번호

Move Out Date 퇴거날짜

Lease Expiration Date 계약 만기 날짜

Signature (Lessee) 임차인서명

Landlord 집주인:

Off Post Address 영외주소 : _____

I hereby acknowledge receipt of 30-day 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, 임대인은 거주자로부터 30 일 해지 통지서를 받았습니다. 만약 계약 해지에 예견 될 수 있는 문제 (예, 공과금 초과, 임대물 손실 등등) 가 있을 경우, 임대인은 즉시 거주자에게 통보하겠습니다.

Signature (Lessor) 임대인서명 Date 날짜

SPECIAL NOTE: Failure to provide this document to your landlord/realtor may result in all or partial forfeiture of your security deposit. 이 서류를 집주인 또는 부동산에게 통지하지 못했을 경우 보증금의 손실을 가져올 수 있습니다.

