

Private Rental Briefing for DA Civilian Personnel



Viale Verona
(Strada Regionale 11)



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(Strada Regionale 11)



Corso SS. Felice e Fortunato



Porta Santa Maria Pisa

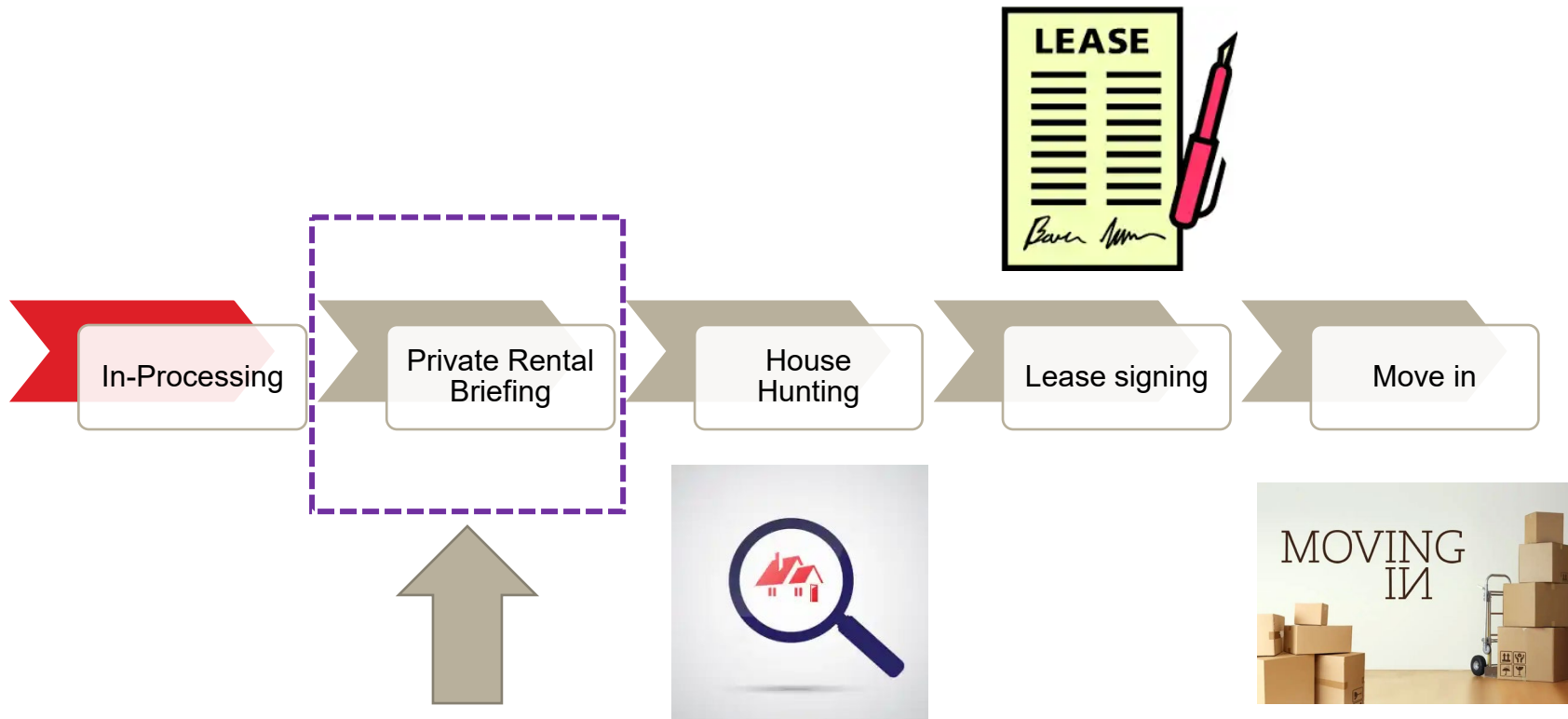
WE ARE THE ARMY'S HOME



Directorate of Public Works, Housing Division
U.S. Army Garrison Italy
U.S. Army Installation Management Command

- ✓ **Private Rental process – Timeline**
- ✓ **Private rental hunting**
- ✓ **Lease signing – “need to know”**
- ✓ **Contacts**

Process Timeline



PRIVATE RENTAL HUNTING



- ✓ Through our website www.homes.mil (free service)
 - Reservation through Housing Reception Desk
 - 5 Viewings with Private Rental Liaison Support
 - Max 2 viewings per day with 24hrs turnaround time

- ✓ Real Estate Agencies

- ✓ Self-found property

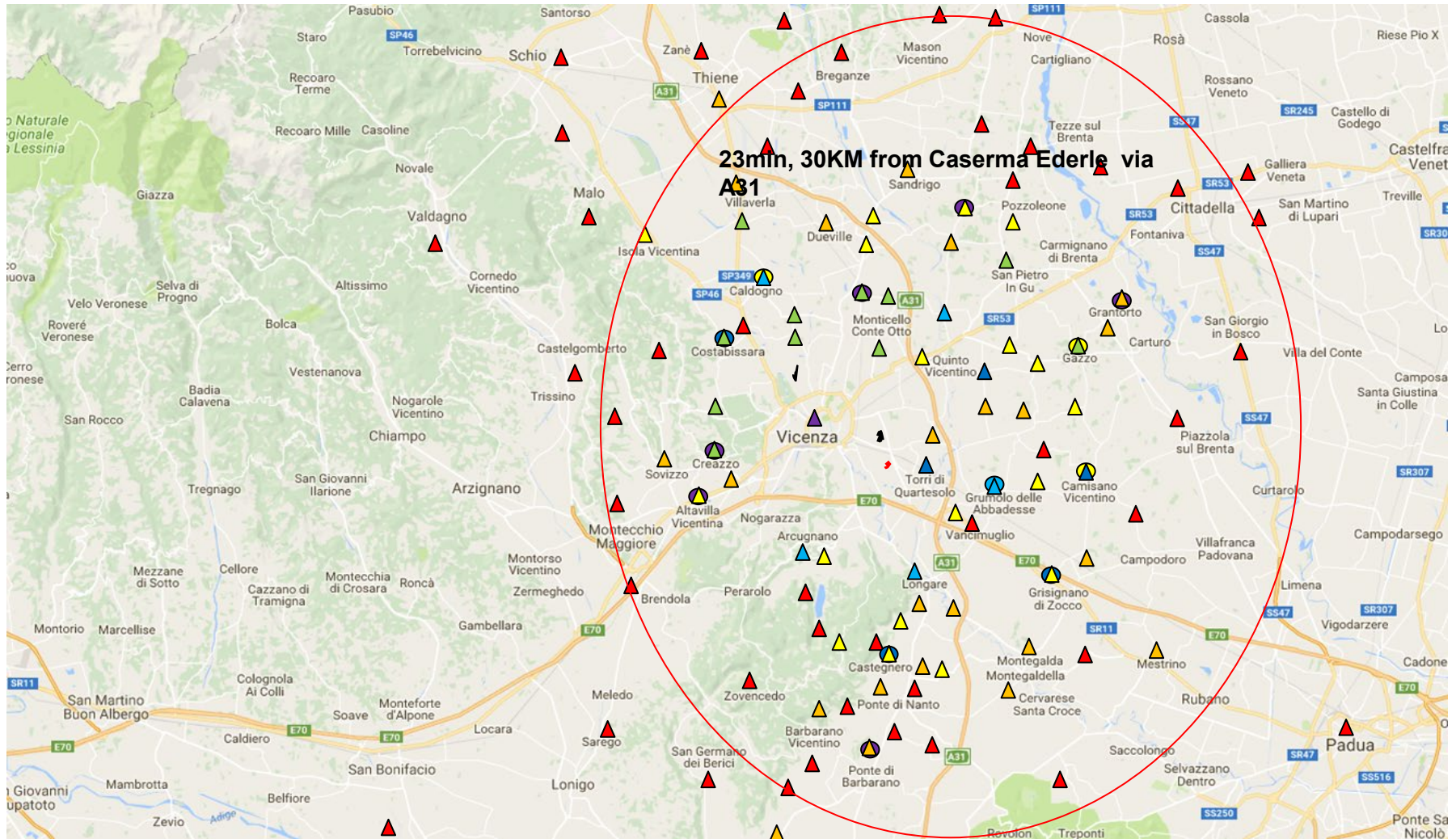
✓House Hunting:

- Functionality vs Fanciness
- Historical vs Modern buildings
- Pets
- Location
- Accessibility
- Safety and Security

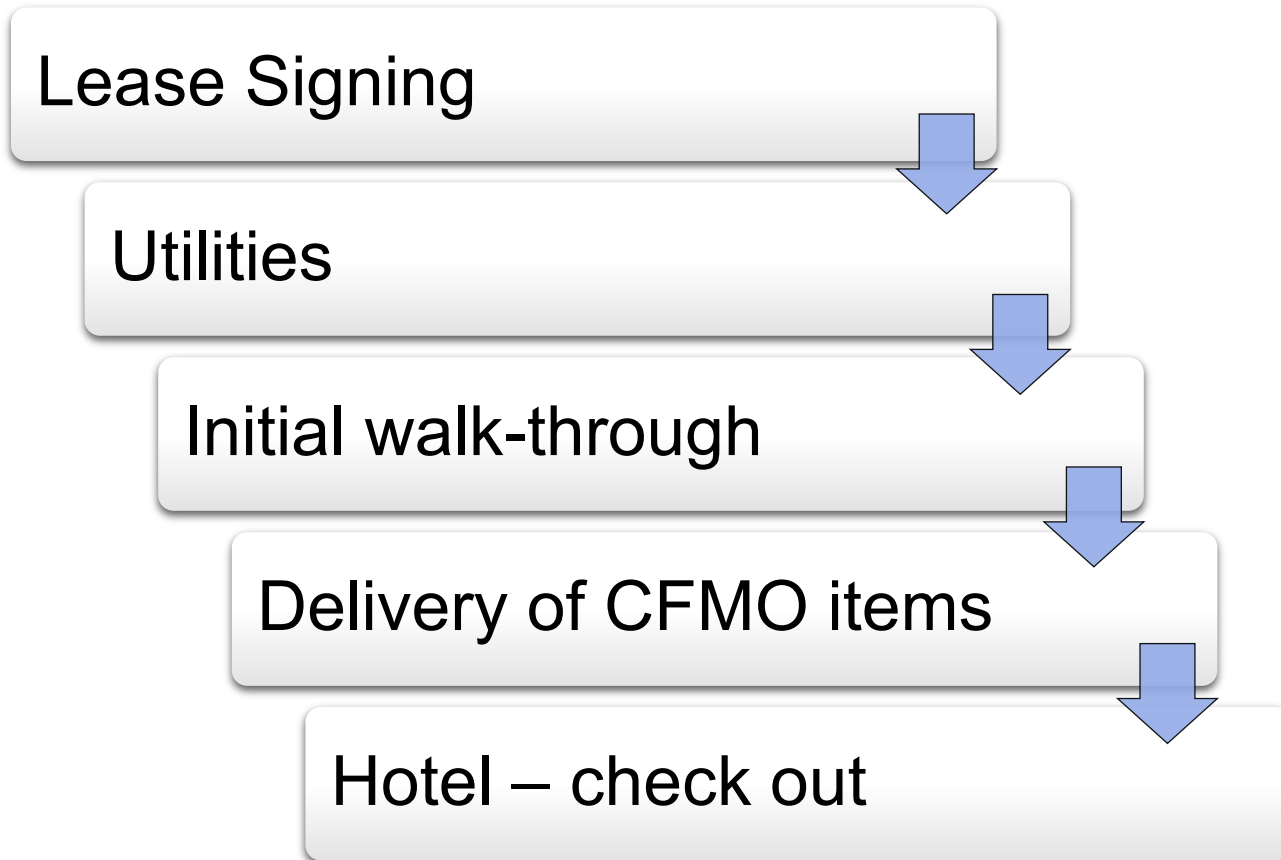
✓During the Occupancy:

- Lockouts
- Utility bills
- Payments tracking
- Damages
- Relationship with Agency/Landlord

VICENZA AREA – SCHOOL BUS ROUTE



LEASE SIGNING PROCESS



LEASE LENGTH and INITIAL COSTS

Duration of the lease contract: Standard 4-year + 4-year contract

How to break a lease contract:

- ✓ Minimum 10-days notice if on orders (Military Clause)
- ✓ RELOCATION (local moves) with **Approved REQUEST TO RELOCATE MEMO**
 - 6 Months notice to the Landlord in writing if relocation approved to PR property.

You will receive a written response to your REQUEST TO RELOCATE MEMO signed by the Housing Chief Support Branch.

Amount due by the effective date of the lease contract to the Landlord:

- ✓ Security Deposit for Damages (1 to 3 Months of rent)
- ✓ First month prorated rent.
- ✓ Registration fee (if applicable) – “FLAT TAX RATE” no registration fee

All payments to the Landlord will be wire transfers for tracking purposes.

UTILITIES

✓ **GAS** (cooking gas, heating, hot water)

- **City gas** (Tenant may apply for TRO* service as soon as the contract is on his/her name).
- **LPG tank** (Tenant may apply for TRO service at the lease signing or at any time during occupancy)
- **FUEL OIL** tank (TRO **NOT** applicable)

✓ **ELECTRICITY** – bills once a month.

- Residents can request different amounts of kwh (from 3 to 6) depending on usage and necessities

✓ **Cold WATER** – bills every three months

- **City water** – Tenant will reimburse the Landlord directly for the consumption or a contract (may be entered directly on the Tenant's name)

✓ **INTERNET SERVICE – CHECK BEFORE LEASE SIGNING**

- Internet providers and plans are available at the cell-phone store at the PX (depending on location, speed, provider, type of connection and costs may vary).

✓ **GARBAGE REMOVAL FEE**

- The cost may be reimbursed to Landlord at the presentation of the bill paid or included in the monthly rent.

TAX RELIEF OFFICE

Please visit the Tax Relief Office to understand the many services they provide to the community.

TRO (Tax Relief Office) services:

- ✓ **City Gas or LPG consumption, not FUEL OIL** (Utilities Tax Exemption Program - UTEP); tax-free purchases on local economy.
- ✓ TRO requires a \$264.00 service fee per year because the TRO is a Non-Appropriated Fund function (\$22.00 every month).
- ✓ TRO will submit a Statement of Charges on military members who are 3-months delinquent on their payments.
- ✓ TRO contacts: DSN: 646-5101/5105, COMM: 0444-71-5101/5105, located across the high school in BLDG #367.

Mold, Trash and Flushing



MOLD:

- Only dangerous when at high levels;
- **VENTILATE YOUR HOUSE FOR AT LEAST 10 MIN A DAY**, especially kitchen and bathrooms;
- **TREATMENT:** solution of 1-cup chlorine bleach & 1-gallon of warm water, soak, scrub, rinse and wipe dry.

TRASH:

- Recycling is MANDATORY;
- Follow the policies of your area;
- Improper disposal of trash is punishable by law.

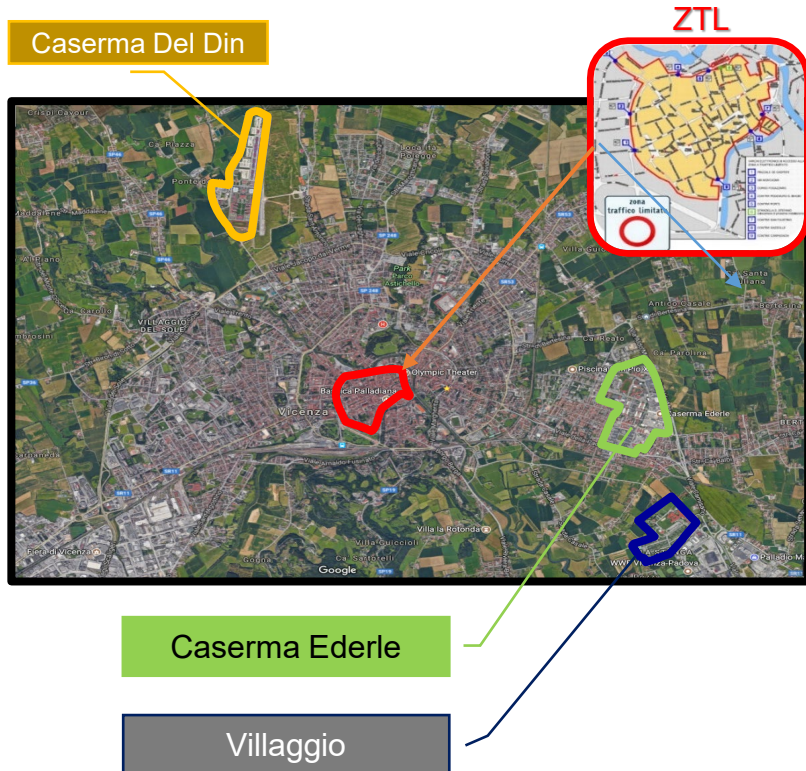


DO NOT FLUSH:

- Paper towels, facial tissues and so-called flushable wipes
- Condoms
- Feminine Hygiene products



DOWNTOWN – PARKING and DRIVING



✓ ZTL Area (Limited Traffic Zone)

- It's located in the historical city center. Residents with official permits and pedestrian traffic only are authorized.
- Cameras are located at access and exit points. Fines are issued if vehicles are not in compliance.
- Housing Office will assist with your ZTL permit application to the Local Police, if you meet the requirements.

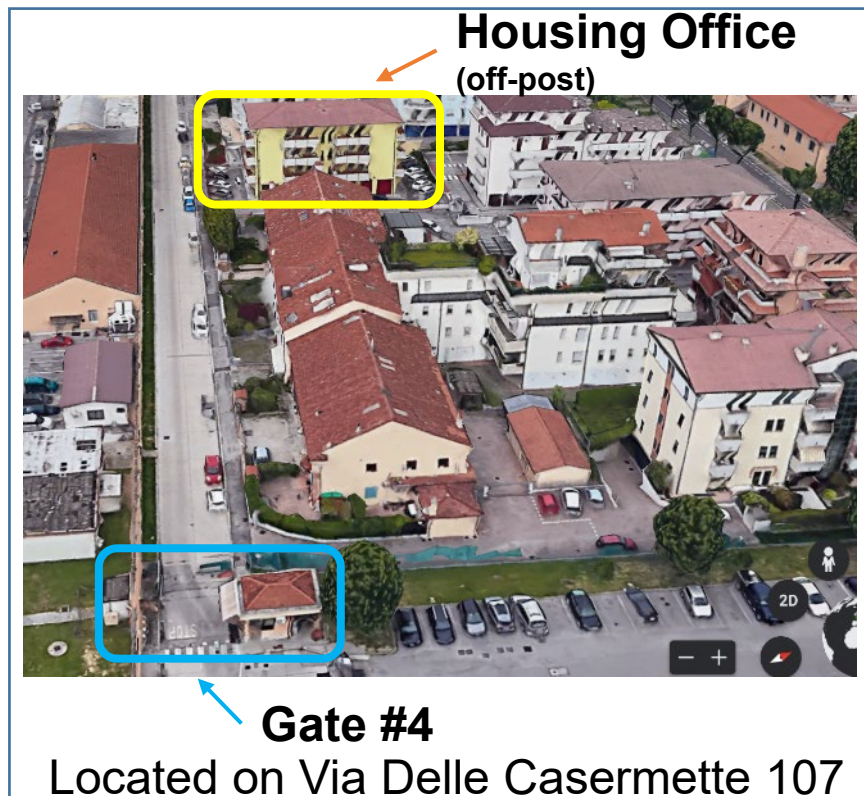


ZTL permits expire yearly on 31 May regardless of when the initial permit was submitted

✓ Blue Lines Permits

HOUSING OFFICE – HOURS of OPERATION

Monday/Friday	0830hrs	1630hrs
Thursday	1200hrs	1630hrs



CPF SATELLITE OFFICE:
0444 71 2724/53

FRONT DESK:
0444 71 2725/26/30

HELP DESK:
0444 71 2720/21/43

CFMO:
0444 71 2560/61/62/63



DSN: 646-XXXX

Housing Mail



EMAIL: usarmy.usag-italy.id-europe.mbx.housing-division@army.mil

References

Subject	
AR 420-1 + AER Supplement 1 Army Facilities Management RAR – 24 Aug 2012	Housing Management AR 420-1
Defense Travel Management Office	https://www.travel.dod.mil
Joint Travel Regulations (JTR)	Travel and transportation allowances JTR
LQA and TQSA	https://aoprals.state.gov
DoD 7000.14-R Financial Management Regulation	https://comptroller.defense.gov/FMR.aspx



QUESTIONS

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