

# Private Rental Briefing for Active Duty Personnel



*Viale Verona  
(Strada Regionale 11)*



*Viale Verona  
(Strada Regionale 11)*



*Corso SS. Felice e Fortunato*



*Porta Santa Maria Pisa*

**WE ARE THE ARMY'S HOME**



- ✓ **Private Rental process – Timeline**
- ✓ **Allowances (TLA and OHA)**
- ✓ **Private Rental Hunting**
- ✓ **Maintenance responsibilities (Tenant vs Landlord)**
- ✓ **Lease Duration, Initial Costs & Termination**
- ✓ **Miscellaneous Information**
- ✓ **Contacts**

# Temporary Lodging Allowance (TLA)

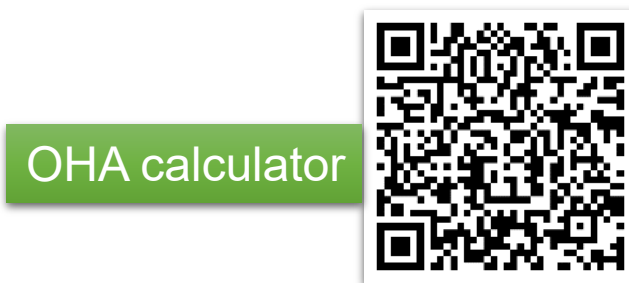
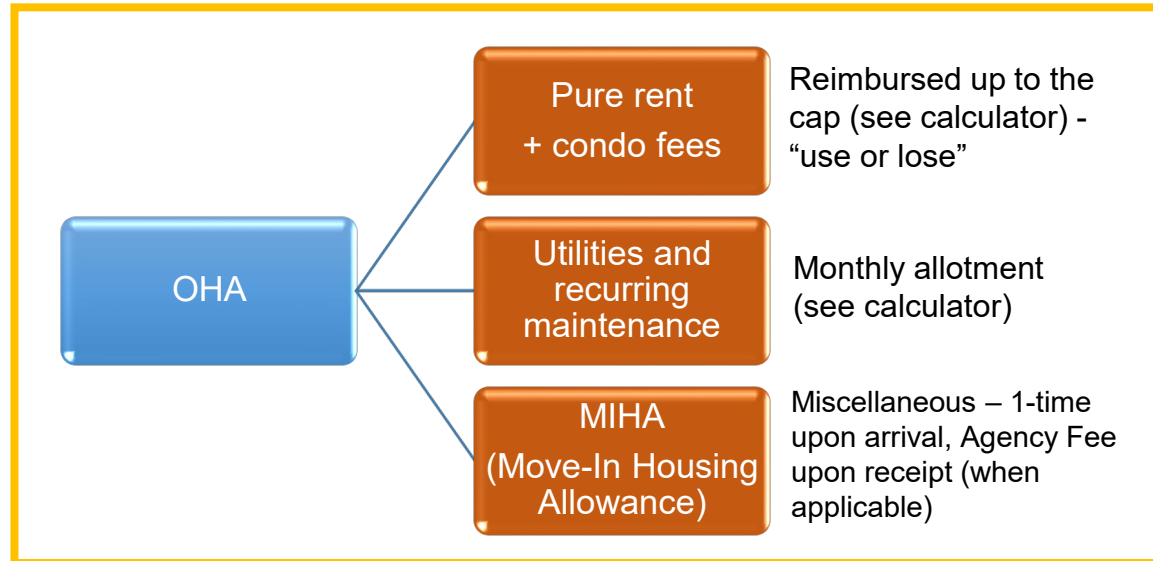
- ✓ The Housing Office authorizes **TLA IAW AE Regulation 37-4**
- ✓ TLA authorized **UP TO** 60-days
  - **TLA will stop:** once quarters are deemed adequate and habitable
  - Reimbursement is only authorized for command sponsored dependents. Pet fees will not be reimbursed.
- ✓ **First TLA memo to be requested to the Housing Office at the end of the first 15-day mark.** Submit memo to finance along with paid receipt & signed Appendix D.
- ✓ You must be **actively** and **aggressive** searching for permanent quarters to be eligible to receive TLA (meeting w/HSG Manager at day 30).
- ✓ TLA & OHA shall not overlap.

TLA – Viewings spreadsheet

Property Address	Date Visited	Realtor Name (if applicable)	Scheduled (Y/N)	If Not, Reason for declining property	Other Notes

# Overseas Housing Allowance (OHA)

*OHA compensates Service Members for the majority of housing expenses.*



ITALY		
Location: <b>VICENZA (INCL LONGARE)</b> , Location Code: <b>IT 0 7 3</b>		
PAY PERIOD: 03-01-2024		
Monthly Allowances Effective: 20240216	Local Currency	US DOLLARS
OHA Rental Allowance	1600 EURO	\$ 1781.94
Utility/Recurring Maintenance Allowance	1583 EURO	\$ 1763.00
Move-In-Housing Allowance (MIHA)	519 EURO	\$ 578.02

**\*\*OHA and Cost of Living Allowance (COLA) are separate allowances.**

## SERVICE MEMBERS CAN FIND A PROPERTY:

- Option 1: THROUGH OUR WEBSITE, [WWW.HOMES.MIL](http://WWW.HOMES.MIL) (No Agency Fee)
- Option 2: THROUGH A **REAL ESTATE AGENCY** (Agency fee will be due)
- Option 3: **THROUGH PERSONAL CONNECTIONS OR INDEPENDENT SEARCHES.** (Be mindful of timelines, as the documentation process for self-found properties can take time and potentially jeopardize TLA entitlements)

# Private Rental Hunting

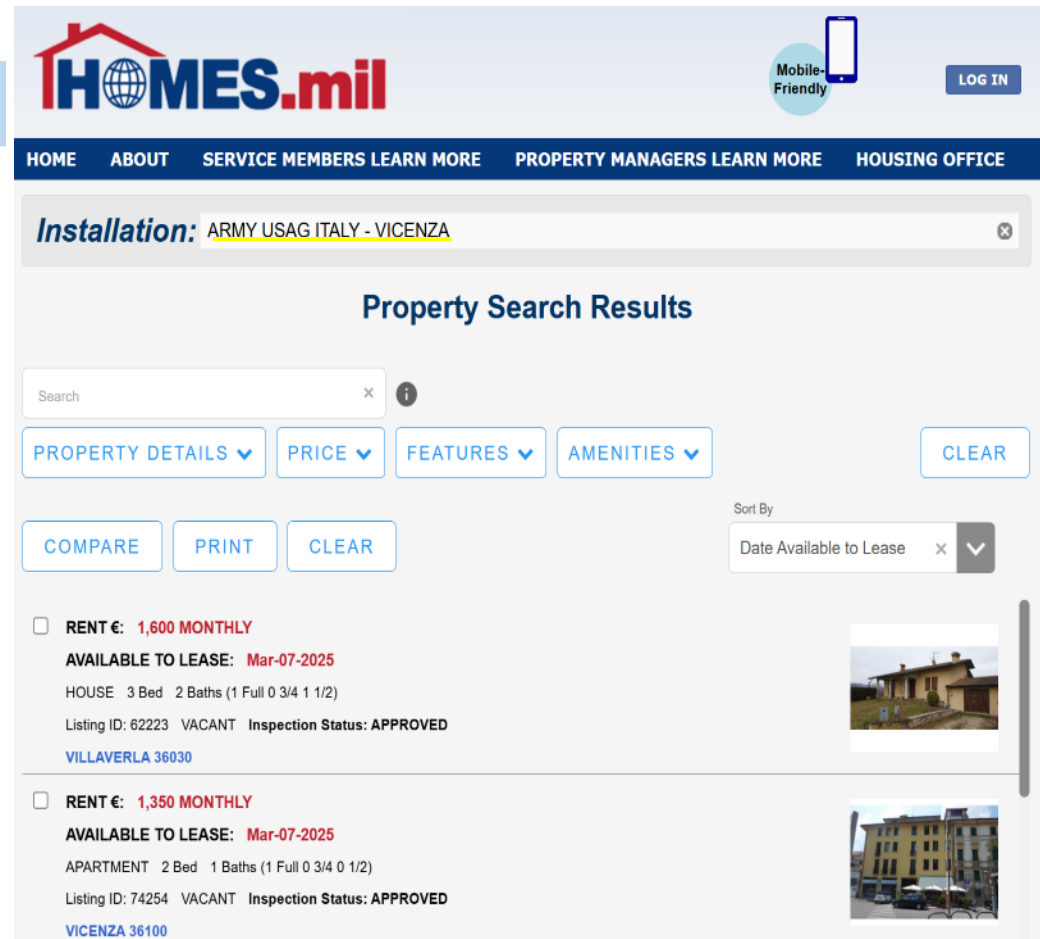
## Finding a Property through **HOMES.mil**

VISIT [WWW.HOMES.MIL](http://WWW.HOMES.MIL)

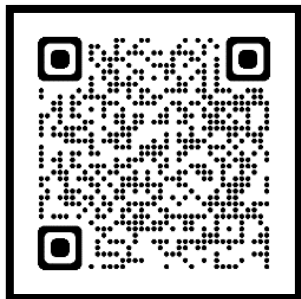
**NO AGENCY FEE. HOUSE ADEQUACY ALREADY CHECKED BY HOUSING OFFICE.**



Vicenza





[WWW.HOMES.MIL](http://WWW.HOMES.MIL) QR Code



# Private Rental Hunting

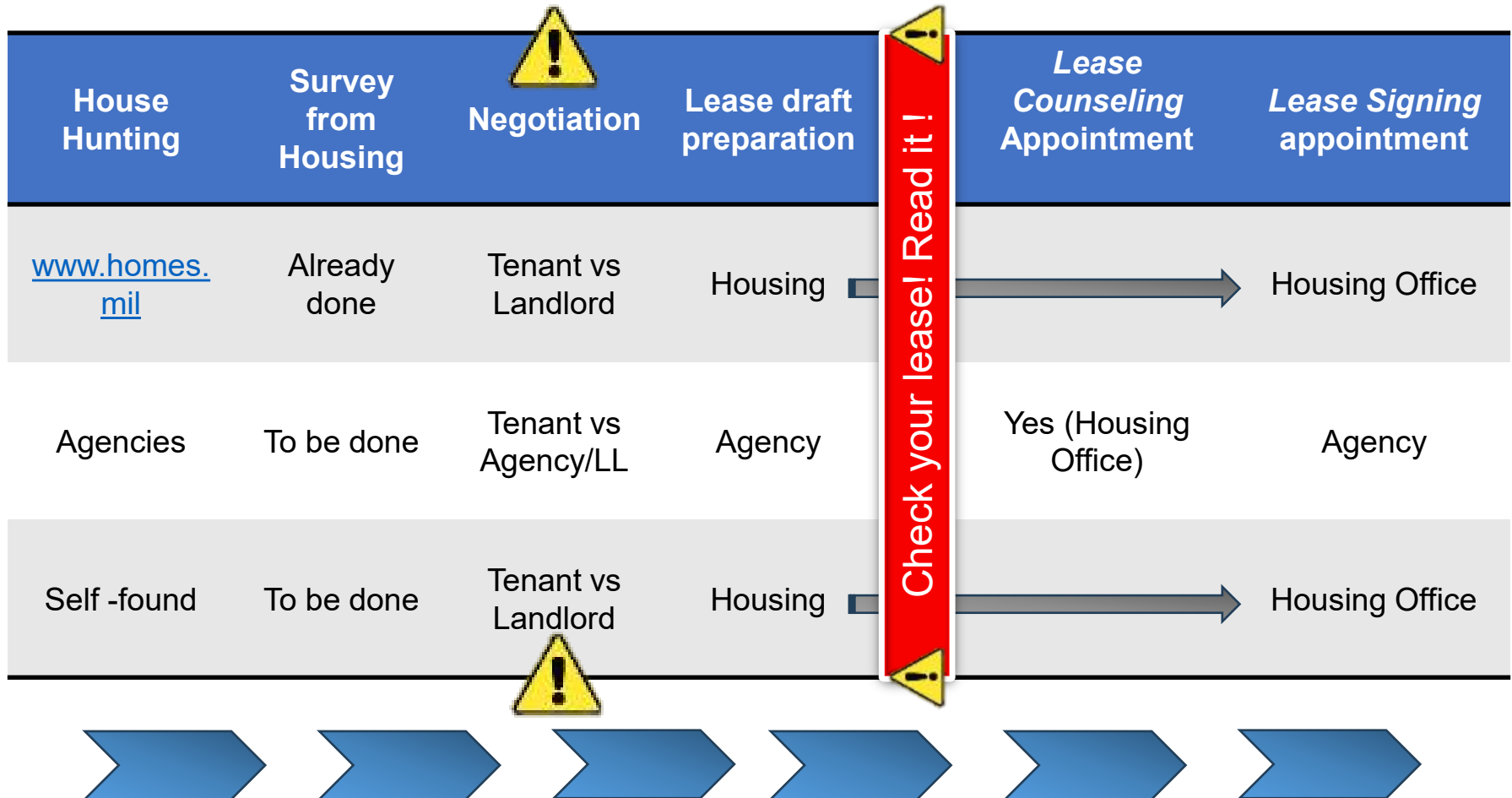
## Finding a Property through a **Real Estate Agency**

- ✓ Agency fee (1 month rent + 22%VAT) – reimbursed (MIHA-R)
- ✓ See list in the package (English speaking personnel and familiar with VMC members leases)

<div>  <div> <b>US Army Garrison - Italy</b>  <b>Department of Public Works</b>  <b>Housing Office</b> </div>  </div>		
LIST OF REAL ESTATE AGENCIES		
<p>List of agencies in the Vicenza area that reported to have English speaking personnel and are familiar with the requirements of Vicenza Military Community members leases. This does not prohibit personnel from using any other Agency, however prior to sign ing any contract and paying any fees to Agencies customers must coordinate with the Housing Office for advice.</p>		
Agency and Address	Website, email	POC
<b>Abitare a Vicenza</b> C.trà Santa Caterina,54 36100 Vicenza (VT)	<a href="http://www.abitareavicenza.it">http://www.abitareavicenza.it</a> <a href="mailto:abitareavicenza@gmail.com">abitareavicenza@gmail.com</a> <a href="mailto:info@abitareavicenza.it">info@abitareavicenza.it</a>	<b>Balbo Jacopo 348 0350434</b> <b>Balbo Giovanni 349 4659072</b> <b>Centralino 0444 894627</b>
<b>Agenzia Bellieni Immobiliare S.r.l</b> Piazza Matteotti 20 36100 Vicenza	<a href="https://www.bellieni.com">https://www.bellieni.com</a> <a href="mailto:affitti3@bellieni.com">affitti3@bellieni.com</a>	<b>Verde Filippo 324 8751491</b> <b>Centralino 0444 525262</b>
<b>Agenzia Immobiliare Altachiara</b> Piazza della Repubblica 8 36043 Camisano Vicentino	No sito web <a href="mailto:agenzia.altachiara@gmail.com">agenzia.altachiara@gmail.com</a> -	<b>Tescaro Gianluca 349 5935006</b> <b>Centralino 0444 411764</b>
<b>Agenzia Immobiliare Punto CASA Vicenza</b> Via Antonio Pizzocaro, 65, 36100 Vicenza	<a href="https://www.puntocasavicenza.com">https://www.puntocasavicenza.com</a> <a href="mailto:evapuntocasavicenza@gmail.com">evapuntocasavicenza@gmail.com</a> <a href="mailto:vihomes@evaviale.com">vihomes@evaviale.com</a>	<b>Viale Eva 389 2350453</b>
<b>Agenzia Pellegrini</b> Corso Padova 148/B 36100 Vicenza	<a href="http://www.agenziapellegrini.it">www.agenziapellegrini.it</a> <a href="mailto:info@agenziapellegrini.it">info@agenziapellegrini.it</a>	<b>Meda Mara 320 2833330</b> <b>Centralino 0444 504004</b>



# Private Rental Hunting Procedures





# Private Rental Hunting Quick Timeline Recap



**Procedures may differ based on whether an agency is involved in the process.**

# Private Rental Hunting

## Tips and Need-to-Know

### House Hunting:

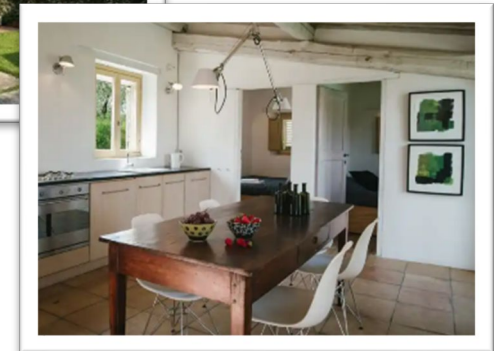
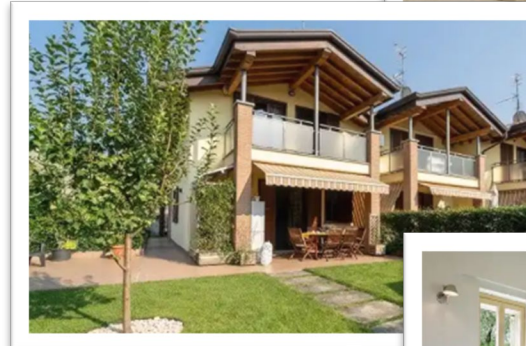
- Functionality
- Pets
- Location
- Safety and Security

### During the Occupancy:

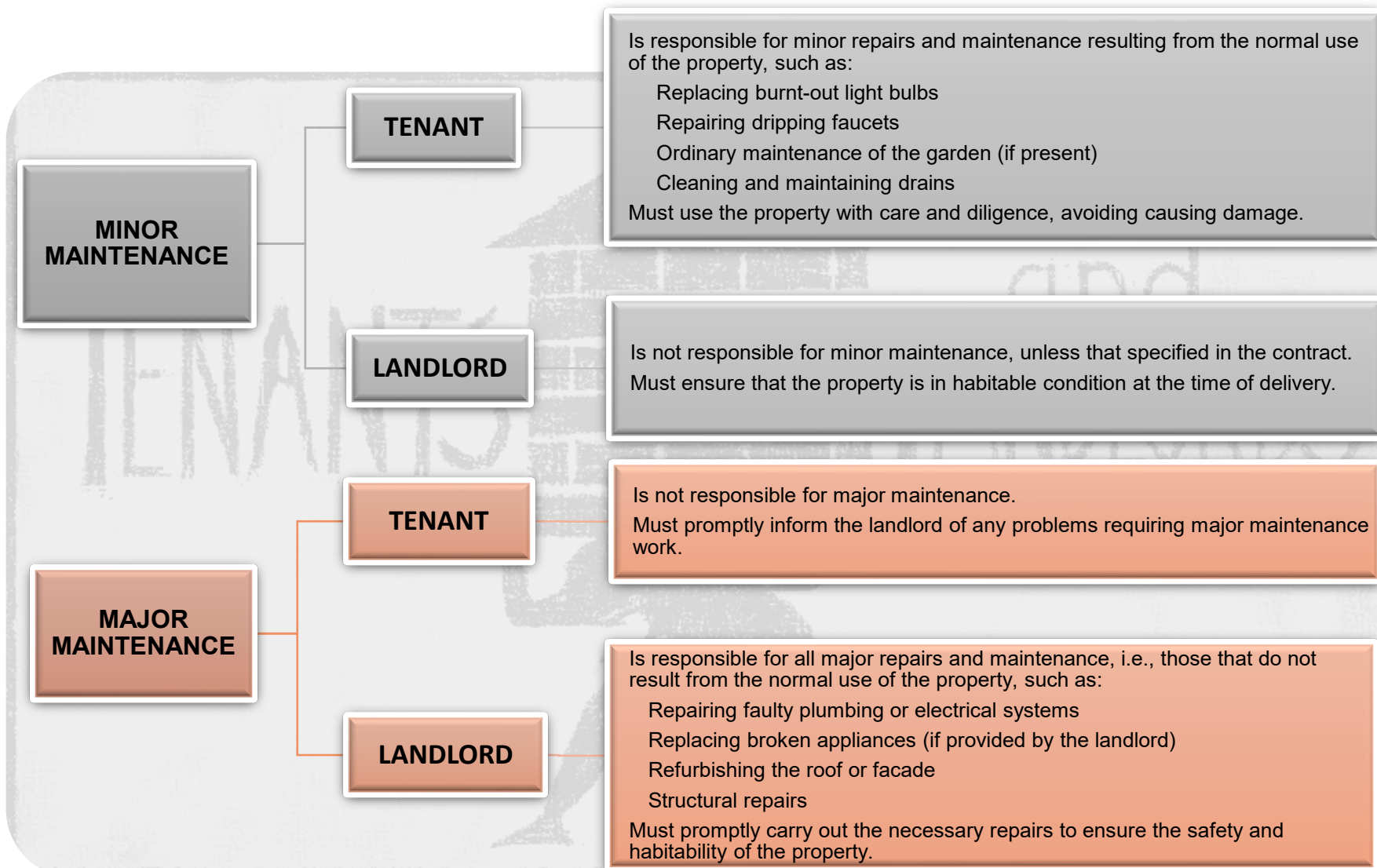
- Build positive relationship with Agency/Landlord
- Avoid Lockouts
- Utility bills payment + tracking
- Rent payments tracking
- Damages



**!! STRONGLY RECOMMENDED !!**

- Renter's Insurance
- Italian Bank account (or w/IBAN code)



# Maintenance responsibilities (Tenant vs Landlord)



 The lease agreement may provide otherwise for the allocation of maintenance responsibilities.  
It is essential to read the contract carefully before signing it. 



# Lease Duration, Initial Costs & Termination

## Duration

Lease Contract  
Duration

**4 + 4 Years**

## Initial Costs

Lease Contract –  
Initial Costs

**All payments via  
bank transfer**

**Deposit**

1 to 3 monthly rent

**1<sup>st</sup> month prorated rent**

**Registration Fee**  
(if applicable)

**Agency Fee**

**ASHA**

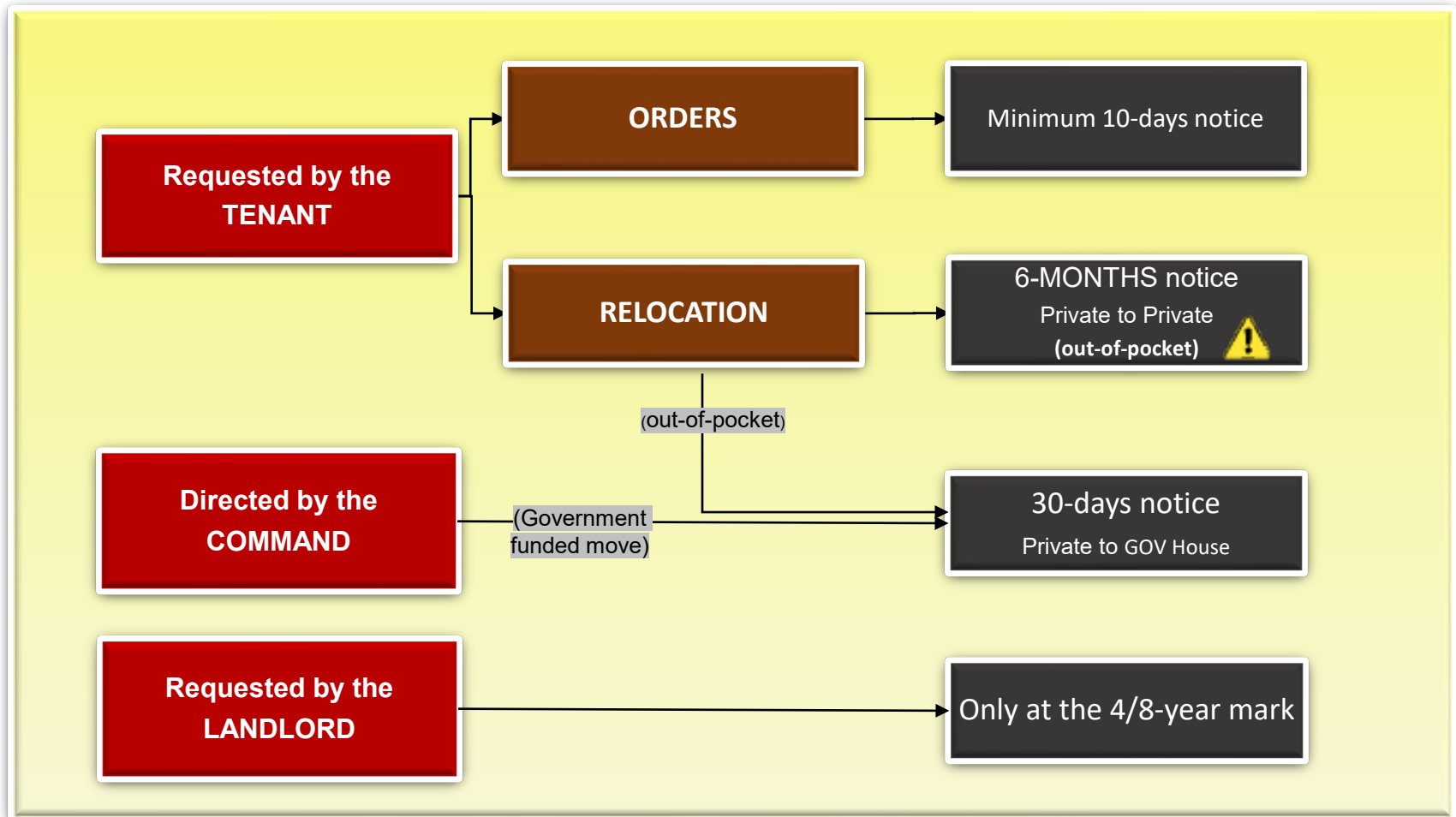
Advance Station  
Housing Allowance

**MIHA - Rent**

Miscellaneous Housing  
Allowance

# Lease Duration, Initial Costs & Termination

## Lease - early termination



# Miscellaneous Information

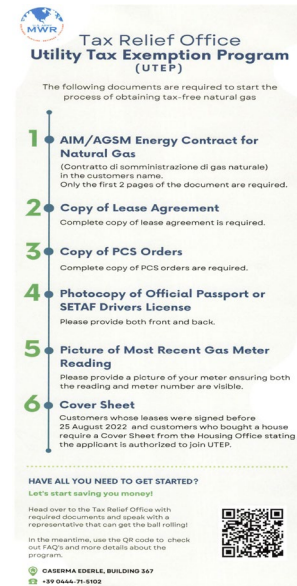
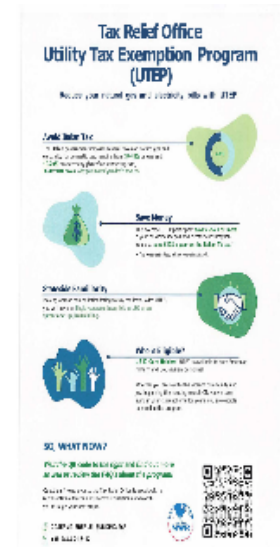
## Utilities/Services

Utility / Service	Description	Notes	Bills	TRO/UTEP applicability
<b>GAS</b>	Heating, Cooking Gas, Hot water	CITY GAS LPG TANK FUEL OIL tank	Monthly (City Gas) Depends on usage (LPG, fuel)	YES YES N/A
<b>ELECTRICITY</b>	Electricity	Consider to upgrade available Kwh	Each month, in the tenant's name	YES
<b>WATER</b>	City Water	Tenant will reimburse the Landlord directly for the consumption or a contract (may be entered directly on the Tenant's name)	Each three months	N/A
<b>GARBAGE</b>	Garbage removal fee	The cost may be reimbursed to Landlord at the presentation of the bill paid or included in the monthly rent	Quarterly, 6- months or yearly (it depends on the location)	N/A
<b>INTERNET SERVICE</b>		Internet providers and plans are available at the cell-phone store at the PX		N/A

### TRO (Tax Relief Office) services:

- ✓ **City Gas or LPG consumption, not FUEL OIL** (Utilities Tax Exemption Program - UTEP); tax-free purchases on local economy.
- ✓ **Electricity Consumption** (no photovoltaic system)
- ✓ TRO contacts: DSN: 646-5102, COMM: 0444-71-5102, located across the high school in BLDG #367 (Ederle).

**Stop by Tax Relief Office to understand if the service they offer is applicable to the property you select prior signing for the lease.**





## Miscellaneous Information

### Vicenza Area – School Bus – Commuting Area

**For updated info and  
contact info, pls  
visit [Vicenza School  
Support Services  
website](http://www.vicenza.edu/support-services)**



# Miscellaneous Information

## Central Furnishings Management Office (CFMO)

**Eligibility:** All service members and DOD civilian personnel entitled to LQA.

**Permanent Issue Items:**

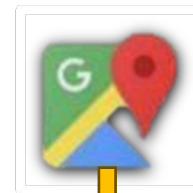
- ☐ Stove
- ☐ Refrigerator
- ☐ Washer
- ☐ Dryer
- ☐ Wardrobes (one per family member plus one)
- ☐ Kitchen Cabinets (if not provided by the Landlord)
- ☐ One AFN Decoder

**Temporary Furniture** (Loaner Sets) – up to 90 days:

- ☐ Beds and night stands
- ☐ Chest of Drawers or dressers
- ☐ Sofa and easy chairs
- ☐ Tables (dining table, coffee table, end tables)
- ☐ Dining Chairs

**Location:** The CFMO office is in Torri di Quartesolo, near the Vehicle Registration Office. There is a shuttle bus (please contact the Transportation Office for details).

**CFMO: 0444 71 2560/61/62/63 – DSN: (314) - 676 – 2560/1/2/3**  
**[usarmy.usag-italy.id-europe.list.cfmo-vicenza@army.mil](mailto:usarmy.usag-italy.id-europe.list.cfmo-vicenza@army.mil)**



# Miscellaneous Information

## Army Family Housing “U-do-it” Center

**U-DO-IT Center** is at VILLAGGIO, by swimming pool:

### U-DO-IT Opening Hours

**Monday/Friday**    **1030hrs**    **1830hrs**

**Saturday**            **0900hrs**    **1500hrs**



DSN:     314 646 2515  
COMM:   0444 71 2515



Directions to Via Veronese Gate

Items	Government Controlled Quarters - Residents	Private Rental - residents
<b>DURABLE – LOAN</b> <i>(lawn mowers, weed eaters, rakes, dollies, sanders, garden tools)</i>	YES	YES
<b>EXPENDABLE</b> <i>(batteries, light bulbs, screws, nails, filters, neon lamps)</i>	YES	NO



# Miscellaneous Information

## Mold and Recycling



### 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.

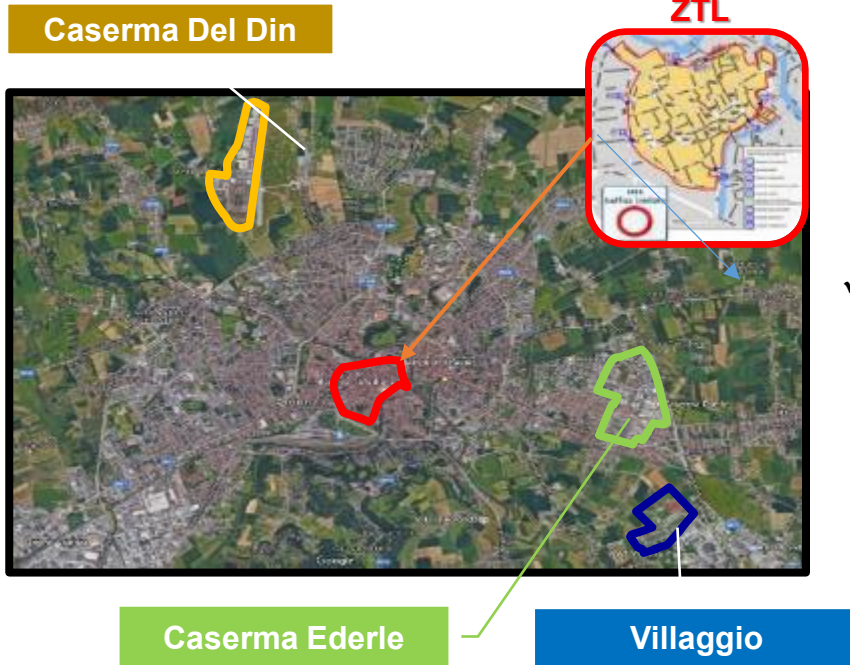


### DO NOT FLUSH:

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

# Miscellaneous Information

## ZTL Area, Blue Lines Permits



- ✓ **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.



- ✓ **Blue Lines Permits**

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



<b>Monday/Friday</b>	<b>0830hrs</b>	<b>1630hrs</b>
<b>Thursday</b>	<b>1200hrs</b>	<b>1630hrs</b>



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](mailto:usarmy.usag-italy.id-europe.mbx.housing-division@army.mil)

