



Joint Base Lewis-McChord

"We are a Joint Force Power Projection Platform."

Housing Division, Joint Base Lewis-McChord

Levy Brief

Feb 2024

Trust and Transparency – Collaboration - Collective Responsibility ₁



Introduction



The intent of the following brief is to inform you about things you need to know about housing as you prepare to depart JBLM and transition to your next duty station. This briefing is not intended to cover every possible scenario. If you have questions about your specific situation, we encourage you to contact the proper housing section to receive further guidance.



General Steps for Clearing Barracks/Dorms



1. Visit or contact the Personal Property Processing Office (PPPO) (253-477-5446) **immediately** upon receiving your orders and setup an appointment to ship your household goods.
2. Schedule a pre-termination appointment with your Barracks/Dorm Manager upon notice of change of station, NLT 30 days prior to departure.
 - Barracks/Dorm Managers will inspect the room for damages to the room, furnishing/appliances; clarify cleaning standards and expectations; inventory furnishings/appliances and verify your Hand Receipt.
3. Make payment for any non-fair, wear and tear damages prior to clearing.
4. Schedule a termination appointment with your Barracks/Dorm Manager.
 - Present your room in a clean and presentable condition (ie., ready for the next occupant).
 - Re-inspect all furnishings/appliances and verify with your Hand Receipt.
 - Turn in your keys or change code as applicable.
5. For Barracks Only: After the final inspection, your Barracks Manager should stamp and sign your Installation Clearing Document (DA Form 137-2). You should also receive your Enterprise Military Housing Termination Letter (not check out form) signed/stamped by your Barracks Manager.



General Steps for Clearing On & Off-Base Housing



1. Visit or contact the Personal Property Processing Office (PPPO) (253-477-5446) **immediately** upon receiving your orders and setup an appointment to ship your household goods.
2. Provide your Landlord with a copy of your orders and a written notice of your intent to vacate. (For details on giving a proper notice, see slides 5 & 6 for notice timelines.) *Your household goods will need to be removed before your move-out date.*
3. Report to the proper housing office to receive instructions and all necessary documents required to clear:
 - For On-Base Family Housing – Visit your District Office (powered by Liberty Military Housing)
 - For the Rental Partnership Program (RPP) – Contact the Housing Services Office (HSO)
4. If possible, request your Landlord to conduct a pre-inspection of your rental home before you move out. This will give you an opportunity to understand cleaning standards, repair any defects and to do the cleaning identified to avoid deductions from your security deposit.
5. Set a date with the Landlord for a final move-out inspection. Remember to give yourself time to clean and fix any deficiencies. If possible, take pictures of your unit prior to turning in keys. Obtain a signed move-out inspection form for your records at the inspection.
6. After the final inspection, once all required documents have been obtained, follow up with the appropriate housing office so you may be cleared from the installation. (For details on clearing RPP, see slide 7.)

Please note: If you do not have the required housing clearing document, housing will not be able to clear you from the installation.



Providing Proper Notice



- If you are currently renting a property, it is important to provide your landlord with proper notice. Federal and state laws provide Service Members with protections with regards to residential leases.
- If you are breaking your lease with orders, under state law, you should only have to **provide written notice of twenty days or more** to the landlord **along with a copy of your orders**.
 - View Washington State Residential Landlord Tenant-Act at: <https://apps.leg.wa.gov/RCW/default.aspx?cite=59.18.220>).
- If you receive **orders that do not allow for a proper notice and your property manager has questions**, contact the off-base Housing Services Office immediately to obtain assistance and further information.
- To avoid issues upon move-out, it is important to check your lease agreement to ensure your lease does not ask you to give more advance notice.
- Landlords **cannot** assess any financial penalties for breaking your lease early with orders, for example, charging termination fees, marketing fee, or reletting fees. If they attempt to do so, contact the HSO for assistance.

DISCLAIMER: This information is provided for general information purposes only and does not constitute as legal advice, nor as a substitute for legal counsel. For legal advice, Service Members should contact Legal Assistance to provide the particular facts and circumstances relevant to their situation.



Providing Proper Notice Continued...



- Other Important Items to Note:
 - It is highly recommended that you provide the **maximum** amount of written notice to vacate as possible.
 - For your situational awareness for future PCS' or deployments, the Service Member's Civil Relief Act (SCRA) is a federal law that allows you to terminate your lease early after you receive orders for a permanent change of station or to deploy with a military unit for 90 days or longer. Under federal law, a 30 day written notice of intent to vacate along with a copy of your orders must be provided and you can be held responsible for rent the month you gave notice and the following month (regardless of whether you reside there). Recommend contacting your local HSO or Legal Assistance for further guidance on any applicable state laws.

For example notice to vacate forms or assistance with understanding the timelines for your specific situation, please contact the HSO.

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Out-Processing Rental Partnership Program



- If you participate in RPP, ensure you provide written notice to your property manager at least 20 days out and provide a copy of your orders.
- Your allotment cannot be stopped and the HSO cannot clear you from the installation until the Move-Out Clearance Form is submitted to the HSO.
- Be aware that in order for the Move-Out Clearance Form to be completed, you will need to have moved all of your belongings out of the unit and turned your keys back over to your landlord. (If you wish to continue residing at the property, you will be responsible for paying the security deposit listed on the first page of your Supplemental Lease.) As such, we recommend:
 - Visiting PPPO **immediately** upon receiving your orders to schedule your move.
 - Setup your move out inspection before your final out date. Allow yourself time to clean your rental and make any necessary repairs before turning in your keys.



Temporary Lodging Expense (TLE)



- Cleaning your rental home may be easier when your house is empty. Once your household goods have been picked up, you may want to consider staying in a hotel during this time.
- If you are PCSing, you may occupy temporary lodging. You may choose to use all or part of your authorized Temporary Lodging Expense (TLE).
 - CONUS-CONUS: Up to 14 days TLE is authorized, either at the losing duty station or at the new duty station (or any combination, up to 10 days total).
 - CONUS to OCONUS: Up to 7 days TLE is authorized at the losing duty station.
 - Additional information is available at:
<http://www.defensetravel.dod.mil/site/faqtle.cfm>.

For special lodging rates and temporary accommodation options, please email HSO with "Request Lodging Information" in the subject line.



Permissive TDY (PTDY) for House Hunting



- Before You Depart JBLM, Recommend:
 - Requesting PTDY approval from your losing unit if you have not already made housing arrangements. Verify your leave form specifically states that you are being granted PTDY and that the dates are reflected on your leave form.
 - Your leave form should be signed by a O-5 or higher. If it is not, it must be accompanied by assumption of command orders.
 - Ensure your PTDY dates do not go beyond the report date on your orders.
 - Contacting your gaining HSO to request a welcome packet and ask about what housing programs and resources are available for finding a home. View slide 11 for contact information.



PTDY for House Hunting Continued...



- When You Arrive:
 - Effective 29 March 2018, the PTDY reporting requirement changed and Army personnel no longer are required to have their DA-31 stamped by the HSO (see attached Military Pay E-Message 18-0238). Personnel are still encouraged to consider visiting the HSO to meet with a housing counselor prior to making any housing arrangements.
 - After selecting your rental home, request a copy of the lease agreement prior to your signing appointment. Thoroughly read your lease agreement and contact HSO or the Legal Assistance Office at your gaining duty station if you have any outstanding questions about your lease or want to request a lease review.



Relocation Assistance for Your Next Duty Station



- Contact Gaining Housing Services Office (HSO)
 - If you are looking for information on housing at your next duty station, visit the government housing site aligned to that installation as provided below. These websites provide information on off-base housing, on-base housing and unaccompanied housing for your gaining installation.
 - Army: <https://www.housing.army.mil/> (Army Housing Online User Services)
 - Air Force: <https://www.housing.af.mil>
 - Navy: <https://ffr.cnmc.navy.mil/Navy-Housing/>
 - Coast Guard: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Director-of-Military-Personnel-CG-13/Military-Personnel-Policy-CG-133-/Office-of-Military-Housing-CG-1M2/>
 - If you are considering living off-base, we highly encourage you to contact your gaining HSO prior to departing your losing installation to see what relocation resources they can offer you in locating housing.



Housing Questions



- For questions pertaining to clearing On-Base Family Housing at JBLM, please contact your District Management Office or contact Lewis McChord Communities at (253) 912-2112.
- For questions pertaining to barracks, contact the Unaccompanied Housing Branch.
 - Email: usarmy.jblm.id-readiness.list.dpw-hd-uh-br-area-mans-and-cnas@army.mil
- For questions pertaining to clearing the Rental Partnership Program, options for renting out a home you own or getting in touch with your gaining installation, we encourage you to contact the Housing Services Office (HSO).
 - Phone: (253) 967-3581
 - Email: usarmy.jblm.id-readiness.list.dpw-rcd-hso@army.mil
 - Web: <https://home.army.mil/lewis-mcchord/index.php/my-Joint-Base-Lewis-Mcchord/all-services/directorate-public-works/HSO>

