



Joint Base Lewis-McChord

"We are a Joint Force Power Projection Platform."

Housing Division, Joint Base Lewis-McChord

Levy Brief

June 2020

Trust and Transparency – Collaboration - Collective Responsibility



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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.



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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.



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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 Lincoln Military Housing)
 - For the Rental Partnership Program (RPP) – Visit 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, return to the appropriate housing office with all required documents needed to have housing clear you from the installation. (For details, see slide 7 for On-Base Family Housing and slide 8 for RPP.)

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



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Providing Proper Notice



- If you are currently renting a property, it is important that you provide your landlord with proper notice. Federal and state laws provide Service Members with protections with regards to residential leases as follows:
 - Lease Agreements
 - The Washington State Residential Landlord Tenant-Act is broad and offers additional options for termination as compared to the SCRA below (See <https://apps.leg.wa.gov/RCW/default.aspx?cite=59.18.220>). **Under this law, you are only required to provide written notice of twenty days or more to the landlord along with a copy of your orders.**
 - For your situational awareness, the Service Member's Civil Relief Act (SCRA), which is a federal law, allows you to terminate your lease early anytime 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, your 30 days notice does not begin the day you provide notice. It is effective 30 days after the day of which your next rental payment is due, which is typically the first day of every month. As such, you can be held responsible for rent for the month that you gave notice and the following month (regardless of whether you reside there).
 - Month-to-Month Agreements
 - To terminate a month-to-month agreement, you are required to give your landlord a written notice at least 20 days before the end of the month.
 - Regardless of which type of rental agreement you are under, to avoid issues upon move-out, it is important you check your lease agreement to ensure that your lease does not request you to give more advance notice.

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.



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Providing Proper Notice Continued...



- Other Important Items to Note:
 - By law, if you stay in the property one day into the month, you are responsible for paying rent for the entire month and the landlord is **not** required to pro-rate you out, unless you are breaking the lease with military orders.
 - 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, visit the HSO for assistance.
 - It is highly recommended that you provide the maximum amount of written notice to vacate as possible.
 - If you receive orders or are aware that you are coming down on orders that will not allow you enough time to give proper notice, contact or visit the HSO immediately for further guidance.

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 On-Base Family Housing



- Service Members will be pre-cleared through the ISM system that Waller Hall uses for out processing Service Members.
 - For questions regarding clearing the installation after moving out of On-Base Family Housing, contact the DPW Residential Communities Initiative (RCI) Office at (253) 966-2853.
- Be aware that in order for the Final Move Out Statement to be completed, you will need to have moved all of your belongings out of the unit and turned your keys back over to Lincoln Military Housing (LMH). 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.
- For questions regarding clearing the installation after moving out of On-Base Family Housing, contact the RCI Office at (253) 966-2853. Office hours for out-processing are M-F 0800-1500 and they are located at Bldg. 2008 A, 3rd Floor, Room 316A, N 3rd Street, Lewis Main.



Out-Processing Rental Partnership Program



- If you participate in RPP, ensure that you obtain the proper paperwork from your property manager or RPP at least 30 days prior to your move-out date. These documents will need to be completed by your landlord and submitted to the HSO to clear the program.
 - 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.



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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 10 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 5 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 contact or visit the HSO.



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Permissive TDY (PTDY) for House Hunting



- Before You Leave, You Should:
 - Request PTDY approval from your losing unit if you have not already made housing arrangements. Verify the following on your DA31:
 - Block 7 or 17 of your DA31 specifically states that you are being granted PTDY and that the dates are reflected on your leave form.
 - Your DA31 is signed by a O-5 or higher. If it is not, it must be accompanied by assumption of command orders.
 - Your PTDY dates do not go beyond the report date on your orders.
 - Contact your gaining HSO to request a welcome packet and ask about what housing programs and resources are available for finding a home.



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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.
 - Have HSO or the Legal Assistance Office at your gaining duty station review any lease you are considering before signing.



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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://www.cnmc.navy.mil/ffr/housing.html>
 - Coast Guard: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Reserve-and-Military-Personnel-CG-13/Military-Personnel/Housing-Division-CG-1333/>
 - If you are considering living off-base, we highly encourage you to contact the HSO prior to departing your losing installation to see what policies they have in place and what resources they can offer you in locating housing.



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Housing Questions



- For questions pertaining to clearing On-Base Family Housing, please contact your District Management Office or contact Lewis McChord Communities at (253) 912-2150.
- For questions pertaining to barracks, contact the Unaccompanied Housing Branch.
 - Phone: (253) 968-7877
- 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@mail.mil
 - Web: <https://home.army.mil/lewis-mcchord/index.php/my-Joint-Base-Lewis-Mcchord/all-services/directorate-public-works/HSO>

