



U.S. ARMY



Army Housing Office (AHO) Plain Language Briefing

Fort Riley

As of 25 August 2022



Welcome to the Army Housing Office (AHO)

- The Fort Riley Army Housing Office (AHO) staff are employed by the Army to assist Service Members and their Families with housing matters and advocate on their behalf with community partners/agencies both on and off the installation
- The Housing Service Office (HSO) provides referral services and tenant/landlord dispute services
- The AHO provides oversight of the privatized company managing on post housing and provides tenant/landlord dispute services
- The Army Housing Officer manages the AHO and reports directly to the Director, Public Works and garrison leadership

Garrison Leadership

Garrison Commander: COL Michael J. Foote

Garrison Command Sergeants Major: CSM Jason R. Poulin

Deputy Garrison Commander: Mr. Steven W. Crusinberry

Army Housing Officer (AHO): Mr. Steven A Milton





Privatized Housing Contacts

- Riley's Community's, LLC, sometimes referred to as the Residential Communities Initiative (RCI) Company, is the privatized company that owns and manages the Family housing on this installation
- Rileys-Picerne Partners, LLC, is the private partner and managing member of Riley's Community's, LLC
- Corvias Management Army, LLC is the property management company that manages the day to day operations of the privatized housing to include ensuring prompt and professional maintenance and repair, property concerns, and rent/billing issues. This is your landlord for privatized housing

Corvias Management Army, LLC Contacts:

Regional Vice President, Ms. Kolby Stobbe

Operations Director, Ms. Tana Lee Higginbotham

Assistant Operations Director, Mrs. Lizzie Flores

Maintenance Manager, Mr. Preston Buckland





Privatized Housing - Tenant Bill of Rights



Military Housing Privatization Initiative Tenant Bill of Rights

The Department of Defense is fully committed to ensuring our Nation's most valued resource—its military service members and their families—have access to safe, quality, and well-maintained homes and communities on DoD installations.

The National Defense Authorization Act for Fiscal Year 2020 set out eighteen rights of military service members and their families (Tenants) residing in privatized housing. The Department of Defense commits to ensuring that privatized housing Tenants receive quality housing and fair treatment from the Military Housing Privatization Initiative project owners (MHPI companies) that operate and maintain privatized housing.

It is paramount that residents receive the full benefit of each right. The Department of Defense, through each of its Military Departments, will work diligently and expeditiously to develop the processes and procedures needed to implement these rights and make Tenants aware of them. However, many of the rights set forth by Congress pertain to legal matters that do not lend themselves to unilateral action by the Department. To the extent it is not already the case, the Military Departments commit to working with the MHPI companies to incorporate these rights and procedures into appropriate project legal documents. In some cases, more work is required before the benefits of these rights are fully available to tenants.

The Department commits to providing the full benefit of the following 15 rights by May 1, 2020.

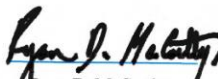
1. The right to reside in a housing unit and a community that meets applicable health and environmental standards.
2. The right to reside in a housing unit that has working fixtures, appliances, and utilities and to reside in a community with well-maintained common areas and amenity spaces.
3. The right to a written lease with clearly defined rental terms to establish tenancy in a housing unit, including any addendums and other regulations imposed by the Landlord regarding occupancy of the housing unit and use of common areas.
4. The right to a plain-language briefing, before signing a lease and 30 days after move-in, by the installation housing office on all rights and responsibilities associated with tenancy of the housing unit, including information regarding the existence of any additional fees authorized by the lease, any utilities payments, the procedures for submitting and tracking work orders, the identity of the military tenant advocate, and the dispute resolution process.
5. The right to have sufficient time and opportunity to prepare and be present for move-in and move-out inspections, including an opportunity to obtain and complete necessary paperwork.
6. The right to report inadequate housing standards or deficits in habitability of the housing unit to the Landlord, the chain of command, and housing management office without fear of reprisal or retaliation, including reprisal or retaliation in the following forms: (A) unlawful recovery of, or attempt to recover, possession of the housing unit; (B) unlawfully increasing

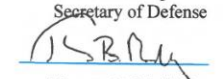
the rent, decreasing services, or increasing the obligations of a Tenant; (C) interference with a Tenant's right to privacy; (D) harassment of a Tenant; (E) refusal to honor the terms of the lease; or (F) interference with the career of a Tenant.


7. The right of access to a Military Tenant Advocate or a military legal assistance attorney, through the housing management office of the installation of the Department at which the housing unit is located to assist in the preparation of requests to initiate dispute resolution.
8. The right to receive property management services provided by a Landlord that meet or exceed industry standards and that are performed by professionally and appropriately trained, responsive and courteous customer service and maintenance staff.
9. The right to have multiple, convenient methods to communicate directly with the Landlord maintenance staff, and to receive consistently honest, accurate, straightforward, and responsive communications.
10. The right to have access to an electronic work order system through which a Tenant may request maintenance or repairs of a housing unit and track the progress of the work.
11. With respect to maintenance and repairs to a housing unit, the right to the following: (A) prompt and professional maintenance and repair; (B) to be informed of the required time frame for maintenance or repairs when a maintenance request is submitted; and (C) in the case of maintenance or repairs necessary to ensure habitability of a housing unit, to prompt relocation into suitable lodging or other housing at no cost to the Tenant until the maintenance or repairs are completed.
12. The right to receive advice from military legal assistance on procedures involving mechanisms for resolving disputes with the property management company or property manager to include mediation, arbitration, and filing claims against a Landlord.
13. The right to have reasonable, advance notice of any entrance by a Landlord, installation housing staff, or chain of command into the housing unit, except in the case of an emergency or abandonment of the housing unit.
14. The right to not pay non-refundable fees or have application of rent credits arbitrarily held.
15. The right to expect common documents, forms, and processes for housing units will be the same for all installations of the Department, to the maximum extent applicable without violating local, State, and Federal regulations.

With respect to the remaining three rights—access to maintenance history, process for dispute resolution, and withholding of rent until disputes are resolved—the Department will continue to work with the MHPI companies and, as necessary, Congress to ensure the benefits of these rights are fully available. While the Department develops standardized, formal processes for these rights, service members and their families will be able to leverage the support available from their respective Military Departments to address and resolve relevant housing issues. Tenants seeking assistance should continue to engage their housing office, installation leadership, or chain of command.


Mark T. Esper
Secretary of Defense


Ryan D. McCarthy
Secretary of the Army


Thomas B. Modly
Acting Secretary of the Navy


Barbara M. Barrett
Secretary of the Air Force

* Copy is available upon request





Privatized Housing - Tenant Bill of Rights

The Military Housing Privatization Initiative (MHPI) ***Tenant Bill of Rights*** requires the AHO to provide a plain language brief to all residents of privatized housing prior to lease signing and again 30 days after move-in on all rights and responsibilities associated with tenancy of the housing unit

- You have the right to reside in a housing unit and a community that meets applicable health and environmental standards. (Right 1)
- You have the right to reside in a housing unit that has working fixtures, appliances, and utilities and to reside in a community with well-maintained common areas and amenity space. (Right 2)
- You have the right to a written lease with clearly defined rental terms to establish tenancy in a housing unit, including any addendums and other regulations imposed by the Landlord regarding occupancy of the housing unit and use of common areas. (Right 3)
- The right to a plain-language briefing, before signing a lease and 30 days after move-in, by the installation housing office on all rights and responsibilities associated with tenancy of the housing unit (Right 4)
- You have the right to have sufficient time and opportunity to prepare and be present for move-in and move-out inspections, including an opportunity to obtain and complete necessary paperwork. (Right 5)
 - NEW---Per FY20 NDAA: If tenant is not available for pre-assignment walkthrough inspection, Housing Office must attend on tenant's behalf upon request
 - NEW---Per FY20 NDAA: The MHO shall initiate contact with resident 15 day and 60 days after move in regarding the satisfaction of the resident.





Privatized Housing - Tenant Bill of Rights

- You have the right to report inadequate housing standards or deficits in habitability of the housing unit to the Landlord, the chain of command, and Installation housing office without fear of reprisal or realization, including (A) unlawful recovery of, or attempt to recover, possession of the housing unit; (B) unlawfully increasing the rent, decreasing services, or increasing the obligations of a tenant; (C) interference with a tenant's right to privacy; (D) harassment of a tenant; (E) refusal to honor the terms of the lease; (F) interference with the career of the tenant (Right 6)
- You have the right to access to a Military Tenant Advocate or a military legal assistance attorney, through the Installation housing office to assist in the preparation of requests to initiate dispute resolution, including the ability to submit a request to withhold payments during the resolution process. (Right 7)
 - Tenants are required to attempt to resolve disputes informally either through an informal dispute resolution process or as identified in the addendum to the tenant lease. If the dispute cannot be resolved informally a tenant may then file a request for formal dispute resolution
 - The Fort Riley procedures for requesting informal and formal dispute resolution processes can be found at <https://home.army.mil/riley/index.php>
 - The MHO staff are able to provide the dispute resolution process instructions and forms and can assist tenants in completing the request and explain the procedures.
 - Additional details are available later in this briefing





Privatized Housing - Tenant Bill of Rights

- **The right to receive property management services** provided by the Landlord that meet or exceed industry standards and that are performed by professionally and appropriately trained responsive and courteous customer service and maintenance staff. (Right 8)
 - The Fort Riley Army Housing Office serves as your Military Tenant Advocate.
 - Chief of Army Housing Office: usarmy.riley.usag.mbx.dpw-hsg-rci@army.mil (785) 239-0678
 - AHO RCI (on post) Branch Chief: usarmy.riley.usag.mbx.dpw-hsg-rci@army.mil (785) 239-0679
 - AHO HSO (off post) Branch Chief: usarmy.riley.usag.mbx.dpw-hsg-rci@army.mil (785) 239-2405
- You have the right to have multiple, convenient methods to communicate directly with the privatized Landlord maintenance staff, and to receive consistent, honest, accurate, straightforward and responsive communications. (Right 9)
- You have the right to have access to an electronic work order system through which a tenant may request maintenance or repairs of a housing unit and track the progress of the work. (Right 10)

Corvias Property Management, LLC

- Walk in or call your community office
 - **Colyer Forsyth and Historic Main Post** 22900 Brown Rd. 785-717-2260
 - **Warner Peterson and Ellis Heights** 5570 AP Hill Dr. 785-717-2246
 - **McClellan Place** 6728 McClellan Loop 785-717-2243
- Maintenance Work order line: 844-533-0456
- Online: <http://riley.corviasmilitaryliving.com/work-order>
- Maintenance Application: Entrata portal





Privatized Housing - Tenant Bill of Rights

- You have the right to the following: (A) prompt and professional maintenance and repair; (B) to be informed of the required time frame for maintenance and repairs when a maintenance request is submitted; and (C) in the case of maintenance or repairs necessary to ensure habitability of a housing unit, to prompt relocation into suitable lodging or other housing at no cost to the tenant until the maintenance or repairs are completed. (Right 11)

Displaced Resident Policies

- ASAIE&E Memorandum, SAIE, Feb 14, 2020, Army Residential Communities Initiative Company Minimum Standard Resident Displacement Guidelines
- ASAIE&E Memorandum, SAIE, Jan 23, 2020, Subject: Procedures for Approving Privatized Housing Habitability after Remediation, Mitigation, Stabilization and abatement
- IMCOM Memorandum, Headquarters Installation Management Command, IMPW-H, JAN 31 2020, subject: Procedures for Certifying Housing Habitability for Army Family Housing, Leased Housing, Unaccompanied Housing and Privatized Homes
- IMCOM Memorandum, Headquarters Installation Management Command, IMPW-H, MAR 11 2020, subject: Command Guidance Army Residential Communities Initiative (RCI) Company Minimum Standard Resident Displacement Guidelines
- ASA IE&E Memorandum,
 - “Housing Maintenance Quality Assurance and Environmental Hazard Oversight Program” provides clear standards and details of required oversight of Army housing maintenance





Privatized Housing - Tenant Bill of Rights

- Maintenance work orders may be placed via phone call, email, webpage, visit your Community management office or the Resident Portal app. The app will help track your progress, but you can also call your community manager. L/H/S work orders are considered an Emergency and the response time is 8 hours or less. Urgent work orders response and completion time is 3 days or less. Routine work orders response and completion within 10 working days or less. L/H/S Work order ticket is to be closed only once the tenant and Installation Housing Office signs off.

Work order or maintenance ticket to be closed only once the tenant and AHO signs off

- You have the right to receive advice from military legal assistance on procedures involving mechanisms for resolving disputes with the property management company or property manager in include mediation, arbitration, and filing claims against the Landlord. (Right 12)
 - SJA Office Phone: 785-239-3117
- The right to have reasonable advance notice of any entrance by the Landlord, Installation housing staff, or chain of command into the housing unit, except in the case of an emergency or abandonment of the housing unit. (Right 13)
 - Privatized partner contacts the resident at least 24 hours in advance, via a phone call, email or a note on their door.





Privatized Housing - Tenant Bill of Rights

- The right to not pay non-refundable fees or have application of rent credits arbitrarily withheld. (Right 14)
 - \$150 refundable pet deposit
- The right to expect common documents, forms, and processes for housing units will be the same for all Army Installations, to the maximum extent applicable without violating local, state, or federal regulations. (Right 15)
- The right to be provided with a maintenance history of the prospective housing unit before signing a lease, as provided in section 2892a of this title. (Right 16)
- The right to enter into a dispute resolution process, as provided in section 2894 of this title, should all other methods be exhausted and, in which case, a decision in favor of the tenant may include a reduction in rent or an amount to be reimbursed or credited to the tenant. (Right 17)
- The right to have the tenant's basic allowance housing payments segregated and held in escrow, with approval of a designated commander, and not used by the property owner, property manager, or landlord pending completion of the dispute resolution process. (Right 18)





Privatized Housing – Tenant Responsibilities



Military Housing Privatization Initiative

Tenant Responsibilities

This document highlights important responsibilities of Military Service Members and their families (Tenants) residing in Privatized Housing.

1. **Prompt Reporting.** The responsibility to report in a timely manner any apparent environmental, safety, or health hazards of the home to the Landlord and any defective, broken, damaged, or malfunctioning building systems, fixtures, appliances, or other parts of the home, the common areas, or related facilities.
2. **Care for the Home.** The responsibility to maintain standard upkeep of the home as instructed by the housing management office.
3. **Personal Conduct.** The responsibility to conduct oneself as a Tenant in a manner that will not disturb neighbors, and to assume responsibility for one's actions and those of a family member or guest in the housing unit or common areas, including the responsibility not to engage in any inappropriate, unauthorized, or criminal activity in the home or common areas.
4. **Access by Landlord.** The responsibility to allow the Landlord reasonable access to the rental home in accordance with the terms of the tenant lease agreement to allow the Landlord to make necessary repairs in a timely manner.
5. **Rules and Guidelines.** The responsibility to read all lease-related materials provided by the Landlord and to comply with the terms of the lease agreement, lease addenda, and any associated rules and guidelines.

** Copy is available upon request*





Privatized Housing – Tenant Responsibilities

- The Military Housing Privatization Initiative Tenant Bill of Rights **highlights 5 important responsibilities for Service Members and their Families** while they reside in privatized family housing.
 1. The responsibility to report in a timely manner any apparent environmental, safety, or health hazards of the home to the landlord and any defective, broken, damaged, or malfunctioning building systems, fixtures, appliances, or other parts of the home, the common areas, or related facilities.
 2. The responsibility to maintain standard upkeep of the home as instructed by the housing management office
 - It is highly suggested/encouraged that the resident carry renters insurance.
 - Residents must abide by the rules set forth in the Resident Responsibility Guide.
 - Residents must abide by the Fort Riley banned Dog Breed and Animal Control Policy dated 2 June 2021
 - Residents must abide by the Garrison Policy Corvias House Watch Program dated 1 June 2021
 - Residents must abide by the fiscal responsibilities outlined in their rental agreements.
 - Residents are responsible to be present at all times during the use any grilling type activities. Grills should be at least 25 feet away from any building structure, covered patio or building overhang.





Privatized Housing – Tenant Responsibilities

- Recycling can be dropped off at central collection points at:
 - ✓ Installation Recycling Center BLDG 1980 (Camp Funston)
- All Household (HH) trash must be managed and disposed of in your provided trash bin. Trash is collected on a weekly basis. Bins may be placed at the curb as early as 5:00pm the day before and no later than 6:30am on your trash day. Please ensure all trash is bagged and placed in your bin; Waste Management will not pick up bags of trash outside of the bin. Bins should be returned to storage on the same day of pickup.
- Bulk trash is collected on a weekly basis on the same day as your regular trash. Bulk trash consists of moving/packing materials, clothing items, furniture and other large household items. Packing materials are considered bulk items, boxes will need to be broken down and stacked up. Items that are not considered bulk trash will not be picked up; including tree limbs, rocks, dirt, yard waste, tires, vehicle components, and construction/renovation materials and debris.
- Can not use other entities (AAFES, CDC's, Chapel's, Etc.) trash dumpsters to dump excess HH trash.
- If you have excess HH trash: Excess Trash: Bagged trash that does not fit inside your trash bin and/or does not qualify as bulk trash (as described above) is considered excess trash. Waste Management will not pick up excess trash. Residents with excess trash will need to wait for the next trash cycle or utilize the Geary County Transfer Station located at 1509 N. Perry in Junction City. Please visit their website (<https://www.gearycounty.org/183/Transfer-Station>) for details on what they accept, fees and hours of operation.





Privatized Housing – Tenant Responsibilities

3. The responsibility to conduct oneself as a tenant In a manner that will not disturb neighbors, and to assume responsibility for one's actions and those of a family member or guest in the housing unit or common areas, including the responsibility not to engage in any inappropriate, unauthorized, or criminal activity in the home or common areas.
 - Resident may contact their community office or the MP's depending on the concern and emergency need. Fort Riley Resident Responsibility Guide (RRG) is listed on the Corvias Fort Riley website.

Fort Riley Resident Responsibility Guide can be found at:

[https://fortrileycorvias.residentportal.com/resident_portal/?module=authentication&action=view_login <](https://fortrileycorvias.residentportal.com/resident_portal/?module=authentication&action=view_login)

Fort Riley Military Rental Occupancy Agreement (ROA) can be found at:

[https://fortrileycorvias.residentportal.com/resident_portal/?module=authentication&action=view_login <](https://fortrileycorvias.residentportal.com/resident_portal/?module=authentication&action=view_login)

4. The responsibility to allow the landlord reasonable access to the rental home in accordance with the terms of the tenant lease agreement to all the landlord to make necessary repairs in a timely manner.
5. The responsibility to read all lease-related materials provided by the landlord and to comply with the terms of the lease agreement, lease addenda, and any associated rules and guidelines.





Privatized Housing – Informal Dispute Resolution

- The ***informal dispute resolution*** is a measured approach intended to resolve disputes at the garrison level that may be used to resolve disputes pertaining to the lease as well as issues that fall outside the specific parameters of the lease document, such as personal property claims
- Tenants shall attempt to resolve disputes by bringing the dispute or concern to the owner. If the tenant and owner are unable to resolve the issue satisfactorily, then the tenant shall attempt to resolve the dispute through the ***informal dispute resolution*** process.
- The tenant may submit an ***informal dispute resolution*** request by submitting to the AHO a completed request form with any documents that support the dispute and a description of the dispute.
- An ***informal dispute resolution*** form is available at the AHO, who is available to assist residents in completing the form. Tenants may also visit the garrison Staff Judge Advocate's office to seek their assistance in completing the ***informal dispute resolution*** form.
- The ***informal dispute resolution*** form is also available on-line at <https://home.army.mil/riley/index.php>
- The garrison commander will review the request and will serve as the mediator between the property owner and tenant in an effort to resolve the dispute at the local level, normally within 10 business days.





Privatized Housing – Formal Dispute Resolution

- The **formal dispute resolution** process allows eligible tenants to obtain prompt and fair resolution of housing disputes concerning rights and responsibilities set forth in the lease, including maintenance, repairs, rental payments, displacement rights, lease termination, inspections, or fees and charges.
- The tenant may submit a **formal dispute resolution** request by submitting to the AHO a completed request form with any documents that support the dispute and a description of the dispute.
- The **formal dispute resolution** may include a home inspection. If the tenant fails to grant access to the premises for inspection the formal dispute resolution process shall terminate and no decision will be rendered
- Tenants may request “rent segregation” for up to 60 days while the dispute is being reviewed.
- The HQ IMCOM Commanding General is the Deciding Authority and will generally render a decision within 30 days but not later than 60 days.
- A **formal dispute resolution** form are available at the AHO, who is available to assist residents in completing the form. Tenants may also visit the garrison Staff Judge Advocate’s office to seek their assistance in completing the **formal dispute resolution** form.
- The **formal dispute resolution** form is also available on-line at <https://home.army.mil/riley/index.php>
- The **formal dispute resolution** eligibility is limited to military members, their spouse or other eligible individual who qualifies as a “tenant” as defined in 10 USC Section 2871
- Tenants may seek legal advice or dispute resolution through any remedy available by law, except that tenant and owner shall not pursue such remedy available in law while a **formal dispute resolution** under this process is pending.





AHO Housing Services Office (HSO Off Post)

The goal of the HSO is to implement and maintain a high quality worldwide resource for relocation services that is innovative, comprehensive, and the first choice of information and support when Soldiers and families relocate.

- Non-discriminatory listings of adequate and affordable rental and for-sale housing
- Counseling/referral on eligible installation services (i.e. legal, education, Exceptional Family Member Program)
- Preliminary inquiries to validate housing discrimination complaints
- Liaison with community and government officials / organizations (on and off post)
- Housing data exchange with other DoD housing offices
- Liaisons with Army Community Services in support of the Housing Relocation Assistance Program
- Housing market area data for use in developing market analyses Rental negotiations and lease review





AHO Housing Services Office (HSO Off Post)

- One-Stop, Full Service from Arrival to Departure for the Following:
 - Home buying counseling
 - Landlord-tenant dispute resolution
 - Basic Allowance for Housing (BAH) data submission
 - Property inspections
 - ❑ NEW---Per FY20 NDAA: If tenant is not available for pre-assignment walkthrough inspection, Housing Office must attend on tenant's behalf
 - ❑ NEW---Per FY20 NDAA: The MHO shall initiate contact with resident 15 day and 60 days after move in regarding the satisfaction of the resident.
 - Administrative assistance with utility company fees/deposits, connections, and billings
 - Informational briefings (in- and out-processing, entitlements), community outreach





Furniture Safety & Additional Information

- Tenants are permitted to anchor any furniture, television, or large appliance to the wall of the unit for purposes of preventing such item from tipping over without incurring a penalty or obligation to repair the wall upon vacating the unit if the Landlord does not anchor the furniture for the tenant.
 - You must request through Corvias who will advise you of the proper mounting

Corvias Amenities include:

- No security deposit, no utility hook up fees
- Playgrounds, walking paths
- Pools, fitness room, computer lab, meeting rooms, wifi café in community centers
- Lawn care, bulk and trash removal
- Pet friendly
- Dedicated professional management and maintenance teams





Message From the Command

The Fort Riley Command, the Army Housing Office and Corvias Property Management, LLC (Corvias) that form the foundation of the Riley's Communities LLC partnership are dedicated to providing safe, secure, quality housing to the Soldiers, Families, and Civilians of Fort Riley. We leverage this commitment to being the best through daily communications and transparency within the partnership and feedback of our Warriors and their families. We encourage all: if you have feedback, a concern, do not feel you are getting the service deserved under the Bill of Rights; say something telephonically, electronically or in person thru your neighborhood office management, the Corvias Operations or Facilities Director, the Garrison Housing Office, the IG/Jag, the open door policy of the Garrison Command, the dispute resolution process and of course you always have the option to use your Chain of Command. **Fort Riley and the Big Red One are committed to a have a Great Place to Live, Train, Deploy From, Come Home To and Retire.**





End of Brief

