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Briefing Checklist for ARMED FORCES Personnel Privacy Act Statement

Community Homefinding, Relocation and Referral Service (HSO)

AUTHORITY: Title 5, US Codes 5911 and 5912

PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements.

ROUTINE USE: To initiate and document HSO Office action in providing private rental housing military and eligible civilian personnel.

DISCLOSURE: Voluntary. However failure to provide the requested information will result in our inability to assist you.

NAME: _____

RANK/GRADE: _____

Initials

- 1a.** I was briefed on the Overseas Housing Allowance (OHA). I understand that my OHA supplements my Basic Allowance for Housing (BAH), and that OHA is broken down into three different elements of expense (rental ceiling, utility allowance, and initial/terminal occupation allowance). As of this date my maximum entitlements are _____. I was also briefed that the total amount of allowance that I will receive is based on my actual rental contract not to exceed my maximum allowance. Any discrepancy between what HSO reports and what I receive rests with the local Finance Support Unit (FSU). _____
- 1b.** I was briefed on DD Form 2367, Individual Overseas Housing Allowance (OHA) Report, and that I must update this form when any changes occur regarding my initial contract. _____
- 1c.** I was briefed on all regulatory guidance pertaining to my entitlements as a Soldier being married to another Soldier, sharing with another Soldier, or Soldier sharing quarters with a DOD employee entitled to housing allowance. _____
- 2.** I also understand that a move from one off-post residence to another, whether for personal reasons or termination by the landlord will be at personal expense. _____
- 3.** I was briefed on the bilingual/German contract and I have the right to seek legal assistance before signing any contract. _____
- 4.** I was briefed that should I find housing without HSO assistance where the landlord does not agree to sign a military termination clause, I must strictly adhere to the termination terms stated in my rental contract. I also understand that it is not the responsibility of the housing personnel to negotiate me out of a firm term contract. A midmonth termination can be refused by the landlord under German rental laws. I also understand that emergency PCS orders will not negate my obligations for giving the proper termination notice. _____

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- | Continuation | Initials |
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| 5. I was briefed on procedures for terminating my private rental contract, especially that written notice with original signature will be delivered via registered mail or given to the landlord in person. | <hr/> |
| 6. I was briefed on all specifications and terms of my rental contract, to include that I must pay monthly rent between the first and third working day of each month, unless specifically stated differently on my contract. <u>Landlords have the right to evict a tenant for making irregular payments.</u> | <hr/> |
| 7. I was briefed on the HSO Premises Condition/Inventory Report and the importance of this specific form in regards to knowing and listing all damages prior to my occupancy in private housing. I was also briefed by the HSO Specialist that this form could assist me in a faster return of my security deposit. | <hr/> |
| 8. I was briefed on procedures and documentation needed to receive Government furniture while residing in private housing. I also understand that appliances (washer, dryer, electric stove, etc.) will be installed for me. At move out it is my responsibility to ensure that all government provided furniture and appliances are returned to the Furnishings Management Office (FMO) prior to clearing HSO. | <hr/> |
| 9. I was briefed in regards to my utility payments either to the landlord or utility company. I understand that the prorated amount paid is for the estimated utilities usage and that I will receive a final bill annually. This bill will show the amount of money I paid and the amount of utilities I actually used during the year. I also understand that I may receive money back or be required to pay additional money depending on the actual consumption. All utilities are pending a final bill/settlement unless they are "included" in my monthly rent. The importance of conserving all utilities was emphasized by HSO. At move-out landlord can keep security deposit (or part of the security deposit) until outstanding/final bills/damages are settled. | <hr/> |
| 10. I was briefed on all school bus routes in conjunction with my private housing and the Booklet was provided to me via email briefing package. | <hr/> |
| 11. I was briefed on equal opportunity in private rental housing and the procedures to follow in the event I incur discrimination based on race, color, sex, religion, or national origin. | <hr/> |
| 12. I was briefed that complaints/problems I have with my private rental quarters or landlord must be reported to HSO immediately for possible resolution. Any damages/problems not reported to the landlord could result in liability against me, which could have possibly been avoided. I was also briefed on the importance of airing out my private rental quarters daily to prevent having mildew. | <hr/> |

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13. I was briefed on the landlord's right to visit the rented premises, by appointment only, for the purpose of maintenance and repair requirements.	<hr/>
14. I was briefed on obtaining liability insurance for my private rental quarters (check with agency with whom auto insurance is obtained).	<hr/>
15. I was briefed on the importance of my DEROS date and that I am required to notify HSO of any changes affecting my anticipated departure from the command as well as any changes in my marital status, grade and unit assignment.	<hr/>
16. Residential Security Checklist will be provided at the move-in inspection <ul style="list-style-type: none">• Welcome booklet provided via email briefing package• UTAP information guide provided via email briefing package	<hr/>
17. I was briefed on Article 65 and 67. Supplementary Agreement to NATO Status of Forces Agreement authorizing military and civilian members of the U S. Forces tax relief from German value added tax via email briefing package.	<hr/>

!!! PLEASE SUBMIT ALL COMPLAINTS IN WRITING !!!

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Temporary Lodging Allowance (TLA)

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18. Incoming members are authorized a **maximum of 30 days TLA** (computed from the date of arrival in command). TLA is paid in 10 day increments. The member must report to the Off-Post Housing Office in person. After 30 days TLA payment, all subsequent requests for TLA payments will be accompanied by a list of quarters seen during the previous 30 days. Requests for extension of TLA beyond the initial 30 days require a justification and On-Post Housing Manager's approval.
19. Termination of TLA. A member's TLA entitlements will be terminated for any of the following reasons: On the date of assignment to government or private rental housing; refusal to reside in government quarters when offered for any reason; or **failure to aggressively seek private rental housing.**
20. **Members are advised that non-availability of private rental housing in a specified location or city is not a justification for continuation of TLA beyond 30 days.**
21. The Housing Office is not the sole provider of customers to a Landlord. Therefore decisions to accept or decline quarters are imperative within 24 hours (clock hours, not work hours).
22. Normally landlords want an immediate response upon viewing the quarters. Most landlords are gracious enough to wait within 24 hours for a response. Wiesbaden Housing customers must know that they have 24 hrs to respond after viewing quarters or if a response is expected upon viewing the quarters.
23. Additionally the customer must decline quarters before viewing other quarters. Holding quarters is not possible in a competitive market. Landlords traditionally have more than one person from different sources looking at the quarter.
- Note:** AR 420-1 states: "The one-way distance from the housing unit to the installation is within 1 hour commute by privately-owned vehicle during normal commuting hours, or within other limits to satisfy mission requirements." is considered adequate distance.

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Move-in Housing Allowance (MIHA)

1. **WHY MIHA?** Move-in Housing Allowance (MIHA) is an allowance implemented on 1 Sep 90 to offset costs incurred by service members when occupying private rental housing.
2. **WHO IS ELIGIBLE FOR MIHA?** Military members authorized a government-funded move and who are eligible for OHA are normally entitled to MIHA. For specifics please refer to the Wiesbaden Housing Management Standard Operating Procedures or related governing regulatory guidance.
3. **WHAT IS MIHA?** There are three components to MIHA:
 - ❖ **MIHA MISCELLANEOUS:** This is a lump sum allowance to make quarters habitable. It is intended to offset the cost of setting up an apartment and should be used for the purchase of curtain rods, transformers, mirrors, etc. The MIHA Miscellaneous rates fluctuate periodically and vary based on geographical locations. HSO must prepare and submit DD Form 2367 to servicing finance office. THE MIHA Miscellaneous is paid to most Soldiers who are authorized to live off post.
 - ❖ **MIHA RENT:** In communities where the HSO services have been contracted, this allowance will not be authorized.
 - ❖ **MIHA SECURITY:** This allowance is not currently available in Germany and would be subject to State Department approval.
4. **HELP US TO HELP YOU!** MIHA is an invaluable allowance at a time when military members are facing heavy financial burdens in obtaining adequate private rental housing for themselves and their families. However, we have to control the costs and defend this program against possible criticism and budget cuts. You can help by cooperating with HSO in doing the following:
 - ❖ Negotiate the best deal for you and the US taxpayer! Don't offer the landlord more money than they usually would charge to non military members.
 - ❖ Try to keep renovation costs down, for example by using wallpaper that can be re-painted rather than wallpaper that must be replaced at a higher cost.

Participate in the tax-relief program to save the 19% value added tax (Mehrwertsteuer).

END OF BRIEFING

NAME: _____ UNIT: _____

DATE: _____ SIGNATURE: _____

SIGNATURE OF HSO REPRESENTATIVE: