**Community Homefinding, Relocation and Referral Service (CHRRS)**

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

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| **1a.** I was briefed on the Living Quarters Allowance (LQA) to the extent that the servicing Civilian Personnel Advisory Center will explain my entitlements to this allowance during in-processing. I further understand that payment of subject allowance rests with the servicing CPAC. |  |
| **1b.** I was briefed on all regulatory guidance pertaining to my entitlements as a DOD civilian sharing quarters with a soldier, or DOD civilian sharing with another DOD employee entitled to a housing allowance. |  |
| **2.** I was briefed that should I desire to move from one set of private rental quarters to another, a move from one off-post residence to another will be at own 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 HSOassistance where the landlord does not agree to sign a military termination clause, I must strictly adhereto 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. |  |
| **5.** I was briefed by HSO 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.  |  |
| Continuation | Initials |
| **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. Landlords have the right to evict a tenant as a result of irregular rental payments. |  |
| **7.** I was briefed on the HSO premises Condition/Inventory Report and the importance of this specific form in regard 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. |  |
| **9.** I was briefed on procedures and documentation needed to receive Government furniture while residing in private housing. I also understand that major appliances (washer, dryer, electric stove, etc.) will be installed for me. At move out it is my responsibility to ensure all Government loaned items are returned to the Furnishings Management Office (FMO) prior to clearing HSO. |  |
| **10.** 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 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. |  |
| **11.** 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. |  |
| **12.** 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. |  |
| **13.** 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. |  |
| **14.** I was briefed on the landlord’s right to visit the rented premises by appointment only, for the purpose of maintenance and repair requirements. |  |
| **15.** I was briefed on obtaining liability insurance for my private rental quarters (check with agency with whom auto insurance is obtained). |  |
| **16.** 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 work assignment. |  |
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| Continuation | Initials |
| **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. |  |
| **18.** I was briefed on the new DoDI 5100.64 paragraph 2.n.(1). The UTAP shall be mandatory for eligible civilians as a condition of receiving the payment of the utilities portion of LQA. Civilian personnel offices are to withhold LQA until proof of application or non-availability is submitted. LQA recipients who meet the requirements of the UTAP shall be reimbursed for the service charge paid. This charge is reimbursable only through the miscellaneous expense allowance. |  |
| 19. a. Residential Security Checklist providedOff-Installation Housing Checklist providedWelcome booklet providedUTAP information guideNegotiate 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** |
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 **NAME: UNIT:**

**DATE: SIGNATURE:**

**SIGNATURE OF HSO REPRESENTATIVE:**