



Welcome to the KMC Housing Community



"Virtus Perdurat – Enduring Courage!"



Overview



*****PLEASE NOTE*****

~ The information provided is to familiarize inbound residents and families on in-processing procedures of the KMC Housing Office. The information provided in no way substitutes for attending the official housing briefing.

- **Housing Office Customer Service hours and locations**
- **Complete DD Form 1746**
- **Information on TLA process / Fact Sheet**
- **Government Housing**
- **Living on the Economy**
- **Questions**

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Customer Service Hours



Use Google Maps:
Armstrong's Club,
Kaiserslautern

KMC Housing Office

Vogelweh, First Avenue, Building 1001

DSN: 489-6671

Comm: 0631-536-6671

Monday – Thursday 08:00-15:30 and Friday 08:00-14:30

(No Walk-ins between 11:00-13:00 from Mon – Thurs or after 11:00 on Fridays)

Appointments are required for: Certifying off base Rental Agreements

Housing Referral Office

Vogelweh, Building 1001

DSN: 489-6643/6659

Comm: 0631-536-6643/6659

Inspections, help with landlord/tenant issues

Furnishings Management Section

Einsiedlerhof, Building 720

DSN: 489-6001

Comm: 0631-536-6001

Loaner Furniture and Appliances

Closed on German & American Holidays & 2nd Wednesday of every month @ 11:30

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Complete DD Form 1746





APPLICATION FOR ASSIGNMENT TO HOUSING <i>(Before completing form, read Privacy Act Statement and Instructions on reverse)</i>				1. TYPE SERVICE DESIRED <i>(X one or both)</i>	
				a. MILITARY HOUSING	b. HOUSING REFERRAL
SECTION I - APPLICANT INFORMATION					
2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i>		3. PAY GRADE	4. SSN	5. DOD COMPONENT	
6. ADDRESS <i>(Street, City, State, Zip Code)</i> Physical Address (Hotel Name) !		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT <i>(X one)</i>	
		a. HOME <i>(Area Code)</i>		a. MILITARY MEMBER	
		b. DUTY <i>(DSN)</i>		c. CIVILIAN	
				b. MILITARY SPOUSE	
		9. MARITAL STATUS		d. FOREIGN NATIONAL	
		10. I AM SEPARATED FROM MY DEPENDENTS <i>(X one)</i>			
		a. VOLUNTARILY		b. INVOLUNTARILY	
11. I REQUEST HOUSING FOR <i>(X one)</i>				SECTION II - MILITARY CAREER INFORMATION <i>(Civilians skip to Item 15.)</i>	
a. SELF ONLY		b. SELF AND DEPENDENTS		14. DATES <i>(Enter in YYMMDD order)</i>	
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM				MILITARY APPLICANT	
				MILITARY SPOUSE	
13. INSTALLATION/ORGANIZATION TRANSFERRED TO				a. EFFECTIVE RANK/RATE DATE	
				b. ACTIVE DUTY SERVICE COMPUTATION	
				c. TIME REMAINING ON ACTIVE DUTY	
				d. EFFECTIVE CHANGE IN DUTY STATION	
				e. REPORT DATE	
				f. ESTIMATED FAMILY ARRIVAL DATE	
SECTION III - DEPENDENT DATA					
15. DEPENDENTS RESIDING WITH ME <i>(If more space is needed, continue on plain paper.)</i>					
a. NAME <i>(Last, First, Middle Initial)</i>		b. DATE OF BIRTH <i>(YYMMDD)</i>	c. SEX	d. RELATIONSHIP	e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>

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Complete DD Form 1746



16. HOUSING DESIRED							
a. DEROS		e. CELL PHONE					
b. DOD ID NUMBER		f. HOME EMAIL					
c. DATE OF BIRTH		g. MILITARY EMAIL					
d. DATE OF MARRIAGE		h. DO YOU HAVE A LINE NUMBER/PROMOTABLE?		YES		NO	
<u>Government Quarters</u>							
I do want MFH: _____ (Initial)				I do NOT want MFH: _____ (Initial)			
Housing Area Preference: (Circle) Vogelweh Ramstein Landstuhl							
REQUEST ONE BEDROOM LESS than entitled: (Initial)		NO _____ YES _____		UDR / AOR / ITT			
Government paid move? (Initial)		NO _____ YES _____					
I request bypass until: _____ Reason: _____ / I would like to be taken off the waitlist (Initial) _____ Date: _____							
TLA OFFER INFORMATION (To be completed by the Housing Office)							
TLA Offer:	Date:	Dt Acc:	Dt Decl:	TLA Stop:			
1 st Offer:	Date:	Dt Acc:	Dt Decl:	Signature			
2 nd Offer:	Date:	Dt Acc:	Dt Decl:	Signature			
17. SIGNATURE OF APPLICANT 						18. DATE SUBMITTED (YYMMDD)	
SECTION V - DISPOSITION (To be completed by the Housing Office)							
19. MILITARY HOUSING							
a. APPLICATION RECEIVED (YYMMDD and time)	b. APPLICATION EFFECTIVE (YYMMDD)	c. DD FORM 1747 PROVIDED (YYMMDD)	d. HOUSING AVAILABILITY (Boxes indicated on DD Form 1747)				
e. APPLICANT PLACED ON WAITING LIST	f. EFFECTIVE PLACEMENT (YYMMDD)	g. BEDROOMS REQUIRED	h. DATE UNIT ASSIGNED (YYMMDD)				
SECTION VI - HOUSING REFERRAL CERTIFICATE							
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.				In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.			
				20. SIGNATURE OF APPLICANT 		21. DATE SIGNED (YYMMDD)	

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TLA Fact Sheet



LANDLORD CONTACT SHEET - TLA REVALIDATION

I understand that I must aggressively search for housing to continue to qualify for TLA. Housing may not be turned down because the landlord does not accept pets or because the house is not in a preferred school district. It is **MANDATORY** that I validate my TLA claim in the Housing Office every 10 days. Unexcused failure to comply with the diligent search requirement could cause forfeiture of TLA entitlement.

CONTACT DATE	ADDRESS OF RENTAL UNIT (STREET, # AND TOWN)	AVAILABLE DATE	RENT	# OF BR	REASON FOR NOT ACCEPTING	LEASE SIGNED
FURNITURE (BEDS) AVAILABILITY						Delivery Date: _____

- First 10-day increment:
 - 2 houses

- Each subsequent 10-day increment:
 - 5 additional houses

COUNSELOR REMARKS: _____

MFH offer: ☐ No ☐ Yes, TLA stop date: _____

COUNSELOR: _____

(Printed Name)

(Signature)

(Date)

SERVICE MEMBER: I received a copy of the 'Landlord Contact Sheet'

(Rank)

(Printed Name)

(Signature)

(Date)

KMC Housing Office - 26 Mar 2019

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TLA Fact Sheet continued



_____ Personal preference issues such as, pets, furniture limitations, school districts, and size are NOT justification for an extension beyond 30 days. To continue to receive additional TLA, you should only look at rentals that are immediately available due to the limited number of days TLA authorized and the time it takes FMS or TMO to deliver loaner furniture to the economy. **TLA extensions will not normally be approved when referral listings are available within your bedroom entitlement, Overseas Housing Allowance (OHA) ceiling, and commuting distance.** TLA extension request must reach the housing management office before the end of the 30 day arrival period.

TLA reimbursement include partial or full Finance Office. Air

To file your TLA claim military member must complete worksheet, listing all non-availability letters are required to present cost is authorized.

**Ac

- Possible 30 days authorization
- File TLA claims every 10 days
- Documents needed to process a TLA claim:
 - ✓ Landlord Contact Sheet
 - ✓ Itemized paid Lodging/Hotel receipt
 - ✓ Orders
 - ✓ SNA & VAT Form if staying in off base Hotel

the accommodations it contact your local

endments to include ted landlord contact in an off-base hotel a (T) Form Note: You VAT Form purchase

oval.

Member's Signature: _____ X _____ Date: ____/____/____ Received Copy: _____

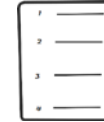
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Government Housing Fact Sheet



KAISERSLAUTERN MILITARY COMMUNITY GOVERNMENT HOUSING FACT SHEET



This information is provided to inform you of Military Family Housing (MFH) policies IAW USAFE Supplement AFI 32-6001, and AFI 32-6001, Family Housing Management.

1. Bedroom entitlements. Bedroom entitlements are determined by family size. No child should share a bedroom with parents and no more than two children should share a bedroom, **Option** – Voluntary application for one bedroom less: Personnel may voluntarily apply for one bedroom less than which they are entitled, provided such housing exists within their category (with a new date of application unless less than 30 days on station). **Subsequent move into larger housing at no cost to the government and is a self-clean.**

2. Wait List Position. The application date will be as a walk-in or the original effective date if the member applied within 30 days of PCS arrival. Wait list position may change if another Service Member's effective date that is prior to yours exercises an area preference option change.

3. Turndown Options. Except for K&E positions, personnel with approved hardships, and personnel on TLA, members may exercise their option to turn down a MFH unit. A service member is given one duty day to accept or decline the unit offer. **The decision must be made within one duty day even if you are unable to view the quarters.** Failure to reply constitutes a turndown. If you decline, you will be assessed a turndown. If you decline a second unit, your name will be removed from the waiting list and you may reapply after 90 days. You may remove your name from the list any time prior to being offered housing.

4. Bypass. Applicants in lease agreements with definite expiration dates may be bypassed on the waiting list for up to one year.

5. Government-paid Moves. Local moves into MFH from community housing are government-paid moves and are paid on a one-time basis only.

6. Minimum Residency Requirement. 1 YEAR. Occupants may terminate MFH to move to community housing after a one year tenancy. They must give a **40-day notice** and **the move is at no expense to the government.**

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Government Housing Fact Sheet Continued



7. **Pets.** Residents of MFH may not maintain more than **two** pets at any weight or not to exceed **three** with a combined weight of 150 pounds. They must be registered with the base veterinarian and have current rabies shot. Breeds (cross-breeds) of dogs that are prohibited in MFH are Pit Bull, American Staffordshire Terrier, Staffordshire Bull Terrier, Rottweiler, Doberman Pinscher, Chow, wolf hybrids, Ban dog and Tosa Inu. This prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior. Breeding or raising pets for profit or fun is prohibited. Nursing litters will not exceed 4 months after birth. Wild, exotic (such as ferrets), farm animals, and reptiles are not permitted. A completed MFH Pet Registration form must be provided within two weeks of accepting the unit.

8. **Non-Temp Storage is "NOT" Authorized.** Excess property shipped that will not fit or is too large for your house will not be stored nor will be shipped at government expense.

9. **No Smoking.** Smoking is strictly prohibited in Multi-Family Stairwell Housing. **Smoking is allowed in designated areas only.**

10. **Building Leader Program.** Please be advised that when you move into government housing you may take on the extra duty of building leader. If you are chosen to conduct this duty, you will be notified by the building leader program managers, and given direction. Please initial that you understand that you may be assigned the duty of building leader.

This checklist is prepared to ensure that you are briefed on housing policies and procedures prior to your assignment to military family housing (MFH) in the Kaiserslautern Military Community (KMC). It is by no means inclusive. **Any situation** that may affect your housing eligibility should be brought to the attention of the Housing Office as soon as it is known.

I acknowledge that I have been briefed on all items listed and my questions concerning military family housing have been answered to my satisfaction. I have been provided with a copy of this checklist.



Applicant's Name (Printed)

Signature

Rank

Date

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- Customers need to live in PDS area to receive full housing services
- AF 291A (Rental Agreement) is required
- FMS only offers deliveries in the PDS area with a certified Rental Agreement

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Economy Fact Sheet



RENTAL LISTINGS:

There are many resources that can be utilized to obtain rental information; however, to ensure that rental properties have been inspected and approved by Housing Referral, rental listings can be obtained on www.homes.mil, that is the only DOD sponsored website.

REAL ESTATE AGENTS:

The use of a real estate agent, or German "Immobilien," is usually not necessary due to the availability of off base housing and should only be used as a last resort. Local real estate agents charge a finder's fee usually equal to one month's rent or more. Reimbursement of a realtor or Immobilien fee is NOT authorized by the Housing Office, and therefore, would be out-of-pocket expenses for the service member.

RENTAL CONTRACTS:

A rental contract is a legal binding document between you and the Landlord. The Housing Office is not a party to the agreement, but merely certifies it's correct and that personnel assigned to the KMC have accepted an economy unit for occupancy. IAW USAFE Policy, service members assigned to the KMC, must use and have an approved USAFE FORM 291A Rental Agreement thru Housing Management prior to start any entitlements. In the event of disputes between Landlord and Tenant, except for the terms and conditions specifically addressed in the contract, the provision of local rental laws will apply. The Legal Office is also a source of information for German Rental Laws and Landlord/Tenant issues.

SECURITY DEPOSITS:

A security deposit protects the Landlord from financial loss if Tenant causes damage to the property or does not clean property when rental agreement/lease is terminated. The security deposit **cannot** be used as the last month's rent. It is usually equal to one month's rent, but can be up to three month's rent.

ADVANCE OHA (MILITARY ONLY):

Ask a Housing Counselor about advance OHA for security deposit or advance rent. The Counselor can provide a blank copy of the AF 1039, and the member must have the form signed by their commander before taking it to finance. Army members must go to their S-1 to request advance OHA on the 4187. Deferred security deposits must be paid back to finance when terminating the lease.

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Economy Fact Sheet Continued



COMMENTS:

If you locate a housing unit that is not listed with Housing Referral, an inspection must be performed to ensure minimum adequacy standards are met and rental cost is reasonable. Have the Landlord call Housing Referral at 0631-536-6643/6659 to schedule an off-base inspection and be sure to let them know if you are in TLA status. Contracts will not be approved and housing allowances (OHA/LQA) will not be initiated prior to the inspection.

VAT (VALUE ADDED TAX):

A 19% VAT is levied on all utility bills. EXCEPTION: water is 7%. A program exists to help service members save the VAT on utility bills. Contact your local VAT Office to check your eligibility and complete necessary paperwork to sign up for the Utilities Tax Avoidance Program (UTAP) so you can get the tax relief. Also, due to the number of families who depart without paying their utility bills, some utility companies will charge a deposit.

DISCRIMINATION:

The Air Force is committed to equal opportunity and treatment for all DoD personnel seeking housing and to eliminate discrimination against DoD personnel in housing. It is the responsibility of the Housing Office representatives to counsel members on DoD equal opportunity policy in community housing and member's obligation to immediately report suspected discrimination. Any act, policy or procedure that arbitrarily denies equal treatment in housing because of race, color, religion, sex, national origin, age, handicap, or familial status to an individual or group of individuals must be reported to the Housing Office immediately. The Housing Flight Chief will immediately initiate a review in cooperation with installation and community agencies.

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Rental Agreement

only USAFE FORM 291A will get approved



HOUSING REFERRAL OFFICE RENTAL AGREEMENT (Mietvertrag des Amerikanischen Wohnungsamtes) (GERMANY)					DATE (YYYYMMDD) (Datum) (JJJJMMTT)		CONTROL NO. (Kontroll-Nr.)	
<small>AUTHORITY: 10 U.S.C. 9775 (F032 AF CE D). Quarters assignment guidance. PRINCIPAL PURPOSE: To document the rental agreement between the landlord and military member. ROUTINE USES: Personal information is used to establish individual files of community support housing tenants. Also used to input data for automated products which in turn are used to mechanically forecast projected community negotiation of a rental agreement or entitlement to housing furniture. In addition to those disclosures generally permitted under 5 U. S. C. 552a(b) of the Privacy Act, these records or information contained therein may not be disclosed by the base housing office outside the DOD. DISCLOSURE: Voluntary.</small>								
BETWEEN (Zwischen)								
SPONSOR'S NAME (Last, First Middle Initial) (Name des Mieters, Nachname, Vorname, Mittelinitialen) Smith, James						GRADE (Rang) E-5		
DUTY PHONE (Telefon) 489 6671			ORGANIZATION (Einheit) 86 CES/CEH					
AND (Und)								
LANDLORD'S NAME (Last, First) (Name der Vermieters, Nachname und Vorname) Müller, Hans					ADDRESS (Adresse) Bann, Haupstr 15			
					06374-11833			
The following <input type="checkbox"/> furnished / <input type="checkbox"/> unfurnished apartment or house, located at : (Das folgende aufgeführte <input type="checkbox"/> möblierte / <input type="checkbox"/> unmöblierte Apartment oder Haus, in:)								
HOUSE NO. (Haus Nr.) 24		STREET NAME (Straße) Kreuzstr.			TOWN OR CITY (Ort oder Stadt) Mackenbach		ZIP CODE (PLZ) 67686	
is let for use as living quarters to the tenant. (wird als Wohnung an den Mieter vermietet.)								
LIVING ROOM (Wohnzimmer) 1	DINING ROOM (Esszimmer) A	BEDROOM (Schlafzimmer) 2	KITCHEN (Küche) BIK	BATHROOM (Badezimmer) 1 1/2	BASEMENT (Keller) 1	ATTIC (Dachgeschoß) N/A	GARAGE (Garage) 1	
OTHER ROOMS (Andere Räume) Storage room, laundry						LIVING SPACE (sqm) (Wohnfläche) (qm) 105 sqm		
THE RENTAL PERIOD STARTS ON (Das Mietverhältnis beginnt am) 2016 03-30 (YYYYMMDD) / (JJJJMMTT)			MONTHLY RENT (Monatliche Miete) 800- €			SECURITY DEPOSIT (interest bearing) (Kaution, verzinslich) 1600- €		

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Rental Agreement Continued

The monthly rent must be paid in advance to the landlord within 3 days of due date.
(Die monatliche Miete ist im voraus zu bezahlen, spätestens drei Tage nach Fälligkeit.)

The cost of utilities is assessed as follows: (Enter - Inclusive, fixed-cost or meter)
(Die Nebenkosten werden wie folgt festgesetzt: Tragen Sie ein ob: inklusive - feste Kosten - oder Zähler.)

HEATING (Heizung)	ELECTRICITY (Strom)	WATER / SEWAGE (Wasser / Abwasser)	GARBAGE DISPOSAL (Müllabfuhr)	GARAGE (Garage)	OTHER CHARGES (Andere Kosten)
Meter	Meter	€35-est p. pers	€10 -est	€40-	€20-est** see back

If any utility is "fixed" or "included in the rent", there cannot be an end of the year bill or reconciliation.
(Wenn Nebenkosten als "feste Kosten" oder "inklusive im Mietpreis" sind, darf keine Abrechnung am Jahresende erstellt werden.)

The tenant will have no responsibility to the landlord for any utility charges not specifically set out in this contract.
(Der Mieter ist dem Vermieter nicht haftbar für irgendwelche andere Kosten, die nicht speziell in diesem Vertrag angeführt sind.)

1. This contract may be terminated by the tenant giving the landlord a minimum of 30 days written notice of termination. If the tenant is terminated by the landlord, the tenant will be responsible for the cost of the PCS, or a minimum of 30 days of rent. If the tenant is terminated by the landlord, the tenant will be responsible for the cost of the PCS, or a minimum of 30 days of rent.
(Dieser Mietvertrag kann durch den Mieter mit einer schriftlichen Kündigung des Vermieters innerhalb von 30 Tagen beendet werden. Im Falle einer Kündigung durch den Vermieter, ist der Mieter verpflichtet, die Kosten der PCS zu bezahlen, oder ein Minimum von 30 Tagen Miete zu zahlen. Wenn der Mieter gekündigt wird, ist der Mieter verpflichtet, die Kosten der PCS zu bezahlen, oder ein Minimum von 30 Tagen Miete zu zahlen.)

2. The tenant is responsible for the cost of the PCS, or a minimum of 30 days of rent. The tenant is responsible for the cost of the PCS, or a minimum of 30 days of rent.
(Der Mieter ist für die Kosten der PCS verantwortlich, oder ein Minimum von 30 Tagen Miete. Der Mieter ist für die Kosten der PCS verantwortlich, oder ein Minimum von 30 Tagen Miete.)

3. Tenant is not authorized to sublet or give permission to utilize the rented apartment or any portion of the same to a third party.
(Es ist dem Mieter untersagt, an eine dritte Person unterzuvermieten, oder die Erlaubnis zur Benutzung eines Teiles des gemieteten Apartments zu erteilen.)

4. This contract is not authorized until processed and countersigned by the Housing Referral Officer (HRO). This HRO is not a party to the agreement, but is merely acknowledging its existence and certifying that the facility has been accepted for occupancy by personnel assigned to this base.
(Dieser Mietvertrag wird erst dann rechtskräftig, wenn er vom zuständigen Offizier des Wohnungsamtes bearbeitet und unterschrieben ist. Das Wohnungsamt ist keine Mietpartei des Vertrages; es wird lediglich bestätigt, daß ein Mietvertrag vorliegt und die Wohnung für Personal des Flugplatzes zum Bezug genehmigt worden ist.)

5. In the event of disputes between landlord and tenant, except for the terms and conditions specifically addressed in this contract, the provisions of local rental laws will apply.
(Im Falle von Streitigkeiten zwischen Vermieter und Mieter, gelten die Bestimmungen der örtlichen Mietgesetze, sofern in dem betreffenden Mietvertrag nicht ausdrücklich anderweitige Vereinbarungen getroffen wurden.)

USAFE FORM 291A, 20100430

(OVER)



Rental Agreement Continued



SPECIAL CONDITIONS / RESTRICTIONS (*Besondere Bedingungen / Einschränkungen*)

Landlord is responsible to install a smoke detector in each bedroom and hallway of unit and for repair/replacement as necessary.
Der Vermieter ist verantwortlich für das Anbringen von Rauchmeldern in jedem Schlafzimmer und Flur, sowie die Reparatur/Austausch je nach Bedarf.
Tenant is responsible for testing smoke detectors (recommended monthly) to ensure operability and for replacement of batteries as necessary. Der Mieter ist verantwortlich für die regelmässige Überprüfung der Rauchmelder (möglichst monatlich) und die Batterien bei Bedarf zu wechseln.

** Other Charges: chimney sweep and heating maintenance

Rental period suspended for 1 year.

Pets allowed - Ja/Nein

Tenant takes care of yard, garden and sidewalk.

Tenant is responsible to remove snow and ice from sidewalk.

See attachments

Bankverbindung / Bank routing information:

Hans Mueller, IBAN: DE12 3456 7890 1234 5678 90, BIC: HWUDD42KL

After completion of USAFE Form 333a, Premises Condition/Inventory, one copy will be returned to the Housing Office within two weeks.
(Eine Kopie der USAFE Form 333a, Zustand der Räumlichkeiten/Bericht, wird binnen zwei Wochen ausgefüllt an das Amerikanische Wohnungsamt zurückgegeben.)

LANDLORD AUTHENTICATION (*BEURKUNDUNG DES VERMIETERS*)

PRINTED NAME (*Name in Druckschrift*)

Hans Mueller

SIGNATURE (*Unterschrift*)

Hans Mueller

DATE (YYYYMMDD)
(Datum (JJJJMMTT))

2016/03/24

DO NOT SIGN RENTAL AGREEMENT !!!

Scan or take picture and Email to:
KMCHousing@us.af.mil

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333a

Premises Condition / Inventory



PREMISES CONDITION / INVENTORY (GERMANY) ZUSTANDSBERICHT DER RÄUMLICHKEITEN (DEUTSCHLAND)		1. DATE (YYYYMMDD) (DATUM (JJJJMMTT))
<small>AUTHORITY: 10 U.S.C. 9775 (FO2 AF CE D). Quarters assignment guidance. PRINCIPAL PURPOSE: To document the rental agreement between the landlord and military member. ROUTINE USES: Personal information is used to establish individual files of community support housing tenants. Also used to input data for automated products which in turn are used to mechanically forecast projected community negotiation of a rental agreement or entitlement to housing furniture. In addition to those disclosures generally permitted under 5 U.S.C. 552(a)(3) of the Privacy Act, these records or information contained therein may not be disclosed by the base housing office outside the DOD. DISCLOSURE: Voluntary.</small>		
2. PROPERTY ADDRESS (Anschrift)		3. TYPE OF INSPECTION (Art der Inspektion) <input type="checkbox"/> CHECK IN (Eingang) <input type="checkbox"/> CHECK OUT (Ausgang)
4. LANDLORDS / AGENTS NAME (Last, First, Middle Initial) (NAME DES VERMIETERS ODER DER AGENTUR (Familienname, Vorname und Mittelinitialen))		5. PHONE NUMBER (Telefon-Nr.)
6. TENANTS NAME (Last, First, Middle Initial) (NAME DES MIETERS (Familienname, Vorname und Mittelinitialen))		7. PHONE NUMBER (Telefon-Nr.)
8. METER READINGS (Zählerstände)		
ELECTRIC (Strom)	OIL (Öl)	GAS (Gas)
START (Beginn)		WATER (Wasser)
END (Ende)		MISCELLANEOUS (Sonstiges)
9. CONDITION CODES (Zustandsbeschreibungen, Abkürzungen) BR: BROKEN (zerbrochen) BU: BURNED (Brandfleck) CR: CRACKED (gespalten) N: NEW (neu) OL: OLD (alt) MO: MOLDY (moderig) SO: SOILED (schmutzig) SC: SCRATCHED (zuckratt) G: GOOD (gut) MR: MARKED (gezeichnet) ST: STAINED (fleckig) TO: TORN (zerissen) WA: WARPED (verzogen) F: FAIR (noch gut) SE: SEE REMARKS (siehe Bemerkungen)		
10. KITCHEN (Küche)		
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes) Condition (Zustand) - Quantity (Anzahl)
Floor (Fußboden)	Walls (Wände), Paint (Farbe), Wallpaper (Tapete)	
Sink (Spüle)	Ceiling (Decke)	
Window (Fenster)	Wiring outlets (Elektro-Anschlüsse)	
Windowsills (Fensterbretter)	Lights (Lampen)	
Curtains (Vorhänge)	Fixtures (Armaturen)	
Blinds (Rolläden)	Fridge/Freezer (Küh-Gefrierschrank)	
Cabinets (Schränke)	Range (Herd)	
Doors (Türen)	Dishwasher (Geschirrspüler)	
Keys (Schlüssel)		
11. LIVING ROOM (Wohnzimmer)		
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes) Condition (Zustand) - Quantity (Anzahl)
Floor (Fußboden)	Walls (Wände), Paint (Farbe), Wallpaper (Tapete)	
Window (Fenster)	Ceiling (Decke)	
Windowsills (Fensterbretter)	Wiring outlets (Elektro-Anschlüsse)	
Curtains (Vorhänge)	Lights (Lampen)	
Blinds (Rolläden)	Keys (Schlüssel)	
Doors (Türen)		
12. DINING ROOM (Esszimmer)		
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes) Condition (Zustand) - Quantity (Anzahl)
Floor (Fußboden)	Walls (Wände), Paint (Farbe), Wallpaper (Tapete)	
Window (Fenster)	Ceiling (Decke)	
Windowsills (Fensterbretter)	Wiring outlets (Elektro-Anschlüsse)	
Curtains (Vorhänge)	Lights (Lampen)	
Blinds (Rolläden)	Keys (Schlüssel)	
Doors (Türen)		
13. BATHROOM/TOILET (Bad, Toilette)		
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes) Condition (Zustand) - Quantity (Anzahl)
Floor (Fußboden)	Walls (Wände), Paint (Farbe), Wallpaper (Tapete)	
Window (Fenster)	Ceiling (Decke)	
Windowsills (Fensterbretter)	Wiring outlets (Elektro-Anschlüsse)	
Curtains (Vorhänge)	Lights (Lampen)	
Blinds (Rolläden)	Bath Tub (Badewanne)	

USAFE FORM 333A, 20100430

(OVER)

14. BATHROOM/TOILET (Continuation) (Bad, Toilette) (Fortsetzung)			
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)
Doors (Türen)	Shower/Dusche		
Keys (Schlüssel)	Toilet (Toilette)		
Cabinets (Schränke)	Sink (Waschbecken)		
Mirror (Spiegel)	Bathroom fixtures (i.a. Towel Rack) (Badezubehör, z.B. Handtuchhalter)		
Fixtures (Armaturen)			
Additional Guest Toilet (Zusätzliche Gästetoilette)	Sink (Waschbecken)	Toilet (Toilette)	
Walls (Wände), Paint (Farbe), Wallpaper (Tapete), Tiles (Fliesen)			
Bathroom fixtures (i.a. Towel Rack) (Badezubehör, z.B. Handtuchhalter)			
15. BEDROOMS (Schlafzimmer)			
Condition (Zustand) - Quantity (Anzahl)			
Floor (Fußboden)	Room 1 (Raum 1)	Room 2 (Raum 2)	Room 3 (Raum 3)
Window (Fenster)			Room 4 (Raum 4)
Windowsills (Fensterbretter)			
Curtains (Vorhänge)			
Blinds (Rolläden)			
Doors (Türen)			
Keys (Schlüssel)			
Ceiling (Decke)			
Wiring outlets (Elektro-Anschlüsse)			
Lights (Lampen)			
Walls (Wände), Paint (Farbe), Wallpaper (Tapete)			
Smoke detector (Rauchmelder)			
16. OTHER AREAS, ITEMS AND EXTERIOR (Andere Räumlichkeiten, Gegenstände und Außenanlagen)			
Condition (Zustand) - Quantity (Anzahl)			
Entrance keys (Haustürschlüssel)	Driveway		
Mailbox keys (Briefkastenschlüssel)	Shrub (Strauch)		
Garage (Garage)	Lawn (Rasen)		
Remote (Fernbedienung)	Trees (Bäume)		
Balcony (Balkon)	Patio (Terrasse)		
Garbage Bin (Müllbehälter)	Deck (Balkon)		
17. REMARKS (Bemerkungen)			
18. I hereby certify that the above information is correct and all parties involved are in agreement. (Ich bestätige hiermit, dass die obige Information richtig ist und alle Beteiligten einverstanden sind.)			
a. PRINTED NAME OF TENANT (Last, First, Middle Initial) (NAME DES MIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))		b. SIGNATURE (Unterschrift)	c. DATE (YYYYMMDD) (Datum (JJJJMMTT))
a. PRINTED NAME OF LANDLORD (Last, First, Middle Initial) (NAME DES VERMIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))		b. SIGNATURE (Unterschrift)	c. DATE (YYYYMMDD) (Datum (JJJJMMTT))
19. TO BE COMPLETED AT TIME OF TENANT MOVE-OUT (Zu befüllen bei Auszug des Mieters)			
Quarters condition (Wohnungszustand) <input type="checkbox"/> has (hat sich) / <input type="checkbox"/> has not (hat sich nicht) changed (verändert). Outstanding bills are (Zu zahlen sind noch):			
a. RENT UNTIL (Miete bis)	b. COST (Betrag) (EURO)	a. UTILITIES (Nebenkosten)	b. COST (Betrag) (EURO)
c. DAMAGES (Beschädigungen)		c. COST (Betrag) (EURO)	
20. With my signature I verify that all debts have been settled and I have no further claim against the tenant. (Mit meiner Unterschrift bestätige ich, dass alle Schulden beglichen sind und dass ich keine weiteren Ansprüche an den Mieter habe.)			
a. PRINTED NAME OF LANDLORD (Last, First, Middle Initial) (NAME DES VERMIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))		b. SIGNATURE (Unterschrift)	c. DATE (YYYYMMDD) (Datum (JJJJMMTT))

USAFE FORM 333A, 20100430 (REVERSE)

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“Virtus Perdurat – Enduring Courage!”



OHA - Comments



Attention

- **Utility Allowance will NOT be paid** if renting a fully furnished property. All utilities are *included* in the rent amount!
- **Any situation** *that may affect* your Housing Allowance (change in family size, roommate, etc.) should be brought to the attention of the Housing Office and your Finance Office *immediately!*



“We Care Brochure”



- Page 9: Home Ventilation
- Page 11: Quiet Hours
- Page 13: Oil Heating
- Page 15: Tenant Protection Agency
- Page 18: Recycling

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Recycling



ILLEGALLY DUMPING/RECYCLING TRASH IN “ON-BASE CONTAINERS” IS PROHIBITED!

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Any questions



Email: KMCHousing@us.af.mil



"Virtus Perdurat – Enduring Courage!"