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REQUEST TO RECEIVE AND/OR EXTEND REPAYMENT OF AN ADVANCE HOUSING ALLOWANCE

AUTHORITY: 37 U.S.C Sections 403 and 405; Executive Order 9397.
PURPOSE: To document a member's request for, and subsequent authorization of, an advance housing allowance.
ROUTINE USES: Information collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and is subject to all of the routine disclosures made by that system as more fully described in AFP 12-36. Routine recipients of JUMPS disclosures include, but are not limited to, other Federal agencies such as Internal Revenue Service, Social Security Administration, Veterans Administration, and the Department of Justice; the American Red Cross; and local governments for tax and welfare purposes.
DISCLOSURE IS VOLUNTARY: If requested information is not provided, it may cause a delay in processing of payment.

I. MEMBER'S IDENTIFICATION DATA

1. NAME (Last, first, MI) (Print)	2. GRADE	3. SSN

II. REQUEST

4. I request an advance payment of housing allowing. My anticipated expenses are:

a. ADVANCE RENT	b. SECURITY DEPOSIT	c. MOVING-IN EXPENSE	TYPE OF ADVANCE Check appropriate block(s)	
				OVERSEAS
d. OTHER	e. TOTAL ADVANCE REQUESTED	f. OCCUPANCY DATE (Anticipated)		CONUS

5. CERTIFICATION BY MEMBER REQUESTING ADVANCE HOUSING ALLOWANCE (Check applicable blocks)

a. I certify that I have read and understand the following policies and will abide by them as they pertain to me.
(1) An advance housing allowance is authorized for the purpose of payment of advance rent, security deposits, and initial expenses incident to occupying economy housing, including personal property. Personal property is limited to those items necessary for occupancy and which are reasonable in nature. Personal property that would be considered necessary and reasonble are items that the Government would furnish if the items were available or if Government quarters were assigned per AFM 177-373, volumes I and II.
(2) Normally an advance housing allowance must not be paid more than 3 workdays before the member is required to make payment under a lease or purchase plan, and except in extraordinary circumstances, payment must be made within 30 days after occupancy.
(3) If the lease or purchase plan for which an advance allowance has previously been paid is not completed, it must be repaid in full immediately.
(4) Repayment of an advance housing allowance must be conpleted prior to a member's permanent change of station (PCSS) or at the end of member's tour of duty at the station concerned.
(5) By accepting this advance housing allowance, I authorize an offset from my pay account to collect such debt when full repayment is not made for any unliquidated amount that is due and payable.
(a) (CONUS) I also agree to repay immediately any remaining balance of this advance housing allowance when vacating the housing for which this advance was made.
(b) (OVERSEAS) I also agree to repay immediately all monies received by me from the landlord when vacating the housing for which this advance was made to the extent that the advance housing allowance has not been previously repaid. I agree to repay any remaining balance of the advance housing allowance not returned by the landlord in full or monthly installments.

b. (Renters) I certify that the advance housing allowance requested above is the amount needed for anticipated expenses and is for the purpose of payment of advance rent and/or security deposits and/or initial expenses incident to occupying economy housing.

c. (Purchasers, Home Buyers) I certify:
(1) The advance housing allowance requested above is the amount needed for anticipated expenses and is based only on deposit for utilities and initial expenses.
(2) The advance will not be used for purchase costs that include closing costs, upgrades, or similar costs.

d. I certify I have not requested and/or received an advance housing allowance to cover the same expenses I have received an advance pay to cover.

e. I certify the information given regarding this request is correct.
IMPORTANT: Making a false statement against the US Government is punishable by court martial. The penalty for willfully making a false statement is a maximum fine of $10,000 or imprisonment for 5 years, or both.

f. MEMBER'S SIGNATURE	*g.* DATE

6. APPROVING OFFICIAL'S STATEMENT - ADVANCE HOUSING ALLOWANCE

I have reviewed the member's request for advance housing allowance and approve it in the amount of $_____.

a. APPROVING OFFICIAL'S SIGNATURE AND TITLE	*b.* DATE

III. REPAYMENT

7. MEMBER'S REPAYMENT SCHEDULE - ADVANCE HOUSING ALLOWANCE

An advance housing allowance must be liquidated in 12 months unless justified and approved by the approving official. It must not exceed the member's tour of duty. Normally, all repayments begin the first day of the month after the advance was received. Minimum monthly repayment is $50. Completion of blocks 7d and 7e evidences the negotiated repayment schedule between the Air Force and member. However, this does not preclude later changes to protect the interest of the U.S. Government.

a. NO. OF MONTHS REPAYMENT REQUESTED	*c.* REASON FOR EXTENDING REPAYMENT SCHEDULE BEYOND 12 MONTHS OR POSTPONING COLLECTION ACTION BEYOND THE FIRST DAY OF THE MONTH AFTER ADVANCE WAS RECEIVED (if applicable). (Use back of form if needed)
b. REPAYMENT START DATE	

d. MEMBER'S SIGNATURE	*e.* DATE

8. APPROVING OFFICIAL'S STATEMENT - EXTENDED REPAYMENT

I have discussed this advance housing allowance entitlement with the member and approve an extended repayment of longer than the normal 12-month period for reasons stated below.

a. REASON (Use back of form if needed)

b. APPROVING OFFICIAL'S SIGNATURE AND TITLE	*c.* DATE