

## ADDITIONAL FMS INFORMATION

1. POLICY BRIEFINGS		Initial
A. Temporary Loaner Furniture Due In Date:		
B. FMS'S APPLIANCE SHOP is responsible to maintain, repair or replace appliances as well as hook up and disconnect appliances off base.		
C. FMS customers are authorized "One delivery at time of arrival, includes loaner/permanent furnishing/appliances (within first 60 Days), one temporary furnishings pick up (within 90 of delivery) & one complete furnishings pickup" POLICY		
D. IN CASE OF MOVING: 1 <sup>st</sup> inform FMS & provide Rental Agreement/Housing Assignment. The move of Government furnishings will be at customers own expense unless Government directed.		
2. SAFEGUARD OF FURNISHINGS		
<p>Furnishings listed as issued are the responsibility of the sponsor. Property will receive the proper care and be safeguarded IAW AFI 23-111. Any loss, damage or destruction of said property will be reported immediately to the Furnishings Management Section and sponsor may be held pecuniary liable for such loss or damage according to AFMAN 23-220. Property issued for use by sponsor and dependents and will not be loaned or transferred to other persons, or moved to another location without prior approval of the Furnishings Management Section. All complaints concerning condition/cleanliness of furnishings or type of service rendered will be brought to the attention of the Furnishings Management Section Officer. It is the gaining tenant's responsibility to notify previous tenant of the date of mutual transfer. All furnishings and appliances will be cleaned by previous tenant prior to mutual transfer.</p> <p>I ACKNOWLEDGE UNDERSTANDING OF SAFEGUARD OF FURNISHINGS: _____</p>		
3. AUTHORIZATION TO RECEIPT FOR GOVERNMENT OWNED FURNISHINGS		
<p>The undersigned hereby delegates the following adult member(s) of his/her household whose name(s) appear below, authority to receipt for furniture and appliances for use in economy private rental family quarters, government owned leased family quarters or guaranteed rental family quarters. Each member listed below is authorized to act in behalf of the undersigned on matters pertaining to furnishings and full responsibility will be assumed for the actions of the person(s) delegated this authorization.</p>		
DESIGNATED REP. (Print Last Name, First, MI)	RELATIONSHIP	SPONSOR SIGNATURE
4. CONDITION CODES		
'A'= New	'B'= Used, Serviceable	'F'= Unserviceable
'H'= Salvage	'G'= Incomplete	
5. CUSTOMER'S ACKNOWLEDGMENT		
<p>I acknowledge understanding of the policy briefing, responsibility for safeguard of furnishings and delivery and pick-up policy for furnishings in government owned/leased or private rental quarters.</p>		
SIGNATURE:		DATE:
6. ADDITIONAL COMMENTS		
<p>Helpful telephone numbers:</p> <p>Customer Service: 489-6018/6153 Dispatch: 489-7119 Appliance Shop: 489-6622/6624</p>		