Input done by:_____

APPLICATION FOR ASSIGNMENT TO HOUSING

(Before completing form, read Privacy Act Statement and Instructions on reverse)

1. TYPE SERVICE DESIRED *(X one or both)*

	a. MILITARY HOUSING		b. HOUSING REFERRAL

SECTION I - APPLICANT INFORMATION

2. NAME OF SPONSOR *(Last, First, Middle Initial)*	3. PAY GRADE	4. SSN	5. DOD COMPONENT

6. ADDRESS *(Street, City, State, Zip Code)*	7. TELEPHONE NUMBER		8. STATUS OF APPLICANT *(X one)*			
	a. HOME *(Area Code)*	b. DUTY *(DSN)*		a. MILITARY MEMBER		c. CIVILIAN
				b. MILITARY SPOUSE		d. FOREIGN NATIONAL
	9. MARITAL STATUS		10. I AM SEPARATED FROM MY DEPENDENTS *(X one)*			
				a. VOLUNTARILY		b. INVOLUNTARILY

11. I REQUEST HOUSING FOR *(X one)*			
	a. SELF ONLY		b. SELF AND DEPENDENTS

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

SECTION II - MILITARY CAREER INFORMATION *(Civilians skip to Item 15.)*

14. DATES *(Enter in YYMMDD order)*	MILITARY APPLICANT	MILITARYSPOUSE
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 *(If more space is needed, continue on plain paper.)*

a. NAME *(Last, First, Middle Initial)*	b. DATE OF BIRTH *(YYMMDD)*	c. SEX	d. RELATIONSHIP	e. REMARKS *(Handicap, health problems, expected additions to family, etc.)*

SECTION IV - HOUSING DATA

16. HOUSING DESIRED

DEROS:_____ DOD ID #:_____

Date of Birth:_____

Cell Phone:_____ Date of Marriage:_____

Home Email: _____

Military Email:_____

TLA OFFER INFORMATION *(To be completed by the Housing Office)*

TLA Offer:	Date:	Dt Acc:	Dt Decl:	TLA Stop:
1st Offer:	Date:	Dt Acc:	Dt Decl:	Signature
2nd 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)*

APPLICATION FOR ASSIGNMENT TO HOUSING

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5911 & 5912.
PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements.
ROUTINE USE: None.
DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to assist you.

GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. **All items not listed are self-explanatory**. SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

1. TYPE SERVICE DESIRED

Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.

SECTION I - APPLICANT INFORMATION

5. DOD COMPONENT

Army, Navy, Air Force, etc.

6. ADDRESS

Enter complete current address *(street number and name, apartment number, city, state/country and the 9-digit ZIP code)*.

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

SECTION II - MILITARY CAREER INFORMATION

14. DATES *(Military Applications/Military Spouse Only)*

Enter dates in order of YYMMDD. *(May 17, 1993, would be entered as 930517).*

a. Enter the date your current rate/rank was effective.

b. Enter your active duty service computation date.

c. Enter the time *(in months)* that you have remaining on active duty.

d. Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.

e. Enter your arrival date.

f. Enter your estimated arrival date.

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; *i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

SECTION IV - HOUSING DATA

16. Self-explanatory.

17. SIGNATURE

The applicant must sign the DD Form 1746.

18. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

SECTION V - DISPOSITION *(To be completed by the Housing Office)*

19. MILITARY HOUSING

a. **Application Received.** Enter the year, month, day and time the application was received in the Housing Office.

b. **Application Effective.** Enter the date of change of duty station *(Line 14d)* or other date that will be the effective *(control)* date.

c. **DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.

d. **Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.

e. **Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.

f. **Effective Placement.** The effective date and time of the applicant's placement on the list(s).

g. **Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.

h. **Date Unit Assigned.** Enter the date the unit was assigned.

HOUSING FACT SHEET
FOR DOD CIVILIAN EMPLOYEES

- To better serve Department of Defense (DoD) civilians working in the Kaiserslautern Military Community (KMC), newly arriving civilians seeking off-base housing need to visit the Housing Management Office, Bldg. 1001 on Vogelweh for an INITIAL Briefing, prior to seeking economy housing.

- Housing Referral inspects potential rental properties to ensure DoD safety and adequacy standards are met, as well as assisting with landlord communication.

- Rental contracts will not be approved if a facility does not meet the safety and adequacy standards. In addition to maintaining temporary and long-term rental listings, contract content and utility information is explained and appointments are provided when requested.

- Furnishings Management (FMS) is an extension of the Housing Flight and therefore, falls under AFI 32-6001, Family Housing Management, for support. Loaner furniture is authorized to eligible civilian employees in OCONUS who are recruited from CONUS and on a transportation agreement, or recruited locally under an employment agreement, entitled to travel or return to CONUS at government expense and authorized LQA.

- IAW USAFE Policy, service members assigned to the KMC who are required to use housing services, must use and have an approved USAFE FORM 291A Rental Agreement through Housing Management prior to start any entitlements. ***Personnel should not enter into an agreement or sign the USAFE FORM 291A prior to Housing Management review.***

- For further information, please contact the KMC Housing Office at 489-6671 or email KMCHousing@us.af.mil.

Signature_____Date_____

Briefing Package
- CIVILIANS -

KMC HOUSING OFFICE

86 CES/CEH

Unit 3013

APO AE 09021

DSN:489-6671 ON BASE/OFF BASE QUESTIONS

NOTES:

KMC HOUSING AND FMS CUSTOMER SERVICE HOURS

KMC Housing Office

Vogelweh, First Avenue, Bldg 1001

DSN: 489-6671/6672
Comm: 0631-536-6671/6672
Email: KMCHousing@us.af.mil

using Google Maps:
Armstrong's Club, Kaiserslautern

(Follow signs to the Housing Office once entered the gate)

CLOSED on German & American Holidays and the 2nd Wednesday of every month at 11:30 for training.

Schedule Appointments for:

Certifying Off-base Contracts *(please email contract prior to your appointment)*
Gov Housing Assignments and Pre/Final Inspections

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

Walk-in Services for:

Processing TLA's, OHA Change/Stop and Housing Applications

Monday – Thursday 08:00-11:00 & 13:00-15:30 ***(No Walk-Ins between 11:00-13:00, Appointments only!)***
Friday 08:00-11:00 ***(No Walk-Ins after 11:00, Appointments only!)***

Housing Referral Office (HRO):

Inspection of economy houses or landlord issues
DSN: 489-6643/6659 Comm: 0631-536-6643/6659

Furnishings Management Section (FMS)

Einsiedlerhof Air Station, Bldg 720

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

DSN: 489-6001
Comm: 0631-536-6001
Email: 86ces.cehffmo@us.af.mil

using GPS:
Kaiserstr. 117
67661 Kaiserslautern
(Gate is across the "Cantina Mexicana")

CLOSED on German and American Holidays and the 2nd Wednesday of every month at 11:30 for training.

current as of 4 Mar 2020

ECONOMY HOUSING

Furnishing Sets for Temporary and Permanent full JTR Weight Allowance Area

TEMPORARY (Up to 90 Days)

LIVING ROOM	BASIC OF ISSUE
Select up to 3 items	
End Table	1 ea
Coffee Table	1 ea
Sofa	1 ea
2 Chairs	2 ea
Sofa OR 2 Chairs (Unaccompanied Personnel Only)	

DINING ROOM	
Dining Table	1 ea per household
Dining Chair	2 minimum + one per add'l deps

BEDROOM	
Bed Double with Mattress	1 ea per Sponsor with family
Bed Single with Mattress	1 ea per family member or unacc
Night Table	1 ea per occupied bedroom

PERMANENT

KITCHEN	
Refrigerator	1 ea per household

BEDROOM	
Wardrobe	2 per Sponsor – plus 1 per add'l deps

UTILITY ROOM	
Dryer	1 ea per household
Washer	1 ea per household
Transformer	Up to 2 for accompanied Only 1 for unaccompanied None for on base Housing

Legend
Housing Market Area
Ramstein Air Base
Roads
Primary Roads
A Way
City Boundary
County Boundary
France
Water Body
Bad Schwalbach
Naurod
Kloppenheim
Frauenstein
Nordenstadt
Eltville am Rhein
A671
Geisenheim
Drais
Bischofsheim
Bingen am Rhein
B48
B41 B48
Ebersheim
Bad Kreuznach
Alzey
Heimersheim
Weinheim
A63
Abenheim
Worms
Birkenfeld
Fischbach
B407
B41
B269
B270
Baumholder
Rockenhausen
Rheinland-Pfalz
Asselheim
Wadrill
Gonnesweiler
Selbach
Altenglan
SEMBACH KASERNE
Frankenthal
Tholey
Alsweiler
Saal
RAMSTEIN AB
Erlenbach
Ungstein
Studernheim
Lebach
Saarland
Kaiserslautern
B271
Maudach
Vogelweh
Landstuhl
Eppelborn
Hangard
Moelschbach
Koenigsbach an der Weinstraße
Kleinottweiler
Heinitz
A6
Kirrberg
A62
Lachen
Etzenhofen
A623
Hassel
Bierbach
Saarbrücken
A8
B10 B48
B38
A65
Mittelbach
Pirmasens
B10
Germersheim
Fechingen
Moerlheim
Niedersimten
Bliesransbach
Herxheim b. Landau
Rilchingen-Hanweiler
GERMANY
FRANCE
Eggenstein
Schaidt
Wörth am Rhein
B9
B36
Bruchhausen
Plittersdorf
Malsch
Oberweier

HOUSING FACT SHEET

FOR DOD CIVILIAN EMPLOYEES

- To better serve Department of Defense (DoD) civilians working in the Kaiserslautern Military Community (KMC) and help maintain stable and fair rental costs, newly arriving civilians seeking off-base housing need to visit the Housing Management Office, Bldg. 1001 on Vogelweh for an INITIAL Briefing, prior to seeking economy housing.

- Housing Referral inspects potential rental properties to ensure DoD adequacy standards are met and to ensure fair market rental rates, as well as assisting with landlord communication.

- Rental contracts will not be approved if a facility does not meet adequacy standards or rental price is considered exorbitant compared to local fair market rental values. In addition to maintaining temporary and long-term rental listings, contract content and utility information is explained and appointments are provided when requested.

- Furnishings Management (FMS) is an extension of the Housing Flight and therefore, falls under AFI 32-6001, Family Housing Management, for support. Loaner furniture is authorized to eligible civilian employees in OCONUS who are recruited from CONUS and on a transportation agreement, or recruited locally under an employment agreement, entitled to travel or return to CONUS at government expense and authorized LQA.

- IAW USAFE Policy, service members assigned to the KMC who are required to use housing services, must use and have an approved USAFE FORM 291A Rental Agreement through Housing Management prior to start any entitlements. ***Personnel should not enter into an agreement or sign the USAFE FORM 291A prior to Housing Management review.***

- For further information, please contact the KMC Housing Office at 489-6671 or email KMCHousing@us.af.mil.

Signature_____Date_____

ECONOMY HOUSING 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.

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.

Utilities need to be assessed as follows/
Die Nebenkosten sind wie folgt einzutragen:

Meter/**Zaehler:**	when the utility is paid directly to the utility company/**wenn der Mieter direkt mit den Versorgungswerken abrechnet**
Estimated cost/**Vorausleistung:**	when the tenant pays a certain amount to the landlord and receives an end of year bill from the landlord/**wenn eine monatliche Vorausleistung an den Vermieter gezahlt wird und der Vermieter mit dem Mieter abrechnet**

---------- E X A M P L E ----------

HOUSING REFERRAL OFFICE RENTAL AGREEMENT
(Mietvertrag des Amerikanischen Wohnungsamtes) (GERMANY)

DATE *(YYYYMMDD)* *(Datu*

CONTROL NO. *(Kontroll-Nr.)*

LEAVE BLANK

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.

BETWEEN *(Zwischen)*

SPONSOR'S NAME *(Last, First Middle Initial) (Name des Mieters, Nachname, Vorname, Mittelinitialen)* | GRADE *(Rang)*

Service Member completes these two rows.
If sharer/married Military to Military both SM's information is required

DUTY PHONE *(T*

AND *(Und)*

LANDLORD'S NAME *(Last, First)* *(Name des Vermieters, Nachname, Vorname)* | ADDRESS *(Anschrift)*

LANDLORD fills out the rest of the form from this SECTION on

The following ☐ furnished / ☐ unfurnished apartment or house, located at :
(Das folgende aufgeführte ☐ möblierte / ☐ unmöblierte/ Apartment oder Haus, in:)

HOUSE NO. *(Haus Nr.)*	STREET NAME *(Straße)*	TOWN OR CITY *(Ort oder Stadt)*	ZIP CODE *(PLZ)*

Each block must have something filled out, if it does not apply
then N/A or — will be put in the box
Example no access to the attic or no basement then NA or a dash - would be appropriate

is let

LIVING *(Wohn*

OTHER ROOMS *(An*

List all additional rooms (Pantry, Sauna, Winter garden etc)

LIVING SPACE *(sqm)* *(Wohnfläche) (qm)*

MUST have the SQM listed

THE RENTAL PERIOD STARTS *(Das Mietverhältnis beginnt am)*	MONTHLY RENT *(Monatliche Miete)*	SECURITY DEPOSIT *(interest bearing)* *(Kaution, verzinslich)*
MUST have a start date	_____ €	_____ €

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)*

HEATING: Can be listed as oil, Bill Meter/Company or if there is a EURO amount you pay the landlord and MUST have EST. Example 250€ est

ELECTRICITY: Can be listed as Meter/Company or if there is a EURO amount you pay the landlord and **MUST** have EST. Example 250€ est

WATER/SEWAGE: Can be listed as Meter/Company or if there is a EURO amount you pay the landlord and **MUST** have EST and PER PERSON (P.P). Example 30€ P.P est

GARBAGE: Can be listed as bill or if there is a EURO amount you pay the landlord and **MUST** have EST. Example 50€ est

OTHER CHARGES: Usually for chimney/heating maintenance. Annotated below the box or on the back in thr remarks section what the other charges are for. List as bill or if there is a EURO amount you pay the landlord and it **MUST** have EST. Example 50€ est chim/sweep-heat/main.

Any utility you pay to the landlord must have ESTIMATE (EST).
The bill will be reconciled at the end of the year.

HOUSING REFERRAL OFFICE RENTAL AGREEMENT *(Contd)*

6. The tenant shall notify the landlord in writing if either repair or maintenance is required.
(Der Mieter soll den Vermieter schriftlich von notwendigen Reparaturen oder Instandhaltungsmaßnahmen unterrichten.)

7. The landlord agrees that government issued furniture/supplies will not be held in lieu of any debts incurred by the tenant. Further, in case of emergency, landlord agrees to permit a military representative to enter the premises and remove such US Government property.
(Der Vermieter verpflichtet sich, von der Regierung gestellte Möbel/Gegenstände nicht als Ersatz für vom Mieter verursachte Schulden zurück-zuhalten. Weiterhin, im Notfalle, verpflichtet sich der Vermieter einem militärischen Vertreter die Erlaubnis zu geben, die Räumlichkeiten zu betreten und solches Regierungseigentum zu entfernen.)

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 Reperatur/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.

THIS IS SECTION IS USED FOR:
Notification of a 1 YEAR LEASE
If pets are allowed (pet deposit)
Yard/sidewalk maintenance (especially snow and ice removal)
Other Do's and Don'ts
Anything else the landlord would like and can be continued on another attachment
LANDLORD BANKING INFORMATION

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)*	SIGNATURE *(Unterschrift)*	DATE (YYYYMMDD) *um (JJJJMMTT))*

Landlord or Representative prints, signs and dates

TENANT AUTHENTICATION *(BEURKUNDUNG DES MIETERS)*

PRINTED NAME AND GRADE *(Name und Rang in Druckschrift)*	SIGNATURE *(Unterschrift)*	DATE (YYYYMMDD) *MMTT))*

I certi ny quarters prior t ental contract and th l not engage in any s limited to, offers tage over other r or employee of the

PRINTE		MDD) *MMTT))*

DO NOT

PRINT OR SIGN UNTIL YOU ARE WITH THE HOUSING COUNSELOR

Scan or take a picture (front and back) then email to:

KMCHousing@us.af.mil

HOUSING REFERRAL OFFICER CERTIFICATION

☐ PRIVATE RENTAL APPROVED ☐ SPONSOR ☐ IS ☐ IS NOT AUTHORIZED GOVERNMENT FAMILY QUARTERS

PRINTED NAME AND GRADE	SIGNATURE	DATE *(YYYYMMDD)*

DISTRIBUTION *(Within three working days after HRO certification)*

ORIGINAL - LANDLORD 1ST COPY - TENANT 2ND COPY - HRO 3RD COPY - CPF 4TH COPY - OTHER

REFERRAL OFFICE RENTAL AGREEMENT
(Mietvertrag des Amerikanischen Wohnungsamtes) (GERMANY)

DATE *(YYYYMMDD) (Datum) (JJJJMMTT)*	CONTROL NO. *(Kontroll-Nr.)*

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.

BETWEEN *(Zwischen)*

SPONSOR'S NAME *(Last, First Middle Initial) (Name des Mieters, Nachname, Vorname, Mittelinitialen)*	GRADE *(Rang)*

DUTY PHONE *(Telefon)*	ORGANIZATION *(Einheit)*

AND *(Und)*

LANDLORD'S NAME *(Last, First) (Name der Vermieters, Nachname und Vorname)*	ADDRESS *(Anschrift)*

The following ☐ furnished / ☐ unfurnished apartment or house, located at :
(Das folgende aufgeführte ☐ möblierte / ☐ unmöblierte/ Apartment oder Haus, in:)

HOUSE NO.*(Haus Nr.)*	STREET NAME *(Straße)*	TOWN OR CITY *(Ort oder Stadt)*	ZIP CODE*(PLZ)*

is let for use as living quarters to the tenant. *(wird als Wohnung an den Mieter vermietet.)*

LIVING ROOM *(Wohnzimmer)*	DINING ROOM *(Eßzimmer)*	BEDROOM *(Schlafzimmer)*	KITCHEN *(Küche)*	BATHROOM *(Badezimmer)*	BASEMENT *(Keller)*	ATTIC *(Dachgeschoß)*	GARAGE *(Garage)*

OTHER ROOMS *(Andere Räume)*	LIVING SPACE *(sqm) (Wohnfläche) (qm)*

THE RENTAL PERIOD STARTS ON *(Das Mietverhältnis beginnt am)* _____ *(YYYYMMDD) / (JJJJMMTT)*	MONTHLY RENT *(Monatliche Miete)* _____ €	SECURITY DEPOSIT *(interest bearing) (Kaution, verzinslich)* _____ €

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)*

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 15 days written notice of an unscheduled PCS, or a minimum of 30 days written notice when the tenant is moving into government or other economy quarters. The landlord's right to rental payments will cease the day following the tenant's vacating the premises.
   (Der Vertrag kann seitens des Mieters schriftlich gekündigt werden. Im Falle einer außerplanmäßigen Versetzung ist der Mieter gehalten, dem Vermieter die Kündigung unter Einhaltung einer First von mindestens 15 Tagen schriftlich zugehen zu lassen. Bei Bezug einer Regierungswohnung bzw. einer anderen, nicht staatlich kontrollierten Wohnung, gilt eine Kündigungsfrist von mindestens 30 Tagen. In diesen Fällen endet das Recht des Vermieters auf Mietzahlung am Tage nach dem Auszug aus der Wohnung.)
2. Damage to property over and above normal wear and tear will be paid by the tenant. The cost for normal repair and maintenance are to be paid by the landlord. The tenant will not alter, modify or repaint/rewallpaper the leased premises without the written consent of the landlord.
   (Eigentumsbeschädigung, die über die normale Abnutzung hinausgeht, wird von dem Mieter vergütet. Die Kosten für übliche Reparaturen und Instandhaltung sind von dem Vermieter zu tragen. Der Mieter wird die gemieteten Räume ohne schriftliche Genehmigung des Vermieters, weder ändern, umgestalten noch neu streichen/ neu tapezieren.)
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.)

HOUSING REFERRAL OFFICE RENTAL AGREEMENT *(Contd)*

6. The tenant shall notify the landlord in writing if either repair or maintenance is required.
(Der Mieter soll den Vermieter schriftlich von notwendigen Reparaturen oder Instandhaltungsmaßnahmen unterrichten.)

7. The landlord agrees that government issued furniture/supplies will not be held in lieu of any debts incurred by the tenant. Further, in case of emergency, landlord agrees to permit a military representative to enter the premises and remove such US Government property.
(Der Vermieter verpflichtet sich, von der Regierung gestellte Möbel/Gegenstände nicht als Ersatz für vom Mieter verursachte Schulden zurück-zuhalten. Weiterhin, im Notfalle, verpflichtet sich der Vermieter einem militärischen Vertreter die Erlaubnis zu geben, die Räumlichkeiten zu betreten und solches Regierungseigentum zu entfernen.)

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

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

LANDLORD AUTHENTICATION *(BEURKUNDUNG DES VERMIETERS)*

PRINTED NAME *(Name in Druckschrift)*	SIGNATURE *(Unterschrift)*	DATE (YYYYMMDD) *(Datum (JJJJMMTT))*

TENANT AUTHENTICATION *(BEURKUNDUNG DES MIETERS)*

PRINTED NAME AND GRADE *(Name und Rang in Druckschrift)*	SIGNATURE *(Unterschrift)*	DATE (YYYYMMDD) *(Datum (JJJJMMTT))*

TENANT'S CERTIFICATION *(BESTÄTIGUNG DES MIETERS)*

I certify that I will pay rent and/or debts, incurred by me prior to occupying Government Family Housing or terminating economy quarters prior to my PCS departure from this area. I further certify that I am paying the full amount of rent, and nothing additional, as expressly set forth in this rental contract. I also certify that the stated rent does not cover any additional property or services not expressly stated herein. In addition, I certify that I will not engage in any actions to gain an advantage over other potential tenants including, but not limited to, offers of payments of gratuities, bribes, kickbacks, or gifts to members of the landlord's family. Further, I certify I will take no action to cause the termination of any other rental contract of a member or employee of the Military Forces in order to gain said quarters either for myself or another member or employee of the Military Forces.

PRINTED NAME AND GRADE *(Name und Rang in Druckschrift)*	SIGNATURE *(Unterschrift)*	DATE (YYYYMMDD) *(Datum (JJJJMMTT))*

HOUSING REFERRAL OFFICER CERTIFICATION

☐ PRIVATE RENTAL APPROVED ☐ SPONSOR ☐ IS ☐ IS NOT AUTHORIZED GOVERNMENT FAMILY QUARTERS

PRINTED NAME AND GRADE	SIGNATURE	DATE *(YYYYMMDD)*

DISTRIBUTION *(Within three working days after HRO certification)*

ORIGINAL - LANDLORD 1ST COPY - TENANT 2ND COPY - HRO 3RD COPY - CPF 4TH COPY - OTHER

PREMISES CONDITION / INVENTORY (GERMANY)
ZUSTANDSBERICHT DER RÄUMLICHKEITEN (DEUTSCHLAND)

1. DATE (YYYYMMDD) *(DATUM (JJJJMMTT))*

AUTHORITY: 10 U.S.C. 9775 (FO32 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.

2. PROPERTY ADDRESS *(Anschrift)*

3. TYPE OF INSPECTION *(Art der Inspektion)*
☐ CHECK IN *(Einzug)* ☐ CHECK OUT *(Auszug)*

4. LANDLORD'S / AGENT'S NAME (Last, First, Middle Initial) *(NAME DES VERMIETERS ODER DER AGENTUR (Familienname, Vorname und Mittelinitialen))*

5. PHONE NUMBER *(Telefon-Nr.)*

6. TENANT'S 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)*	WATER *(Wasser)*	MISCELLANEOUS *(Sonstiges)*
START *(Beginn)*					
END *(Ende)*					

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 *(zerkratzt)*	**G:** GOOD *(gut)*	**MR:** MARKED *(gezeichnet)*
ST: STAINED *(fleckig)*	**TO:** TORN *(zerrissen)*	**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 *(Rolladen)*	Fridge/Freezer *(Kühl-Gefrierschrank)*		
Cabinets *(Schränke)*	Range *(Herd)*		
Doors *(Türen)*	Dishwasher *(Geschirrspüler)*		
Keys *(Schlüssel)*	Smoke Detector *(Rauchmelder)*		

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 *(Rolladen)*	Keys *(Schlüssel)*		
Doors *(Türen)*	Smoke Detector *(Rauchmelder)*		

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 *(Rolladen)*	Keys *(Schlüssel)*		
Doors *(Türen)*	Smoke Detector *(Rauchmelder)*		

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 *(Rolladen)*	Bath Tub *(Badewanne)*		

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)*			
	Room 1 *(Raum 1)*	Room 2 *(Raum 2)*	Room 3 *(Raum 3)*	Room 4 *(Raum 4)*
Floor *(Fussboden)*				
Window *(Fenster)*				
Windowsills *(Fensterbretter)*				
Curtains *(Vorhänge)*				
Blinds *(Rolladen)*				
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)*	Condition *(Zustand)* - Quantity *(Anzahl)*	Miscellaneous Items *(Verschiedenes)*	Condition *(Zustand)* - Quantity *(Anzahl)*
Entrance keys *(Haustürschlüssel)*	Driveway *(Einfahrt)*	Hallway Smoke Detector *(Rauchmelder Flur)*	
Mailbox keys *(Briefkastenschlüssel)*	Shrubs *(Sträucher)*		
Garage *(Garage)*	Lawn *(Rasen)*		
Remote *(Fernbedienung)*	Trees *(Bäume)*		
Balcony *(Balkon)*	Patio *(Terrasse)*		
Garbage Bin *(Müllbehälter)*	Deck *(Boden)*		

17. REMARKS *(Bemerkungen)*

18. I hereby state that the above information is correct and all parties involved are in full agreement.
(Mit meiner Unterschrift bestätige ich, dass alle gemachten Angaben richtig sind und in Übereinstimmung getroffen wurden.)

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))*
d. PRINTED NAME OF LANDLORD *(Last, First, Middle Initial) (NAME DES VERMIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))*	e. SIGNATURE *(Unterschrift)*	f. DATE *(YYYYMMDD) (Datum (JJJJMMTT))*

19. TO BE COMPLETED AT TIME OF TERMINATION *(Bei Beendigung des Mietverhältnisses auszufüllen)*

Quarters condition *(Wohnungszustand)* ☐ has *(hat sich)* / ☐ has not *(hat sich nicht)* changed *(verändert)*. Outstanding bills are *(Zu zahlen sind noch) :*

a. RENT UNTIL *(Miete bis)* COST *(Betrag)* (EURO)	b. UTILITIES *(Nebenkosten)* COST *(Betrag)* (EURO)
c. DAMAGES *(Beschädigungen)* 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))*

Kaiserslautern School Zone

Dansenberg
Erzenhausen
Erzhütten
Espensteig
Eulenbis
Kaiserslautern City
Engelshof
Kreimbach
Geiselberg
Heltersberg
Hermersberg
Hohenecken
Horbach
Höheinöd
Kapaun Housing
Krickenbach
Linden
Mölschbach
Morlautern
Niederkirchen
Olsbrücken
Pfeiffermühle
Queidersbach
Rodenbach
Schopp
Steinalben
Stelzenberg
Sulzbachtal
Thaleischweiler
Trippstadt
Waldfischbach
Weilerbach
Wiesenthalerhof
Wörsbach

Vogelweh School Zone

Einsiedlerhof Forsthaus-
Einsiedlerhof
Vogelweh Housing
Kindsbach
Siegelbach

****Students living in the Vogelweh School Zone who are in Grades 6th-8th will attend Kaiserslautern Middle School and students in Grades 9th-12th will attend Kaiserslautern High School.****

Sembach School Zone

Alsenborn
Baalborn
Börrstadt
Breunigweiler
Enkenbach
Alsenborn
Erfenbach
Erlenbach
Fischbach
Gersweilerhof
Gonbach
Heiligenmoschel
Hirschhorn
Hochspeyer
Höringen
Imsbach
Katzweiler
Langmeil
Lohnsfeld
Mehlbach
Mehlingen
Münchweiler a.d. Alsenz
Neuhemsbach
Neukirchen
Otterbach
Otterberg
Sambach
Schallodenbach
Schneckenhausen
Schweissweiler
Sembach-Base
Sembach-Town
Sippersfeld
Wartenberg
Winnweiler

****Students in Grades 9th-12th who reside in the Sembach Zone will attend Kaiserslautern High School****

School Liaison Offices

86 MSG School Liaison Offices
Bldg. 2203, Room 111
Ramstein Air Base
DSN: 480-9374 CIV: 06371-47-9374

USAG-RP School Liaison Office
Bldg. 162, Rm 114
Rhine Ordnance Barracks
DSN: 541-9061 CIV: 0611-143-541-9061

SCHOOL BUS

Kaiserslautern Military Community School Zone Information

Where you live determines where your children go to school

SY 2019 - 2020

Student Transportation Offices

Ramstein and Landstuhl Schools
DSN: 480-2877 CIV:06371-47-2877

Sembach, Kaiserslautern & Vogelweh Schools
DSN: 545-1401 or 1402
CIV: 0611-143-545-1762 or 1763

The Department of Defense has established 11 schools within the Kaiserslautern Military Community to meet the educational needs of children from Kindergarten through 12th Grade.

The school your child attends is determined using the same method as in the United States; by physical home address, not the parent's workplace address.

Parents may request an exception to the feeder zone policy. This request can be made at the school that they are zoned for. Requests require signatures from both the losing and gaining school principals. The final decision is made by the Community Superintendent.

It is important for parents to understand if an exception to feeder zone policy is approved, school bus transportation <u>will not</u> be provided outside of designated school feeder zones.

Ramstein School Zone

Albersbach
Altenglan
Altenkirchen
Bettenhausen
Börsborn
Bosenbach
Brücken
Dietschweiler
Dittweiler
Elschbach
Elschbacherhof
Elschbach Am Bahnhof
Etschberg
Fockenberg-Limbach
Föckelberg
Mackenbach
Gimsbach
Glan-Münchweiler
Gries
Haschbach
Henschtal
Herschweiler-Pettersheim
Hüffler
Hütschenhausen
Jägersburg
Jettenbach
Katzenbach
Kirchmohr
Kollweiler
Kottweiler-Schwanden
Krottelbach
Kübelberg
Landstuhl-Langwiesen
Liebsthal
Matzenbach
Miesau
Miesau-Buchholz
Miesau Depot
Miesenbach
Mühlbach
Nanzdietschweiler
Nanzweiler
Neunkirchen a. Potzberg
Niedermohr
Niederstaufenbach
Obermohr
Obertstaufenbach
Ohmbach
Quirnbach
Ramstein-City
Rehweiler
Reichenbach-Steegen
Reuschbach
Rothselberg
Rutsweiler a. Glan
Sand
Schellweiler
Schmittweiler
Schönenberg
Schrollbach
Schwedelbach
Spesbach
Steinbach
Steinwenden
Theisbergstegen
Waldmohr
Weltersbach

Landstuhl School Zone

Bann
Bechhofen
Bruchmühlbach
Gerhardsbrunn
Gross/Klein Bundenbach
Harsberg
Hauptstuhl
Herschberg
Hettenhausen
Käshofen
Kirchenarnbach
Knopp
Krähenberg
Labach
Lambsborn
Landstuhl-Atzel
Landstuhl-City
Landstuhl– Melkerei
Langwieden
Martinshöhe
Mittelbrunn
Mörsbach
Neumühle
Niederhausen
Oberarnbach
Oberhausen
Obernheim
Rosenkopf
Saalstadt
Schauerberg
Schmittshausen
Vogelbach
Wallhalben
Weselberg
Wiesbach
Winterbach

****High School Students living in the Landstuhl School Zone will attend Kaiserslautern High School.****

JAGLINE RAMSTEIN LAW CENTER

Winter Issues in Germany

Winter is upon us! To prepare for the upcoming winter weather, keep the following in mind to ensure that you are protecting yourself by complying with our host nation's laws.

Snow & Ice Removal

Under German law homeowners are often responsible for keeping walkways, sidewalks and driveways free of snow and ice accumulation. Failures to do so may result in pecuniary liability should someone slip and fall on your property and become injured.

"But I'm not the homeowner!" You may still be liable. Many rental contracts shift the responsibility of snow and ice control from the homeowner to the tenant making the tenant personally liable should a mishap occur from the tenant's failure to remove accumulated snow or ice. If you're not sure whether you're responsible, check your rental contract!

What do I need to do?

Here are some tips to help you to know what to do to ensure that you are fulfilling your responsibilities:

- Remove any snow/ice accumulation on your property that could cause an ordinary person taking standard precautions to slip and fall.
- Removal of snow accumulation is an on-going duty. This may require the tenant or homeowner to shovel their property throughout the day. The "I was at work all day" excuse will not work.
- You are responsible for the driveway and walkways on your property. This includes the pedestrian walkway and half of the street in front of your home.
- Make sure to purchase a good snow shovel and sufficient salt early on. In heavy snow years, shovels and salt can become increasingly scarce.

How can I protect against liability?

While taking the precautions listed above will likely prevent most accidents, the best way to protect against monetary loss is with liability insurance.

Liability insurance protects you against claims from individuals who sustain injuries on your property. In the event someone slips and falls on your property, liability insurance would pay the claim on your behalf rather than you personally paying out of pocket.

You can likely obtain liability insurance from your current auto, renter's, or homeowner's insurance carrier. It is typically relatively inexpensive, but may prove very useful in case of an accident.

Automobile Issues

Along with your property, you must also make sure your vehicle is prepared for winter conditions. German Federal law requires the use of suitable tires when road conditions are icy. There are two different types of tires that will generally satisfy this requirement. These tires will have one of two markings indicating that they are rated as appropriate for driving in snowy and icy conditions. These tires marked with "M+S" (indicating Mud and Snow tires) or with a snowflake (indicating snow tires). If you are found driving in winter conditions without the appropriate tires, you could be fined €60 and given a point against your license. In case of creating an obstruction, an endangerment or even an accident, this fine could increase in € 20 steps up to € 120.

As a final winter driving tip, be aware that it is against the law in Germany to let your vehicle run idle unnecessarily, for example to allow your vehicle's engine and interior warm up. Along with the environmental consequences, you could be fined €10.

Questions? Please contact the Ramstein Law Center

86 AW/JA
Bldg 2137 Ramstein AB
DSN 480-5911/5912

Check out the AF Legal Assistance website!
https://aflegalassistance.law.af.mil

Questions?
Email us at 86aw.ja@ramstein.af.mil

Don’t become a Victim!

What’s yours is yours and what you can do to help keep it that way!

One of the most frequent calls that Security Forces receives concerns vehicle break-ins. The common thread in all vehicle break-in’s isn’t whether the vehicle is secured or unsecured but what valuables are laying out in plain site! The 5 top high value items stolen from vehicles are:

1. Navigation Systems
2. iPods
3. Gas Cards
4. Cell Phones
5. Wallets and Purses

Tips to help keep what’s yours, both in your vehicle and in your home!

1. Lock your vehicle at all times! It only takes a second for someone to snatch your GPS if you have your car unlocked.

2. Remove all high-value items from plain site! For example the GPS in the above example can be snatched in seconds in an unsecured vehicle but it doesn’t take much longer to bust the window and grab it if it’s in plain sight!

3. Remove the GPS mount from the window when not being used. Also wipe off the suction cup marks from the window that are caused by the GPS mount. This is just a signal to the crooks that you may have one in your glove box.

4. Park in well-lit and well traveled areas, or better yet in a locked garage.

5. Always lock the doors to your home or dorm room, not only when you are out but even when you are at home. By locking the doors even when you are home you can deter unauthorized entry and prevent assaults. Use exterior lights to illuminate dark areas. Trim back bushes and hedges beneath windows. When you will be gone for a period of time, ask a trusted neighbor or friend pick up your newspapers and mail so it doesn’t accumulate at your front door.