



Housing

Date: _____

HOUSING SERVICES OFFICE (HSO) IN-PROCESSING CHECKLIST AND STATEMENT OF UNDERSTANDING FOR OFF-POST HOUSING

I, _____ have been briefed on the following:

_____ **Open Referral Procedures.** I understand that I will only be allowed to view two private rental housing units, based on my bedroom room requirement. **I have 24 hours after looking at a housing unit to accept or decline. Failure to notify the Housing Office will result in the housing unit being offered to the next customer.**

_____ **Housing Assistance.** I understand that I cannot rely solely on the Housing Office to secure housing. I must aggressively seek housing on my own. If on TLA, I must view at least two (2) housing units the first 10 days and at least five (5) additional housing units each subsequent 10 days. Failure to do so can result in TLA being terminated.

_____ **Non-Reimbursement for Realtor Fees.** I fully understand that I will not receive government reimbursement for realtor fees as the result of securing off-post housing through an Immobilien, without prior approval from the Housing Office. Civilians must contact the local CPAC Office for reimbursement of realtor fees.

_____ **Non-Use of the Military Lease Agreement.** I fully understand that by not using the standard military lease agreement that I am subject to host nation interpretation of my German lease agreement. I have read and fully understand the terms outlined in the German lease agreement and will comply with them. If I sign a German lease agreement, I understand that I will have limited recourse, should disputes arise.

_____ **Exclusion of Military Clause.** I fully understand that by not having the military clause added to my lease agreement, that I will be required to give the landlord the required notice outlined in the lease agreement, even in the case of a permanent change of station (PCS). Note: Failure to do so can result in additional expenses that will be borne by the service member (i.e., additional rent payment, non-refund of deposit, etc).

_____ **Exceeding Overseas Housing Allowance (OHA).** I fully understand that if the off-post housing I select exceeds the OHA amount allowed for my grade, all rental expenses beyond the OHA amount will be considered “out-of-pocket” expense and will be paid by me. A statement, provided by Housing, must be signed by my chain of command.

_____ **Advance Rent and/or Advance Deposit.** I fully understand that I can request advance rent and/or an advance deposit, through the Housing Office.

_____ **Reside Off-Post At Own Expense.** I fully understand that if I don’t have the authorization or am not eligible to reside off post, I will not receive the Overseas Housing Allowance (OHA).

_____ **Ansbach Law Center – Things You Should Know About Lease Law**
I fully understand that I am responsible for reading and asking questions relating to the items I don’t understand.

_____ **No lease agreement will be signed until reviewed by the Housing Office.**

SERVICE MEMBER OR SPOUSE

HOUSING COUNSELOR



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
U.S. ARMY GARRISON ANSBACH
UNIT #28614
APO AE 09177-8614

IMAN-PWH

MEMORANDUM FOR HOUSING DIVISION

SUBJECT: Commuting Area and Walking Distances for School Bus Transportation

SPONSOR'S CERTIFICATION OF UNDERSTANDING

I have been advised of the commuting areas for transportation of students at government expense to the schools within the Ansbach community.

I understand that school transportation is provided only within the commuting area and that if I obtain housing outside this area, I must transport my Family member students at my own expense between my residence and the school, or to an existing bus stop within the commuting area.

Date and Signature of Sponsor

Printed Full Name and Grade of Sponsor