

# Housing Services Office Referral Listing Application

Joint Base Lewis-McChord  
 Directorate of Public Works  
 Residential Communities Division  
 Housing Services Office  
 Office: (253) 967-3581  
 Fax: (253) 967-2955  
 Email: usarmy.jblm.imcom.list.dpw-rcd-  
 hso@mail.mil

**Instructions: Applicants, who would like to list their apartment complex or property management company with the Joint Base Lewis-McChord (JBLM) Housing Services Office (HSO), are required to complete all fields, then read the information at the bottom and reverse side of this form.**

1. Name of Landlord or Property Management Company		2. Landlord Address	
3. Contact Numbers Business _____ Mobile _____ Fax _____	4. Email Address		5. Days and Hours of Operation
6. Website		7. Total Number of Properties Managed	
8. Name and Physical Address of Apartments (if Applicable)			Total Number of Units
_____			_____
_____			_____
_____			_____
9. List of Current Staff Members		Title/Contact Number	
_____		_____	
_____		_____	
_____		_____	
_____		_____	

## APPLICANT AGREEMENT

I, \_\_\_\_\_, as an agent of the landlord duly authorized to sign this agreement, hereby apply to list my apartment complex or property management company with the JBLM HSO. In making this application and as a condition of my acceptance to list with the JBLM HSO, I agree to comply with all of the Terms and Conditions set forth on the reverse side of this form. (Please initial each line on the reverse side of this application to indicate your agreement.)

The undersigned hereby acknowledge that they have read, understand and agree to the foregoing Terms and Conditions, including any amendments thereto.

\_\_\_\_\_  
**Property Manager Name**                      **Property Manager Signature**                      **Date**

### For Office Use Only

1. Received By (HSO Representative's Name)	2. Date Application Received
3. Action on Request to List: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (If disapproved, state reason.)	
4. HSO Representative's Signature	5. Date of Action

## HSO Referral Listing Terms and Conditions

\_\_\_\_\_ 1. I agree to comply with the Washington State laws governing residential tenancies detailed in RCW 59.19: Residential Landlord-Tenant Act.

\_\_\_\_\_ 2. I understand that the Service Members Civil Relief Act (50 U.S.C. § 535) is a federal law that must be honored. Accordingly, I agree to release Service Members from their contract without penalty for Permanent Change of Station (PCS), deployment, or Temporary Duty (TDY) of 90 days or longer. Termination of the lease shall become effective 30 days after the first date on which the next rental payment is due and payable after the delivery of notice. Service Members shall provide written notice along with a copy of their orders or a memorandum from their Commander. Landlords further agree, they will not ask Service Members to waive any of the rights afforded to them under the Service Members Civil Relief Act (SCRA).

\_\_\_\_\_ 3. I understand that prior to submitting this application I must email a sample copy of my lease agreement and all addendums to the JBLM HSO at [usarmy.jblm.imcom.list.dpw-rcd-hso@mail.mil](mailto:usarmy.jblm.imcom.list.dpw-rcd-hso@mail.mil).

\_\_\_\_\_ 4. I agree that I will not require a “month-to-month” tenant to stay more than one rental period (i.e., one month). This type of lease, also known as a “One-Way Lease” is not beneficial to Service Members. Landlords will not be granted permission to list with the JBLM HSO if their month-to-month rental agreement contains provisions that allow the landlord to withhold a deposit, or impose other penalties, if a tenant moves out before a minimum number of months have passed. Penalties include requiring tenants to pay for termination fees, concessions received and/or liquidated damages.

\_\_\_\_\_ 5. I agree that I will not charge Service Members any penalty fees when a Service Member terminates their lease under the SCRA. Penalty fees as defined in this policy include: forfeiture of a security deposit, termination fees, remarketing fees, advertising fees and any other monies above and beyond what tenant would normally pay at the end of the lease had they not terminated under a military clause. I further agree that Service Members will not be asked to sign concession agreements requiring them to repay concessions when terminating their lease under the SCRA.

\_\_\_\_\_ 6. I agree to offer Service Members the same rental rates and concessions afforded to the general public.

\_\_\_\_\_ 7. I agree that photos and information provided on the property present an accurate representation of the rental unit. I understand that a listing may need to be removed and/or corrected if it is found to be misleading including, but not limited to: providing pictures that misrepresent the property and its current condition; charging rents greater than the advertised rate and; providing incorrect information on the location of the property.

\_\_\_\_\_ 8. If I have listed my property on a housing referral website, I agree to notify all potential applicants of pending applications on the property in question. Should the pending application be denied, I understand that I may then process further applications on the property.

\_\_\_\_\_ 9. I confirm that I have conducted an inspection of my rental property and that it meets all of the minimum standards set forth in the JBLM HSO Self-Certification Inspection Checklist. I understand that the intent of the checklist is to preserve the health, safety and general welfare of the public.

\_\_\_\_\_ 10. I agree to make a good faith effort to conduct a joint inspection of the premises when requested by the tenant. The landlord and tenant will complete and sign a Move-In/Out Inspection Checklist that notes the damages, repairs needed and the overall condition of the property. In the event a joint inspection is not conducted prior to move-in, tenants will be given a minimum of 5 days to review and conduct their own inspection after move-in.

\_\_\_\_\_ 11. I acknowledge that the JBLM HSO reserves the right to amend these Terms and Conditions at any time. Updates, modifications, and changes to these Terms and Conditions will be fully binding on me from the time they are publically posted on the JBLM HSO webpage. Email notifications will be sent out to landlords outlining policy changes. It is the responsibility of the landlord to keep their contact information updated with the HSO. Applicants understand that it is their responsibility to review the Terms and Conditions located at <http://www.lewis-mcchord.army.mil/publicworks/Sites/Housing/hso.aspx>.

\_\_\_\_\_ 12. I understand that failure to comply with these Terms and Conditions will result in my listings being removed and that future entitlement to list with the HSO may be revoked. I further acknowledge that the JBLM HSO reserves the right to remove listings at its sole discretion and that listings can be removed without necessity of any notice.