



Joint Base Lewis-McChord

"We are America's Power Projection Platform."

Housing Division, Joint Base Lewis-McChord

Levy Brief

June 2017

Trust and Transparency, Collaboration, & Collective Responsibility. 1



Introduction



The intent of the following brief is to inform you about things you need to know about housing as you prepare to depart JBLM and transition to your next duty station. This briefing is not intended to cover every possible scenario. If you have questions about your specific situation, we encourage you to contact the proper housing section to receive further guidance.



General Steps for Clearing Barracks



1. Visit or contact the Personal Property Processing Office (PPPO) (253-477-5446) **immediately** upon receiving your orders and setup an appointment to ship your household goods.
2. Schedule a pre-termination appointment with your Barracks Manager upon notice of change of station, NLT 30 days prior to departure.
 - Barracks Managers will inspect the room for damages to the room, furnishing/appliances; clarify cleaning standards and expectations; inventory furnishings/appliances and verify your Hand Receipt.
3. Make payment for any non-fair, wear and tear damages prior to clearing.
4. Schedule a termination appointment with your Barracks Manager.
 - Present your room in a clean and presentable condition (ie., ready for the next occupant).
 - Re-inspect all furnishings/appliances and verify with your Hand Receipt.
 - Turn in your keys or change code as applicable.
5. After the final inspection, your Barracks Manager should stamp and sign your Installation Clearing Document (DA Form 137-2). You should also receive your Enterprise Military Housing Termination Letter (not check out form) signed/stamped by your Barracks Manager.



General Steps for Clearing Dorms



1. Visit or contact the Personal Property Processing Office (PPPO) (253-477-5446) **immediately** upon receiving your orders and setup an appointment to ship your household goods.
2. Schedule a pre-termination appointment with your Dorm Manager upon notice of change of station, NLT 30 days prior to departure.
 - Dorm Managers will inspect the room for damages to the room, furnishing/appliances; clarify cleaning standards and expectations; inventory furnishings/appliances and verify your Hand Receipt.
3. Make payment for any non-fair, wear and tear damages prior to clearing.
4. Schedule a termination appointment with your Dorm Manager.
 - Present your room in a clean and presentable condition (ie., ready for the next occupant).
 - Re-inspect all furnishings/appliances and verify with your Hand Receipt.
 - Turn in your keys or change code as applicable.



General Steps for Clearing On & Off-Base Housing



1. Visit or contact the Personal Property Processing Office (PPPO) (253-477-5446) **immediately** upon receiving your orders and setup an appointment to ship your household goods.
2. Provide your Landlord with a copy of your orders and a written notice of your intent to vacate. (For details on giving a proper notice, see slides 5 & 6 for notice timelines.) *Your household goods will need to be removed before your move-out date.*
3. Report to the proper housing office to receive instructions and all necessary documents required to clear:
 - For On-Base Family Housing – Visit your District Office
 - For the Rental Partnership Program (RPP) – Visit the Housing Services Office (HSO)
4. If possible, request your Landlord to conduct a pre-inspection of your rental home before you move out. This will give you an opportunity to understand cleaning standards, repair any defects and to do the cleaning identified to avoid deductions from your security deposit.
5. Set a date with the Landlord for a final move-out inspection. Remember to give yourself time to clean and fix any deficiencies. If possible, take pictures of your unit prior to turning in keys. Obtain a signed move-out inspection form for your records at the inspection.
6. After the final inspection, return to the appropriate housing office with all required documents needed to have housing clear you from the installation. (For details, see slide 8 for RPP.)

Please note: If you do not have the required housing clearing document, housing will not be able to clear you from the installation.



Providing Proper Notice



- If you are currently renting a property, it is important that you provide your landlord with proper notice as follows:
 - Lease Agreements
 - The Service Member's Civil Relief Act, which is a federal law, allows you to terminate your lease early anytime after you receive orders for a permanent change of station or to deploy with a military unit for 90 days or longer. In order to do this, you will need to provide your landlord with at least 30 days written notice of your intent to vacate, along with a copy of your orders. If you are breaking your lease with orders, under the federal law, you can be held responsible for the rent for the month that you gave notice and the following month (regardless of whether you reside there). If you receive orders to depart in less than 30 days, per the Washington State Landlord-Tenant Law, you are **required** to provide a copy of your orders to the landlord within 7 days of receiving your orders. In any case, we strongly encourage you to provide notice of your reassignment orders to the landlord within 7 days of receiving your orders.
 - Month-to-Month Agreements
 - To terminate a month-to-month agreement, you are required to give your landlord a written notice at least 20 days before the end of the month. Please note, the day on which the notice is delivered does not count.
- **Regardless of which type of rental agreement you are under, is important you check your lease agreement to ensure that your lease does not require you to give more advance notice.**



Providing Proper Notice Continued...



- Other Important Items to Note:
 - By law, if you stay in the property one day into the month, you are legally responsible for paying the rent for the entire month and the landlord is **not** required to pro-rate you out in most cases. Contact HSO for clarification.
 - Landlords **cannot** assess any financial penalties for breaking your lease early with orders, for instance 'termination fees'. If they attempt to do so, visit the HSO for assistance.
 - It is highly recommended that you provide the maximum amount of written notice to vacate as possible.
 - If you receive orders or are aware that you are coming down on orders that will not allow you enough time to give proper notice, contact or visit the HSO immediately for further guidance.
 - Under federal law, your 30 days notice does not begin the day you provide notice. It is effective 30 days after the day of which your next rental payment is due, which is typically the first day of every month. For example, if your rent is due on the 1st of the month and you provide your landlord with a notice to vacate on May 15th, your notice would be effective June 30th, meaning you are rent responsible for the month of June.

For assistance with understanding the timelines for your specific situation, please visit the HSO.



Out-Processing Rental Partnership Program



- If you participate in RPP, ensure that you get the proper paperwork filled out by your landlord and submitted to the HSO to clear the program.
 - Your allotment cannot be stopped and the HSO cannot clear you from the installation until you return the following two documents to the HSO:
 - 1) copy of your Notice to Vacate
 - 2) completed Move-Out Clearance Form

If you need either of these forms, please visit the HSO in Bldg. 5128, Pendleton Ave, Lewis Main.
- Be aware that in order for the Move-Out Clearance Form to be completed, you will need to have moved all of your belongings out of the unit and turned your keys back over to your landlord. As such, we recommend:
 - Visiting PPPO **immediately** upon receiving your orders to schedule your move.
 - Setup your move out inspection before your final out date. Allow yourself time to clean your rental and make any necessary repairs before turning in your keys.



Temporary Lodging Expense (TLE)



- Cleaning your rental home may be easier when your house is empty. Once your household goods have been picked up, you may want to consider staying in a hotel during this time.
- If you are PCSing, you may occupy temporary lodging. You may choose to use all or part of your authorized Temporary Lodging Expense (TLE).
 - CONUS-CONUS: Up to 10 days TLE is authorized, either at the losing duty station or at the new duty station (or any combination, up to 10 days total).
 - CONUS to OCONUS: Up to 5 days TLE is authorized at the losing duty station.
 - Additional information is available at:
<http://www.defensetravel.dod.mil/site/faqtle.cfm>.



Permissive TDY (PTDY) for House Hunting



- Permissive TDY (PTDY) is for house hunting only; there is no entitlement if you've already made housing arrangements prior to beginning PTDY.
- Reference: *AR 600-8-10, 5-32, f., (11)*. *"Soldier must report to the gaining off-base housing office prior to starting house hunting. Failure to do so will result in Soldier being charged leave for entire period. A Soldier who has unaccompanied or nonconcurrent travel entitlement OCONUS and is authorized house hunting CONUS must report to the off-base HSO at the CONUS installation where PTDY is authorized for house hunting prior to starting house hunting. Failure to do so results in Soldier being charged for the entire period."*



PTDY for House Hunting Continued...



- Before You Leave, You Should:
 - Get PTDY approval from your losing unit if you have not already made housing arrangements. Verify the following on your DA31:
 - Block 7 or 17 of your DA31 specifically states that you are being granted PTDY and that the dates are reflected on your leave form.
 - Your DA31 is signed by a O-5 or higher. If it is not, it must be accompanied by assumption of command orders.
 - Your PTDY dates do not go beyond the report date on your orders.
 - Contact your gaining HSO to request a welcome packet and check what their office hours are so you know when to report on the first day of your PTDY.



PTDY for House Hunting Continued...



- When You Arrive:
 - You are **REQUIRED** to report to your gaining HSO (Off-base Housing Office) on the **first the day your PTDY begins**. If you do not, you may be charged personal leave for the entire duration.
 - If your PTDY begins on a weekend, holiday or any other day the HSO is closed, return to the HSO on the next available day of HSO operations to prevent being charged leave.
 - Ask housing about what programs and services are offered for finding a home.
 - Have HSO or the Legal Assistance Office review any lease you are considering before signing.



Relocation Assistance for Your Next Duty Station



- Contact Gaining Housing Services Office (HSO)
 - If you are looking for information on housing at your next duty station, visit the government housing site aligned to that installation as provided below. These websites provide information on off-base housing, on-base housing and unaccompanied housing for your gaining installation.
 - Army: www.housing.army.mil (Army Housing Online User Services)
 - Air Force: <http://www.housing.af.mil/home/>
 - Navy: http://www.cnmc.navy.mil/ffr/housing/contact-housing/installation_HSCs.html
 - Coast Guard: <http://www.uscg.mil/hr/cg133/housing/CoastGuardHousingOffices.pdf>
- If you are considering living off-base, we highly encourage you to contact the HSO prior to departing your losing installation to see what policies they have in place and what resources they can offer you in locating housing.



Housing Questions



- For questions pertaining to clearing On-Base Family Housing, please visit your District Office or contact Lewis-McChord Communities at (253) 912-2150.
- For questions pertaining to barracks, contact the First Sergeants Barracks Program.
 - Location: Bldg. 2008A, 3rd Floor, Room 316A, N 3rd Street, Lewis Main
 - Hours: T & Thu 0800-1000
 - Phone: (253) 966-0505
 - Email: usarmy.jblm.imcom.list.dpw-rcd-fsbg@mail.mil
- For questions pertaining to clearing the Rental Partnership Program, options for renting out a home you own or getting in touch with your gaining installation, we encourage you to meet with a Housing Services Office (HSO) counselor during office hours. (No appointment necessary.)
 - Location: Bldg. 5128 Pendleton Ave, Lewis Main
 - Hours: M-F 0900-1115 & 1200-1500 hours; 4th Th of every month: 0800-1200
 - Phone: (253) 967-3581
 - Email: usarmy.jblm.imcom.list.dpw-rcd-hso@mail.mil
 - Web: <http://www.lewis-mcchord.army.mil>

JOINT BASE LEWIS-McCHORD



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