

ASSET MANAGEMENT REFERRAL CHECKLIST

Last Name _____ First Name _____ Rank _____ DOR _____

CONSENT TO RELEASE PRIVACY ACT INFORMATION

I approve the Randolph Housing Management Office to release my personal data maintained in my housing application file to Hunt Military Communities.

I understand applying for housing does not obligate me to accept housing nor does it guarantee housing availability. I understand military members have freedom of choice in selecting where they want to live; however, there are persons who must reside on base: Key or Mission Essential as identified in AFI 32-6001 JBSA Supplement.

(Signature)

(Date)

PLEASE INITIAL

Key and Essential - I have verified with my inbound duty section that I am am not Key and Essential Personnel for housing purposes.

Remote Returnees - Please attach a copy of your unaccompanied remote orders (involuntary 365) to your application for waitlist credit consideration.

_____ **Lease** - Occupant must sign a one-year lease (which has a Military Clause) and agree to give a 30 day's written notification of termination. Please review the lease and addendums prior to signing. If a non-target tenant, I understand at the end of my one year lease I may be required to move at my own expense if my unit is needed for an inbound target tenant assigned to JBSA-Randolph. For more information, contact Hunt or the HMO.

_____ **Rental Rate/Payment** - (ACTIVE DUTY MEMBERS) Rental rate is the amount of BAH at the "with dependent" rate **for both accompanied and unaccompanied** military members. For mil-to-mil families, BAH is based at the senior member's BAH rate. Your rent is paid by an allotment and will automatically change when BAH rates change and as promotion occurs. Talk with Hunt regarding Utility Billing and Renters Insurance. If you would like information regarding a BAH loan, contact the finance office (bldg 399) at 652-1851. (*Retirees/Civilians must contact Hunt for rates.*)

_____ **Pets** - Pets are limited to TWO per household, are subject to breed and size restrictions, and must be chipped and registered at the base vet clinic. Refer to Hunt lease and resident guidelines. Proof of registration and chipping must be submitted to Hunt within 30 days.

_____ **Gov-Paid Local Move** - (Active duty Military currently residing off-base, are authorized a one-time Government-paid move into privatized housing. Immediately upon acceptance of housing, visit the Asset Management Office B144 for TMO move orders. Moves off-base are at the member's expense.

_____ **Storage Orders** - Active Duty Military are authorized Government-paid storage *of furniture items only* if reported to the Asset Management Office B144 within 30 days of moving into privatized housing. A complete list and approximate weight of furniture items is required to process TMO document.

_____ **Oversight** - The HMO provides oversight for Hunt and assists residents with dispute resolution.

_____ **Weapons** - Weapons must comply with local installation regulations, failure to comply will result in eviction. Please see Resident Guidelines.

Special Considerations:

FOR ASSET MANAGEMENT USE ONLY

Orders Dependents Assignment DD 1746 AF 4422 Briefing Initialed Privacy Act Hunt Application

Verified K&E: Yes No Retiree DD214/DOD Civilian Orders Priority: 1 2 3 WFT

Eligibility Date: _____ RNLTD: _____ Completed by: _____ Verified by: _____

Rank Category: JNCO SNCO CHIEF CGO FGO SOQ GOQ Date to Hunt: _____

Special Instructions: _____