

Department of Defense Military Family Housing Okinawa Japan



Okinawa Housing Referral

OFF-BASE HOUSING ON OKINAWA

Welcome to the Housing Referral Office (HRO). All DoD personnel, whether on an accompanied or unaccompanied tour, are required by individual service regulation to report to the Housing Referral Office before making a commitment to rent, lease or purchase off-base housing. Outside of the United States, DoD personnel include military and appropriated/ non-appropriated funded U.S. citizen civilian employees and their dependents assigned to any DoD component. The information contained in this packet is to assist you in understanding the process of establishing a home in the civilian community.

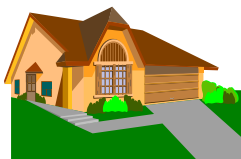


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1. Objective. The objective of the Housing Referral Office is to provide all DoD personnel with a personalized service to assist them in locating suitable, nondiscriminatory, community housing in the civilian community.

2. Policy. The Housing Referral Office is operated by the Air Force; off-base housing policies are contained in the AFI 32-6001 and Department of Defense Manual 4165.63-M. Further, the HRO is not intended to intrude on the normal relations between the real estate brokers, rental agents, sales agents, landowners and their customers. Personnel retain freedom of choice in their selection of community housing except where restrictive sanctions have been imposed.

3. Restricted Facilities. DoD personnel are not authorized to rent housing that has been placed on the HRO Restricted List. Receipt of such a list, if any, will be acknowledged in writing.

4. Housing Agencies. The majority of the rental units are handled by housing agents. These agents are individuals or offices representing the owner of the property for rent or sale. HRO is contacted daily by the agents to obtain the maximum number of rental units for referral to DoD personnel. Housing agents/owners of rental units will be referred to as "landlords" in this information package.

5. Housing Units. The majority of off-base housing rental units are located within a 3 to 10 mile radius of Kadena Air Base. Rental units are below CONUS standards and are smaller in size. The average 3 bedrooms are about 1,100 sq. ft. and are considered adequate. There are 1, 2, 3, and 4 bedroom apartments and houses, normally unfurnished. The majority of the single-family units are 2 and 3 bedrooms. There are two types of rental units. The older units were built for Japanese style living and consist of kitchen/dining/living room area, bedrooms, bathroom and utility room. The bedroom consists of a wooden floor or tatami (straw) mat with built in wall drawer and shelves with movable lattice and shoji (paper) interior walls. The units are smaller than western style units. The western style unit consists of kitchen/dining/living room area, bedrooms, utility room and bathroom.

6. Security Bars. The majority of off-base housing units have security bars on the windows. These bars are attached to the unit and most do not have release mechanisms on the inside. The issue of fire safety and security bars has been researched through the Fire Protection Flight. They could find no reference to prohibit the use of these bars. It is their opinion that the final decision to rent a home with security bars rests with the occupant. All units inspected by HRO are required to have smoke detectors, fire alarms and two exits.

7. Local Roads. The off-base housing areas are congested. Roads leading to rental units are narrow and unidentified. Newcomers seeking off-base housing should have sponsors accompany them to the various housing agencies. Agency representatives are located in the Housing Office and will assist in matching your needs with an agency. They will also arrange to pick you up and take you out to look at units that are available

for immediate occupancy.

8. Cooling and Heating Systems. Off-base units seldom have central cooling and heating systems. The average year round temperature on Okinawa is 72 degrees. From November through March, temperatures are cooler (sometimes in the 50's); therefore, during the "cold months," occupants use portable electric heaters or kerosene space heaters. Air conditioners are required in all off-base units.

Okinawa's beautiful sub-tropical conditions can be conducive for the growth of mold. It is imperative that residents assume responsibility to take preventive measures to minimize mold within their off-base housing. See Appendix -1, p. 13

9. Locating Housing. Off-Base Housing listings are updated daily and readily available at the Kadena Housing Office. (The satellite offices located at Camp Courtney and Camp Kinser are forwarded weekly listings.) Vacancies listed are immediately available and have been approved and inspected. For this reason you are expected to select a house/apartment and move within 20 days of arrival on Okinawa. While you are not required to select from the listing provided, TLA will not be approved beyond 20 days except in justified approved cases. JFTR precludes personal convenience as an acceptable reason. Extension request beyond 20 days require justification in writing clearly stating why additional TLA is required. These extension requests must be submitted in advance of the requested days and will be either approved or disapproved by Housing Manager.

10. TLA Reimbursement: Temporary Lodging Allowance (TLA) is authorized for the purpose of partially reimbursing a member for more than normal expenses incurred for lodging and meals while locating permanent living quarters IAW the Joint Federal Travel Regulation (JFTR)

Incoming TLA begins the day of arrival to Okinawa (must be the same date as shown on travel voucher). Your reimbursement for TLA will be justified by an aggressive housing search. A completed TLA data sheet and receipts must be presented with each claim. Claims must be filed in 10 day increments with the member's servicing finance office. For each claim you will need your itemized lodging receipt, or copy of the hotel receipt (non-availability statement for off base lodging, and written verification of your housing search (TLA Data Sheet). See Appendix -2 p.15 Should the off base unit you are accepting be ready for occupancy, and you elect to sign a lease after this date, you will not receive TLA for any additional days past the first available date.

11. Housing Allowances. Prior to leasing a unit, contact your finance office or the housing office to determine your eligibility for payment of housing allowances. It should not be assumed that housing allowances would be paid.

The following types of housing allowances are authorized to DoD personnel in Japan residing off base.

11a. Advance Overseas Housing Allowance: Advance OHA is authorized for the purpose of payment of advance rent, security deposits, and initial expenses incurred when residing in community housing. To request advance OHA, member must provide: summary of move-in expenses, PAID agency fee receipt, copy of PCS orders & any amendments. Additional requirements are:

Air Force: AF 1039

Navy: Chit from Command

Army: DA Form 4187

Marine Corps: Approval from unit commander

Note: The pet fees and deposit cannot be included in the request for Advance OHA.

If the lease or purchase plan for which an advance allowance has previously been paid is not completed, the advance must be repaid in full immediately. A signed lease/rental agreement must be presented within four working days after payment of advanced OHA.

Repayment of an advanced housing allowance must be completed prior to a member's permanent change of station (PCS) or at the end of the member's tour of duty at the station concerned.

By accepting advance OHA, you are authorizing an offset from your pay account to collect such debt when full repayment is not made for any un-liquidated amount that is due and payable.

You are also agreeing to repay, immediately, all monies received by yourself from the landlord/housing agency when vacating the housing for which this advance was made to the extent that the advance housing allowance was not previously repaid. You also agree to repay any remaining balance of the advance housing allowance not returned by the landlord/housing agency in full or monthly installments.

You cannot request advance housing allowance if advance payment was already requested to cover the same anticipated expenses. Check with your finance office for more information.

11b. Individual Overseas Housing Allowance Report (OHA),

DD Form 2367: For eligible military personnel: DD Form 2367 is required to start housing allowance. It is issued to military personnel presenting a properly completed rental agreement. The member entitled to this allowance must be present to sign the form.

11c. Move-In Housing Allowance (MIHA) Claim Form, DD Form 2556: MIHA consists of a flat rate amount payable to members allowed to live off base and eligible for OHA. The purpose of MIHA is to defray costs incurred associated with occupying privately leased quarters covered by the OHA program.

A member in any one of the following situations shall not be entitled to MIHA (JFTR par. U10026):

- A local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;
- A member complies with a PCS order but remains in the same dwelling place (includes a Reservist called/ordered to active duty who is authorized OHA based on the principal residence at the time called/ordered to active duty); or
- A member moves from Government quarters to private sector housing under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).

On Okinawa a member is entitled to two types of MIHA payments:

MIHA/Miscellaneous: Reflects average expenditures made and reported by members to make their dwelling habitable. See Appendix K table at <https://secureapp2.hqda.pentagon.mil/perdiem/> for the amounts payable. *Only one payment is authorized at a PSD unless par. U10026-B2 applies.*

MIHA/Rent: *Homeowners are ineligible.* MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a government that the member must pay before/upon occupying a dwelling. *Expenses deferred until termination of lease are not MIHA/Rent.* Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease taxes. Advance rental payments, refundable deposits, and/or recurring costs are not covered.

All members entitled to MIHA shall receive MIHA/Miscellaneous. A member who wasn't excluded from a MIHA entitlement by other rules is entitled to MIHA for only one dwelling during a tour at a duty location unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.

Members classified as sharers and entitled to MIHA are entitled to a full MIHA/Miscellaneous. In the case of MIHA/Rent only one sharer may claim any individual expense. If appropriate receipts/documents aren't provided, claims for MIHA/Rent must be rejected.

***NOTE:** If you are stationed here on an unaccompanied tour and receive a tour conversion and have already established a home in the civilian economy, you will not be entitled to MIHA.

11d. Living Quarters allowance (LQA): For U.S. Civilian Personnel information can be obtained through the servicing Civilian Personnel Office. Note: DD Form 2367 must be started at the housing office but then processed through the servicing Civilian Personnel Office.

NOTE: Housing allowances are not payable to persons who rent units that are not registered with HRO, do not have valid inspections, are on the restricted list and who are house sitting for tenants during their temporary absence.

12. Inspections. All off-base housing must be registered and inspected before initial occupancy in order for a member to receive housing allowances (OHA/LQA and MIHA) and government furnishings. Off base housing inspections are valid for five years. Units that are occupied will be inspected upon occupant request. All other units will be inspected immediately upon vacancy if the inspection has expired and if the agency/landlord wishes to continue to list the unit with HRO. The HRO inspectors perform inspections for the protection of eligible personnel moving into the local community housing areas. Inspections are made to determine adequacy and suitability based on health and safety factors, and environmental conditions. When in the opinion of the commander, housing is unsuitable for occupancy; it will be removed from the HRO files or not accepted for listing. Approval of private rental housing does not indicate endorsement by the HRO as to the desirability or that one house, agency or location is better than another. It means simply that the listed facility meets the minimum health and safety factors and environmental conditions as prescribed by regulation and is not on the restricted list. Desirability, location, agency, and other factors regarding rental of private housing are personal choices.

Should you find a rental unit on your own (not using the HRO approved listing), ensure that it has been registered and has a current inspection prior to committing yourself to a nonrefundable holding fee or lease by calling our office at 634-1430. Landlords/Agencies have been asked NOT to show units that do not have valid inspections; however, due to the downsizing of the military community, the agencies are competing with each other for your business and will show you anything they have, inspected or not. Extensions on TLA may not be approved if you are waiting on a unit to pass inspection.

It is the responsibility of the landlord to make arrangements for the housing inspection. Inspections are conducted between the hours of 0800-1130 and 1300-1530, Monday through Friday, excluding holidays. Due to the uncertainty of driving time and location, appointment times are not given. Notification of the inspection results is given to the landowner by the inspector at the end of the day.

13. Move Within Off-Base Housing. If you decide to move from one off-base unit to another, the same criteria used for your initial move must be met in order to keep receiving allowances. You are required to bring in the new lease agreement and clearance package. Make sure to make an appointment and a new OHA form will be prepared to maintain a correct address of your approved off-base residence in the HRO files, financial records, and furniture support file. You will not be entitled to a government-funded move. This move will be at your expense.

14. Initial Charges. When you accept a house/apartment for rent, you must have sufficient funds to sign the lease. The items listed below are some of the one-time costs involved and are payable to the agency in yen, unless otherwise specified, at the prevailing dollar/yen exchange rate.

14a. Agency Fee. The agency fee is nonrefundable. (If you give an agency this fee to hold the apartment/house and find something else, the agency is not required to return that money to you). The fee is an administration charge and is used to defray the costs incurred in handling a unit for rent, such as preparing documentation, showing the unit, arranging for inspection, collecting rent, etc. Individuals who rent directly from homeowners is not assessed this fee. Expect to pay 50 percent of one month's rent for this fee.

14b. Advanced Rent is the amount of money charged on a monthly basis for the use of the facility excluding utilities, trash, and telephone. Rent varies depending on the size of the unit, location and agency.

14c. Security Deposit is the amount of money paid to ensure that the property will be maintained in good condition and to ensure compliance with the terms of the lease. The deposit is equivalent to and not to exceed one month's rent. The deposit is refundable upon vacating provided the specified period of occupancy has been completed, advance notification in writing to vacate was given, proof of all final bills paid has been obtained, and the condition of the property is acceptable to the agency. The security deposit is not intended for use as the last month's rent.

14d. Utility Deposit varies from landlords and servicing utility companies based on the location of the apartment/house. All deposits are refundable upon payment of your final bill. **Electricity:** Some agencies may require a deposit. Conserve electricity! Electricity is very expensive. Common complaints concerning electricity are "My neighbor pays less than I do" and "The Japanese pay a cheaper rate than the U.S. Forces personnel." These complaints are inaccurate. The Okinawa Electric Power Company charges the standard fixed electricity rates for all customers DoD personnel and Japanese citizens. The average Japanese family uses about 400 KWH of power per month while the average DoD family uses about 800 KWH. The primary cause for the difference is that the Japanese family typically uses kerosene or gas stove and water heater, where as the DoD family uses electric range and water heater as well as U.S. made appliances. The appliances used by the Japanese family are 100 voltage, and the appliances used by the DoD family are 115 to 220 voltage. Therefore, remember that the more KWH you use, the higher the electricity bill you receive.

Water/Sewage: There is usually a ¥20,000 deposit for water/sewage. Water is metered and you will be billed for the actual usage. You are encouraged to check the water meter periodically to see if there is any leakage. To check for leakage, you must turn off all faucets and then check the meter to see if it moves. If the meter moves, you may have a leak.

Gas: Typically, there is a ¥ 10,000 deposit for gas.

Trash Collection: Normally ¥ 3,000 per month.

Recycling: According to Japanese law, recycling is mandatory. Please contact your respective agency to determine your area specific requirements.

*NOTE: Not all landlords and utility companies require a deposit.

14e. Cleaning Fee. This fee is assessed only according to the individual lease and rental agreement. Some landlords charge a fee in advance and others charge only if the interior or exterior areas are not cleaned after vacating the premises. The amount charged may be 30,000 Yen or more. Read your lease and rental agreement to determine if you are being charged for this fee.

14f. Telephones. Telephones are provided in most units. Do not assume because there is a telephone jack there is a telephone line. Telephone lines are bought by landowners and private parties. All calls are metered and can get costly if you're not careful.

14g. Pet Deposit. The majority of off-base units do not accept pets. If you locate one that is accommodating, expect to pay 50,000 Yen pet deposit and pet disinfecting fee.

15. Lease and Rental Agreement. The current Overseas Housing Allowance (OHA), Move-In Housing Allowance (MIHA), and Living Quarters Allowance (LQA), require a lease for off-base housing. There are various types of leases. It must be written in English with a red "HAN" stamp-- (Japanese/English is acceptable). Leases written in Japanese only are not accepted. HRO has a Japanese/English lease available to landlords to use. If you have any questions concerning your lease and rental agreement, see your Housing Referral Counselor or Legal Assistance Officer before you sign.

READ, UNDERSTAND AND AGREE TO THE TERMS IN YOUR LEASE AND RENTAL AGREEMENT BEFORE YOU SIGN.

For your protection, any additional provisions (example, additional parking stall annotating location) should be written into the lease or as an addendum and acknowledge by the landlord and you. Any additions or amendments to the lease and rental agreement must be acknowledged by the landlord by the use of a "HAN" stamp, otherwise, they are not considered legal by Japanese law. This will alleviate any misunderstanding or miscommunication in the future.

All lease and rental agreement presented to the HRO must show the following:

- Date of the Lease
- Commencing Date of the Lease
- Amount of Rent and Deposit
- Names of Lessee and Lessor
- Complete Address of Leased Unit as Registered with HRO
- Term of the Lease
- Name and Signature of Lessee
- Name, Address and Signature of Lessor
- Landlord's Seal (Han)

If a house/apartment is rented on a share basis e.g., two or more bachelors living together, military to military, etc., the name and signature of each person must be shown on the lease and rental agreement and the landlord's seal (Han) must be stamped after each name and signature. Since housing allowances are paid to those who qualify to rent off base this procedure is to ensure that you are actually renting the facility. Any names added or deleted from an existing rental agreement must show the date of the addition or deletion as well as the landlord's seal (Han).

The landlord/housing agency should provide three copies of the rental agreement for military personnel and four copies for civilian personnel (one copy for the military personnel, one copy for the lessor, one copy for HRO, and for civilians one copy for CPO).

The majority of the agents you deal with are members of the All Okinawa Housing Association, the Off Base Housing Federation and the Japan- U.S. Housing Association. Each association has a desk located within the Kadena Housing Office.

Please ensure your lease has a military clause that release you from your lease without a forfeiture of your security deposit. Vacating prior to your lease expiring will result in a forfeiture of part or all of your security deposit. This is to offset the higher cost of short-term occupancy. **You may negotiate** the terms of your lease with your landlord prior to signing the lease.

16. Landlord's Responsibility. It is the landlord's responsibility to maintain the rental unit in good repair, comply with the terms of the rental agreement, and refrain from any unfair treatment of the tenant (unjustified charges on vacating). Based on the rental agreement used by the majority of the landlords, they have the right to inspect the premises but only during the daylight hours and with you present.

17. Tenant's Standards of Conduct. All DoD personnel and their dependents, while occupying off-base housing, will abide by all local laws and ordinances and the provisions of the lease and rental agreements which are binding contracts.

They will extend the same respect toward local citizens and their property as is required while living on base. Failure to comply will tend to negate the substantial gains currently realized and the attainment of full community acceptance of all DoD personnel and their families. The following reminders should be helpful in maintaining a good tenant and landlord relationship thereby contributing to the continued enhancement of the image of DoD personnel and their dependents in local communities:

- Payment of rent and other fees by the due date.
- Conservation of utilities.
- Maintenance of the interior and exterior of dwellings in a state of cleanliness.
- Control of children and pets.
- Wearing of proper attire while outside.
- Avoidance of damage to private property, but when damage does occur, make necessary repairs or pay assessments promptly.
- Learning and abiding by all house rules, particularly in multiple dwelling units.
- Notifying the landlord promptly of needed repairs.
- Avoiding disturbance of your neighbors by late evening noises.
- Reading and coming to an understanding of all the terms of the lease and rental agreement and abiding by them.
- Giving required notification prior to terminating occupancy.
- Leaving the facilities in a clean and undamaged condition. This should be done even if it is not spelled out in the lease and rental agreement.

18. Resolving Complaints. The HRO acts as a liaison between the landlord and the tenant. If you have a complaint concerning maintenance or any aspect of your rental unit, you must first notify the landlord. If, after contacting your landlord no action has been taken to resolve the complaint, you should notify the HRO to file a written complaint. A form will be provided for you. What is considered a reasonable period of time is determined by the situation, however, five days is considered normal. Remember the HRO has no authority over the landlord and can only use our influence to resolve problems. The best way to avoid complaints or misunderstandings is to have a good relationship with the landlord.

19. Personal Property Insurance. Although claims may be submitted against the U.S. Government for theft or damage to personal property while residing in approved housing, you should consider obtaining commercial insurance for fire and theft. Claims are not payable for all personal property and considering the rate of depreciation and the inflated cost of replacement, without additional insurance, the monetary loss on high value items would be considerable. Any questions concerning claims should be referred to the Claims Officer at your Staff Judge Advocate's Office.

20. Clearing Off-Base Quarters. Off-base tenants must clear with the Housing Office regardless of their new status (moving into government quarters, PCSing, etc.). HRO provides a clearance package for you with all the necessary documents you will need to vacate your unit. Make sure to bring a copy the completed clearance paperwork to the Housing Office before you depart.

We hope your transition into the Okinawa community is a smooth one!

APPENDIX – 1

Tackling Your Mold Concerns

The health and safety of our residents is a top concern for the 18th Wing. Our priority is to provide a safe environment and to address the needs of residents who may have medical problems associated with mold. We are committed to providing you the best care by investigating and evaluating potential hazards that mold poses to your health and ensuring that cleanup methods are effective. Solving mold problems must be done on a case-by-case basis because each person has a unique reaction and tolerance level for mold spores.

All of us are familiar with molds: we've scrubbed them from our bathroom tiles or found them on clothes put in storage. For most of us, they are only an unsightly nuisance. However, some people develop mold allergies, or have pre-existing medical conditions aggravated by mold spores. We have developed procedures for assessing your exposure to mold and treating you if you have any adverse reactions. If mold is present, Civil Engineering has standard methods for removing the mold and cleaning affected areas. All these procedures were developed using numerous medical references, technical reports, and standard commercial practices that discuss the health effects of mold exposure, how to control mold and minimize its growth, and ways to clean it up.

I never had problems with mold before. Why is mold a problem here?

Mold is always present in the environment. Due to the subtropical climate of Okinawa, moisture and humidity are high while temperatures are just right for mold growth. This contributes to a higher incidence of mold and mold concerns than may be experienced in other climates. As such, a higher degree of maintenance is required to control its growth.

Molds live in nature in the soil, on plants, and on dead or decaying matter. Molds play a key role in the breakdown of leaves, wood, and other plant debris. Without molds, our environment would be overwhelmed with large amounts of dead plant matter. To reproduce, molds produce tiny spores, just as plants produce seeds. When their spores land on a damp spot and conditions are favorable, they begin to consume organic material in their immediate vicinity, digesting whatever they are growing on in order to survive.

What does mold look like and where should I look?

Identifying the presence of mold early is critical. Often, it will appear as fuzz or dust on surfaces. Even hard surfaces, such as dressers, appliances, and shelves can develop molds. Be sure to inspect vertical surfaces (walls, sides of dressers, etc.) as they tend to be overlooked when cleaning for molds. Musty odors may be an indication of mold, and should be followed by thorough visual inspection and confirmation. Too often, mold is left unattended, and it flourishes and spreads before anything is done to remove it.

What should I do if I think mold is causing me to be ill?

The health and safety of all residents are the top priorities for our medical personnel. We understand your concerns and take them seriously. As with any potential medical condition,

if symptoms exist, call a physician or your primary care manager. They can help determine whether the illness may be caused by mold.

How do I prevent it from growing?

Since mold is always present in the environment, it is not possible to totally eliminate it; however it is possible to control it. Prevention is the easiest way to control mold. Routine cleaning will eliminate mold and keep it from spreading to other areas. There are three basic keys to controlling mold: conduct maintenance and cleaning before mold becomes a problem, fix any sources of water leaks and dry out damaged areas, and lower the humidity inside your home. Here are some ways to solve moisture problems before they become mold problems:

- Fix leaks as soon as possible
- Watch for condensation and wet spots
- Clean and dry wet or damp spots within 48 hours
- Maintain indoor air humidity below 60%, ideally 30-50%
- Ensure heating, ventilation, and air conditioning (HVAC) condensation tubes are unobstructed & flowing properly into the drip pan. Clean drip pan by monthly pouring 1 cup of bleach.
- Replace or maintain the HVAC Filter once a month
- Vent dryers, bathroom exhaust, and other moisture-generating sources to the outside
- Perform regular building and HVAC inspections and maintenance
- Purchase a dehumidifier to reduce moisture in the air
- Use Dry-z-Air pellets to help remove excess moisture from the air

Educational pamphlets and periodic Shogun articles will help ensure you are aware of prevention and maintenance responsibilities. You should know how to identify mold early and who to call if significant problems are found.

What do I do if I have mold in my house?

Okinawa's warm, humid environment is ideal for mold growth. Regardless of health indications, you must take steps to prevent mold growth in your house, and once found, take aggressive actions to eliminate it. As soon as you see mold growing on hard surfaces or fabrics, they must be thoroughly cleaned. Use a damp cloth to wipe surfaces to routinely remove mold. You can clean small areas of mold growth using a variety of commercial products. Be sure to read the labels carefully and test a small inconspicuous area before applying the cleaners – some may damage finishes or fabrics. A bleach solution (one part bleach: ten parts water) can also be used for more difficult areas. **CAUTION: *Never mix household cleaners, especially bleach.*** Be sure to use protective gloves that extend mid-arm and ventilate the area in which you are using the cleaners. Unfortunately, not all materials are cleanable once mold gets a foothold. Only trained maintenance personnel should tackle large moldy areas and inaccessible parts of your cooling systems' equipment.

Where can I learn more about mold?

Center for Disease Control web site: <http://www.cdc.gov/mold>

Environmental Protections Agency web site: <http://www.epa.gov/mold/>

Update: June 2011

TEMPORARY LODGING ALLOWANCE (TLA) DATA SHEET

NAME: _____ DATE: _____

GRADE: _____ ORGANIZATION: _____

DUTY PHONE: _____ DATE ARRIVED ON OKINAWA _____

____ Initial 10 day period ____ 2nd 10-day period ____ 3rd 10-day period

To continue the receipt of TLA, you must aggressively seek housing and maintain a housing search record. Each address/agency must be annotated with the justification/reason for non-selection. You must view at least 2 housing units during your first initial TLA and at least 7 housing units for each subsequent 10-day periods. TLA will officially stop the effective date of your lease. Ensure advance coordination has been made with the Government Furnishing Office or the Transportation Office to arrange furniture/appliance delivery at least 3 working days prior to the effective date of the lease.

DATE VISITED	ADDRESS OF HOUSING UNIT (INCLUDING TOWN)	AGENCY STAMP	REASON FOR NOT SELECTING

REMARKS: _____

I understand that I must complete the required number of housing viewing to continue to qualify for TLA. Housing may not be turned down because the landlord does not accept pets, the house is not in a preferred school district, or other personal reason. Unexcused failure to comply with the diligent search requirement could cause forfeiture of TLA entitlement.

 MEMBER'S SIGNATURE

 HOUSING REPRESENTATIVE SIGNATURE