

Eglin AFB Housing Management Office

Off-Base Brief:

1. OFF-BASE HOUSING: The **Official DOD Website** for all military services to search for off-base rentals, For Sale by Military Owners, and for off-base temporary housing (efficiencies) is the Automated Housing Referral Network – www.AHRN.com. Mentioning to the landlord or representative that you found the property on AHRN may save you additional fees such as application fees or part of the security deposit.

Note: The AHRN website will send you an email message stating that you must contact the housing office before signing any lease; **This Briefing Satisfies That Requirement**. Please call if you have additional questions.

2. RESTRICTED HOUSING: As of 28 Jan 2013, the 96th Test Wing Commander has not issued any “Prohibited or Restricted Areas and/or Units” for off-base housing. However, we recommend you check out the local area crime stats and maps. Available at: <http://www.sheriff-okaloosa.org/>

3. LEASE AGREEMENTS: Prior to signing the lease or rental agreement; read it very carefully. Make sure it includes a military clause. It is highly recommended you do not sign a lease or send a security deposit prior to viewing the property. If you have any questions about the lease or rental agreement, contact the Housing Office at 850-882-4533 or the Base Legal Office at 850-882-4611.

4. SECURITY DEPOSITS: Prior to paying a security deposit, be sure and check the return policy. Take pictures of any damage during the initial walkthrough with the landlord or representative. Send the photos to the landlord or representative by **certified mail** or with return receipt requested. Documented proof is the best way to ensure you get your security deposit back in case you have to get legal involved.

5. FORECLOSURES: If the tenant is a military member and receives a notice to vacate the property due to a foreclosure, you may be entitled to a paid move (Short-Sales **do not** qualify). Bring the notice, along with a signed copy of the lease, to the Eglin Housing Management Office or Eglin Base Legal Office. Contact the Housing Management Office at 850-882-4533 for additional information and requirements if needed.

6. LANDLORD/TENANT DISPUTES: Any disputes with the landlord or representative should be elevated ASAP to the Eglin Military Family Housing Flight Chief who will work the issue in conjunction with the Base Legal Office. Please record all times, dates, POC's, disputes and pertinent information. If problems arise, it is recommended all correspondence with the landlord or their representative be accomplished by certified mail.

7. DISCRIMINATION: All situations involving a landlord or their representative in discriminatory actions should be reported immediately to the Housing Flight Chief at 850-882-4533.

8. UTILITY SECURITY DEPOSIT WAIVERS: The Eglin Military Family Housing Office only has Utility Security Deposit Waivers for **Gulf Power Electric Company**. After signing the lease or rental agreement, the military member needs to stop in at the Housing Office to fill out the waiver form. The housing representative will stamp it and the member can bring it to the respective agency. **CHELCO** Electric has a pre-paid electric plan which does not require a deposit.

9. TEMPORARY HOUSING: Contact Eglin Lodging at 850-882-8761 and request a full 30 day reservation. Pet friendly units are very limited. Off-base temporary housing and month to month leases can be found on www.AHRN.com under “Temporary Lodging.”

10. FLORIDA STATUTE: Florida law allows you to terminate your off-base lease with a 30 day written notice to the landlord or representative; when you deploy for 60 days or more outside 35 nautical miles or you opt to move into government quarters (on-base housing). Your first move on-base will be a paid move. Contact Base Legal Office for specific questions on the Florida Statute or for any additional requirements at 850-882-4611. http://www.800helpfla.com/landlord_text.html

11. ADDITIONAL INFORMATION: The following items are available for download under “Featured Documents” at www.housing.af.mil/eglin

- **Typical Rental Questions** - These are typical questions to ask the landlord or representative prior to signing the lease or rental agreement.

- **Typical Rental Walkthrough Checklist** – This is a typical walkthrough checklist to use if your landlord or representative does not provide you one. Be advised this checklist is not all inclusive. Please add any relevant or pertinent items and/or information. Take photos of all damage at the unit, apartment or house and attach to checklist. Provide a copy to the landlord or representative and keep a copy for your records.

12. ADDITIONAL LINKS:

Eglin AFB Newcomer’s Guide - <http://viewer.zmags.com/publication/b15cd2f9#/b15cd2f9/1>

Military OneSource - <http://www.militaryonesource.mil/>

Okaloosa County Schools - <http://okaloosaschools.com/>

Summary Florida’s Landlord/Tenant Law - <http://www.800helpfla.com/pdfs/brochures/landlord.pdf>

NOTE: For further questions or clarification, contact the Eglin MFH Office at 850-882-4533.