

## Off-Base-Briefing-Checklist

- Hours of Operation - M,W,Th,F 0800 – 1600; Tue – 1000 – 1600
- MUST REPORT TO HOUSING WITHIN 2 DUTY DAYS
- DD Form 1746 + 4 copies of orders
- TLA Entitlements
  - Must check with Government Housing first
  - Use VAT form if you are staying off base to save cost
  - Sign TLA Fact Sheet
  - House Hunting Log – File claims every 10 days
  - Temporary Listings
  - If no permanent housing is found within 15 - 20 days – you can move to a temporary facility so you can start your OHA while still searching for your house/apartment.
- Finding Listings: Homes.mil, Network, HRO (Housing Referral Office), Newspaper, Spang Yard Sale
  - ONLY USAFE LEASE CONTRACTS
- Lease/Utilities:
  - Lease Length – 2 types – 12 months or 30 days
  - Utilities – 3 types – fixed/flat rate, prepayment (reconcile), metered/upon monthly consumption
    - o All of these have to be paid out of your monthly utility allowance
  - School Bus Routes (Separate Attachment.)
- Do not renegotiate any part of lease – Go to Agent
  - Role of Agent – translation, negotiate, inspect and list units, mediate problems, show housing when available.
- Found your dream house
  - Promissory note – 1 at a time, contract will take approximately 3 days
  - Do not take keys early
  - Renter' s insurance – highly recommended
  - Deposit – Up to 3 months' rent – can be prorated over 3 months, placed in interest bearing account
  - Rent must be paid on the first of each month – GET RECEIPTS – This is business!
  - Inventory Condition Report – AF Form 333 A – Complete and Return to HRO
  - TKS and DSL
  - Trash/Garbage – German Law to Recycle
  - ATRP Checklist – Return to HRO
- Entitlements
  - OHA Chart
  - Utilities
  - MIHA
  - UTAP
  - Advances
- FMO
- Importance to Ventilate
- German Laws – smoke detectors, separate bill for all utilities, property conforms to local safety policy
- Conversion Tables
- Local Area Map
- Questions

I have received the Off-Base-Briefing for Off-Base-Housing. I realize I am to file TLA claims every 10 days, and once I move into a unit I will complete and return the Premises Condition Inventory Form to the HRO.

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**Printed Name and Rank**

**Signature**

**Date**