

# WELCOME to



CONGRATULATIONS on your assignment to Robins AFB. Reporting to the Housing Office is a requirement before entering into any housing arrangements. We look forward to assisting you in any way possible upon your arrival. The Housing Management Division is located in Bldg 1898 corner of 12<sup>th</sup> and Warner Robins St., our telephone numbers are DSN 468-3776 and commercial (478) 926-3776. The hours of office operation is Monday thru Friday 0800-1600, excluding on holidays. We offer a complete range of housing services for our military members. We even have a Hunt Military Communities representative on site to answer any questions you may have regarding privatized housing, to include housing floor plans. All accompanied active duty military members are required to have a referral from the Housing Referral Office prior to Hunts leasing agents making any official housing offers.

Our off-base referral service has many rentals in all price ranges as well as affordable homes available for purchase. Department of Defense employees may also make use of these services. Housing Referral & Relocation Support: (<https://www.Homes.mil>).

Family Housing at RAFB is completely privatized and managed by Hunt Military Communities. All units are central air-conditioned and include stoves, refrigerators, dishwashers, and garbage disposals. All children residing in privatized housing attend Pearl Stephens Elementary, Huntington Middle School and Warner Robins High School.

The Airman & Family Readiness Center, Building 794, located on 9<sup>th</sup> Street, also provides information pertaining to the local area; including restaurants and places of interest. Their hours of operation are Monday through Friday, 0730-1630, and the telephone number is 478-926-1256.

*Housing Referral and Hunt Leasing Office*



## ACCOMPANIED PRIVATIZED HOUSING

Military members residing in privatized housing are required to set up an allotment as a means of paying rent. Residents are responsible for paying gas, and electric. Sewage, water and trash pickup are included in the rent; lawn care is provided free of charge in both locations, except for fenced in areas. Every privatized home comes complete with an array of contemporary amenities (<http://wrafhousing.com>).

The off-base housing location is only minutes from Robins Air Force Base with easy access to three different base gates. Huntington Village is comprised of four distinct communities:

The Huntington Village community features the following:

- ✓ Gated community
- ✓ Lighted streets and playgrounds
- ✓ Two new community centers available for community activities such as: after school programs, craft groups, and club meetings
- ✓ Three tennis courts
- ✓ Two volleyball courts
- ✓ Six basketball courts (2 full courts and 4 half courts)
- ✓ Two ball fields
- ✓ Three Swimming Pools
- ✓ 17 Tot Lots with Climbers, Swings, Slides, Toys, Benches, and "Fibar" Surface and are accessible without crossing a street
- ✓ 19 Picnic Areas



Turner Park



Huntington Village

## Unaccompanied Housing

Robins AFB has eight dormitories accommodating up to 551 single enlisted members. Four of the dormitories are a one-plus-one configuration, featuring private rooms with a shared bathroom and kitchen. The shared kitchens are equipped with a stove, refrigerator, and microwave. The other four dormitories are a room-bathroom-room configuration; each private room has a refrigerator and microwave. Every dormitory floor common area hosts a laundry room, a dayroom with cable TV, and a recreation area. The dormitory campus is within walking distance of the Base Exchange, Commissary, Post Office, Dining Facility, Fitness Center, and Medical/Dental Clinics.

Bachelor quarters are not available for unaccompanied officers. All unaccompanied E-1 through E-4s with less than 3 years of service are required to live in the dorms according to Air Force policy. Other grades are housed in the dorms on a space-available basis. Dorm assignments will be made as arriving members process through the Dorm Management Office in Dorm building 780. They can be reached at (478) 926-1295.



## WARNER ROBINS IN REVIEW

(Provided by the Warner Robins Chamber of Commerce)

<http://www.robinsregion.com/>

Think of Warner Robins as the center of the very heart of Georgia. Located in Houston County, the city is easily accessed from virtually any direction. Interstates I-75 and I-16 are the major entrances, and also convenient connections to anywhere else in the state, from Georgia's mountains to its beautiful beaches. Coming or going, Warner Robins is the best place to be!

**POPULATION:** Warner Robins: 70,712  
2013 Estimate: Houston County: 147,658

From 2010 to 2012, the Warner Robins city population growth percentage was 4.6% (or from 66,588 people to 70,712 people).

### **DISTANCE (miles) FROM WARNER ROBINS TO:**

Albany, GA – 96	Atlanta, GA – 100	Athens, GA – 111
Jacksonville, FL – 260	Augusta, GA – 150	Columbus, GA – 95
Knoxville, TN – 350	Macon, GA – 11	Perry, GA – 18
Miami, FL – 579	Savannah, GA – 165	Valdosta, GA – 143
Montgomery, AL – 180	New Orleans, LA – 490	

### **Climate**

The Robins Region's climate is mild and warm. Spring temperatures approach the mid-80s by May. The hottest days usually are in July and August, with maximum temperatures averaging 91 degrees. Winter highs are around 60 degrees, while lows average in the mid-to-upper 30s. Rainfall during most months is about 4 inches, with the wettest months typically being March and July and the driest being October. The area sometimes gets snow, but rarely more than one inch.

*(Source: Southeast Regional Climate Center)*



## Driver's License

New residents are required to obtain a Georgia driver's license within 30 days of establishing a permanent residence. All other licenses must be surrendered prior to issuance of a Georgia license. A vision test is required.

Military personnel on active duty may request a renewal of their driver's license by mail, if verified in the specified manner described by the Georgia Department of Driver Services and accompanied by a \$20 fee for a five-year license. The same privilege is also extended to a military person's spouse and any licensed dependents living with the person while on duty in a foreign domain or in a state other than Georgia. The renewal will be granted for no longer than five years. After five years, license holders must appear in person for renewals. Licenses are free to veterans.

For more information, contact the Georgia Department of Driver Services at **866-754-3687** or visit [www.dds.ga.gov](http://www.dds.ga.gov).

### Requirements to obtain a Georgia driver's license:

Proof of residency

Social Security card or equivalent

Proof of identity such as a birth certificate or valid passport. If the licensee's name has changed since birth, documents verifying the name change must be submitted (such as a marriage license).

U.S. citizens must furnish proof of citizenship. Non-U.S. citizens must present proper immigration documentation.

**AUTO TAGS:** Tags are available at the County Annex Building on Carl Vinson Parkway (478-542-2135), and should be obtained within 30 days after moving to Warner Robins. Bring your proof of ownership and insurance. Ad valorem taxes are due when the tag is purchased and are based on the current mileage rate and location of the vehicle at the first of the year.



## ON BASE QUICK REFERENCE NUMBERS

### EMERGENCY MANAGEMENT FLIGHT (EM)

Duty Phone: 497-8885

Monday-Friday: 0700-1600

<https://www.facebook.com/pages/Robins-Emergency-Management/208310235889863>

Bldg 1555 Rm 113

### TRAFFIC MANAGEMENT FLIGHT (TMO):

Duty Phone: 222-0119

Monday, Tues, Thurs. & Friday: 0730-1600

Wednesday: 0730-1430 (shortened hrs. due to training)

Bldg. 914

### MILITARY PAY:

Duty Phone: 926-4022

Monday – Friday, 0830 – 1500

Bldg. 301

### HOUSING MANAGEMENT OFFICE:

Duty Phone: 926-3776

Monday thru Friday: 0800–1600

Bldg. 1898

### ON BASE PRIVATIZED HOUSING OFFICE:

Duty Phone: 478 225-9374

Monday – Friday: 0800-1700

Bldg. 1898

### OFF BASE PRIVATIZED HOUSING OFFICE (HUNTINGTON VILLAGE)

Duty Phone: 478 929-8988

Monday – Friday: 0800-1700

Saturday: 1100-1600

Located at 75 MLK Blvd Warner Robins, Ga 31098

### PINE OAKS LODGE (Billeting):

Duty Phone: 926-2100 Open 24 hrs.

Bldg. 557

### MILITARY PERSONNEL FLIGHT (MPF):

Duty Phone: 327-7361 Monday – Friday, 0800 – 1500

Bldg. 767

### SECURITY POLICE – PASS & ID:

Duty Phone: 222-1998 Mon – Friday: 0715-1530

Bldg. 219

### LEGAL CUSTOMER SERVICE CENTER:

Duty Phone: 926-9276

Monday & Wednesday: 0800-1100

Tuesday & Thursday: 1300-1500 Fridays Closed

Bldg. 708

### AIRMAN & FAMILY READINESS CENTER

Duty Phone: 926-1256 Monday - Friday, 0730-1630

Bldg. 794

### AIRMAN'S ATTIC:

Duty Phone: 327-3951 Monday 0900-1200

Wednesday 10:00-1300

Bldg. 660

### THRIFT SHOP:

Wednesday 10:00-1300 & 1500-1800

Friday 10:00-1300 & 10:00-1300 on the 1<sup>st</sup> Saturday of each month

Bldg. 945

### CHILD DEVELOPMENT CENTER:

Duty Phone: 926-6349 Monday – Friday, 0630-1800

Bldg. 946

**Note:** Care is also available in licensed Day Care Homes for children ages 2 weeks to 12 yrs; call 926-6741 for information.

### HOSPITAL APPOINTMENTS

Duty Phone: 327-7850 Monday-Friday, 0700-1600

Bldg. 700

### Veterinary Clinic

Duty Phone: 327-8448 Monday-Friday, 0800 -1600

Bldg. 703

**Note:** Veterinarian available Monday, Wednesday & Friday from 0800-1530

### Outdoor Rec Cntr.:

Duty Phone: 926-4001 Monday – Friday, 0800-1700

Bldg. 914

### Fam Camp:

Duty Phone: 926-4500 Monday – Friday, 10:00 -14:00

Bldg. 1305

# ON BASE SERVICES

## COMMISSARY

Location: Bldg 923

Phone: 222-7618

Hours of Operation: Monday – Closed  
Tuesday-Friday – 0900-1900  
Saturday – 0900-1900  
Sunday – 0900-1900



## MAIN EXCHANGE (BX)

Location: Bldg 982, 10<sup>th</sup> St

Telephone Number: 923-5537

Hours of Operation: Monday-Saturday – 0900-2000  
Sunday – 1000-1800

## EXPRESS / CLASS SIX

Location: Bldg 978, Macon St

Telephone Number: 923-5085

Hours of Operation: Monday-Sunday – 0700-2200



## SERVICE STATION

Location: Bldg. 922, 10<sup>th</sup> St

Telephone Number: 478 923-7292

Hours of Operation:

Pumps: Monday-Friday – 0630-2100

Saturday- Sunday – 0800-2100

Firestone Auto Center: 478 922-2225

Hours of Operation: Monday-Saturday – 0700-1800

# UTILITY DEPOSITS



## ELECTRICITY

Flint Electric Membership Corporation	988-3500	**\$250.00 Deposit
98 Carl Vinson, Warner Robins		
Set-Up Fee (Non-Waivable)		\$15.00
Membership Fee (Non-Waivable)		\$15.00

## TELEPHONE SERVICE

ALLTEL Telephone Company	1-800-501-1754	Deposit Base on Credit
Com South	1-478- 987-0172	Deposit Base on Credit
BellSouth	1-888-757-6500	Deposit Base on Credit
Connection Fee (Non-Waivable)	\$42.50	

**\*\* Flint Electric deposit can be waived for active duty military personnel assigned to Robins AFB. Waiver must be obtained from the Housing Referral Office located on the corner of WR & 12<sup>th</sup> St, bldg. 1898, phone 478 926-3776 prior to arranging service.**

**No waiver available for cable, gas, or sewer service.**

## CABLE TV SERVICE

Cox Communications	784-8000	Deposit Base on Credit—Connect-Fee \$31.50
Watson Cable	922-9440	Deposit Base on Credit—Connect-Fee for local
Community and base housing		\$34.95, Dorms \$20.00
Com South	987-0172	Deposit Base on Credit

## GAS SERVICE

Warner Robins, City Hall, 700 Watson Blvd	929-1111	\$50.00 Deposit
Jointly Owned Natural Gas, City Hall, Watson Blvd	922-7021	
North of Watson Blvd		\$50.00 Deposit
South of Watson Blvd to Perry		\$75.00 Deposit

## WATER AND SEWAGE SERVICE

Centerville, 500 Houston Lake Blvd	953-3222	\$25.00 Connect-Fee
		Deposit \$100.00 refundable
Warner Robins, City Hall, 700 Watson Blvd	929-1111/1140	\$50.00 Deposit
Houston County, 200 Carl Vinson Pkwy	542-2120	\$75.00 Connect-Fee
		Non-refundable

**NOTE: The Deposits/Fees are not guaranteed quotes. All information is subject to change without notice.**

# P E T S

**Endless Love Pet Palace** - 329-1673  
1012 Carl Vinson PKWY, WR

**Critter Fixer Veterinary Hosp** – 988-0883  
715-C Hwy 96 W. Bonaire

**Jenkins Animal Clinic** – 953-4622  
712 S. Houston Lake Rd, WR

**Town & Country Animal Clinic**– 988-0625  
1241 S. Houston Lake Rd, WR

**Kare-N-Kennel** – 956-2883  
1100 Russell Pkwy, WR

**Houston Veterinary Clinic** – 929-0361  
109 Avalon Cir, WR

**Southwood Animal Hospital** – 923-0118  
2523 Moody Rd, WR

**Warner Robins Animal Hosp** – 923-3139  
2080 Watson Blvd, WR



**Canine Capers Grooming Salon**  
#922-3130 / 302 N Houston Rd, WR

**Haynes Pet Centre** – 988-9912  
789 Hwy 96, Bonaire

**Petsmart** – 971-3700  
2730 Watson Blvd, WR

**Animal Lovers Pet Salon** – 923-4363  
407 N Commercial Cir

**Fido's Friends Grooming Salon**  
#953-3647 / 109 Gunn Rd, Centerville

**Pampered Pets** – 923-8628  
1718 Watson Blvd, WR

# COMMERCIAL RV / TRAILER STORAGE FACILITIES



**All American Self Storage**  
1408 Leverette Road, WR  
953-5677

**Castaway Self Storage & Carwash**  
3528 Hwy 41 North, Bryon  
953-1100

**Lighthouse Boat & RV Storage**  
4105 Browns Bridge Rd  
Gainesville, GA 30504  
(770) 531-4359

**Three Way Campers Inc.**  
1400 Cobb N Pkwy  
Marietta, GA 30062  
(770) 422-9300 (877) 422-6616



## EDUCATION

Public Schools: Warner Robins is served by the Houston County School District, a separate entity with 7 elected members on the Board of Education and an appointed superintendent. The School District runs **23 elementary, 8 middle and 8 high schools.**

**Houston Board of Education** - 988-6200 / 988-7800  
Website: [www.hcbe.net](http://www.hcbe.net)

### Independent Schools

Private education and tutoring, both independent and church-based, are widely available in the Robins Region. Many of these schools are accredited through a national or regional accreditation organization.

### Technical School/College: The following schools are within a 50-mile radius:

Ft Valley State University, Ft Valley	-	478 825-6211
Georgia Colleges, Milledgeville	-	478 445-5004
Georgia Tech Research Institute	-	478 953-3175
Middle Georgia State College (Cochran, Dublin, Eastman, Macon & WR)	-	478 471-2700
Mercer University	-	800-637-2378
Middle Georgia Technical College	-	478 988-6800
Robins Resident Center (RAFB)	-	478 926-6125
Wesleyan College	-	478 477-1110
Embry-Riddle Aeronautical University	-	478-926-1727
Georgia College & State University	-	800-342-0471
Middle Georgia State College Macon Campus	-	478-471-2800
<b>Warner Robins Campus</b>	-	<b>478-929-6700</b>



## Basic Allowance for Housing (BAH)

For additional information, please refer to:

<https://www.defensetravel.dod.mil/site/otherrates.cfm> the area code for RAFB is 31098.

## Local Community listings for Rentals and Homes for sale by Owner



For additional information, please refer to [www.pcsamerica.net](http://www.pcsamerica.net)  
and [www.airforcehousing.hq.af.mil](http://www.airforcehousing.hq.af.mil)

*NOTE: This pamphlet is not an endorsement of any community property or service—neither implied nor stated. All information is subject to change without notice.*

# Equal Housing Opportunity

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Property owners/managers are subject to the Federal Fair Housing Act, which prohibits "any preference, limitation, or discrimination because of race, color, religion, sex, handicap, familial status, or national origin, or intention to make such preference, limitation or discrimination."



## Property Owner's & Manager's Responsibilities

Property owners/managers have a responsibility and a requirement under the law not to discriminate in the rental of property on the basis of race, color, religion, sex, handicap, familial status, or national origin. Agents in a rental transaction are prohibited by law from discriminating on the basis of race, color, religion, sex, handicap, familial status, or national origin. They are prohibited from complying with a request from the property owner/manager to act in a discriminatory manner in the lease or rental. Moreover, a property owner/manager cannot establish discriminatory terms or conditions in the purchase or rental, deny that housing is available, or advertise that the property is available only to persons of a certain race, color, religion, sex, handicap, familial status, or national origin.

## The Law

### Civil Rights Act of 1968

The Civil Rights Act of 1968 prohibits all racial discrimination in the sale or rental of property.

### The Fair Housing Act

The Fair Housing Act declares a national policy of fair housing throughout the United States, making illegal any discrimination in the sale, lease or rental of housing, or making housing otherwise unavailable, because of race, color, religion, sex, handicap, familial status, or national origin.

### Americans with Disabilities Act

Title III of the Americans with Disabilities Act prohibits discrimination against persons with disabilities in places of public accommodations and commercial facilities.

### The Equal Credit Opportunity Act

The Equal Credit Opportunity Act makes discrimination unlawful with respect to any aspect of a credit application on the basis of race, color, religion, national origin, sex, marital status, age or because all or part of the applicant's income derives from any public assistance program.

### State and Local Laws

State and local laws may provide broader coverage and prohibit discrimination based on additional classes not covered by federal law.

## Renter's Rights

As an individual seeking to rent an apartment, home or condo, you have the right to expect that housing will be available to you without discrimination or other limitations based on race, color, religion, sex, handicap, family status, or national origin. This includes the right to expect equal professional service, the opportunity to consider a broad range of housing choices, no discriminatory limitations on communities or locations of housing, no discrimination in the pricing or financing of housing, reasonable accommodations in rules, practices and procedures for persons with disabilities, and to be free from harassment or intimidation for exercising your fair housing rights.

If you suspect discrimination, Contact your local Housing Referral Office and/or the U.S. Department of Housing and Urban Development. You can contact HUD on the Internet at

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp).



# LANDLORD AND TENANT - MILITARY PERSONNEL

## Code Section 44-7-37 Enacted

### **An Act**

To amend Article 2 of Chapter 7 of Title 44 of the Official Code of Georgia Annotated, relating to security deposits with respect to landlords and tenants, so as to change the provisions relating to liability for rent of military personnel receiving change of duty orders; to provide an effective date; to repeal conflicting laws; and for other purposes.

#### **BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:**

SECTION 1. Article 2 of Chapter 7 of Title 44 of the Official Code of Georgia Annotated, relating to security deposits with respect to landlords and tenants, is amended by striking in its entirety Code Section 44-7-37, relating to liability for rent of military personnel receiving change of duty orders, and inserting in lieu thereof a new Code Section 44-7-37 to read as follows:

"44-7-37. Notwithstanding any other provisions of this chapter, if a person is on active duty with the United States military and enters into a residential lease of property for occupancy by that person or that person's immediate family and subsequently receives permanent change of station orders or temporary duty orders for a period in excess of three months, any liability of the person for rent under the lease may not exceed:

- (1) Thirty days' rent after written notice and proof of the assignment is given to the landlord and
- (2) The cost of repairing damage to the premises caused by an act or omission of the tenant."

SECTION 2. This Act shall become effective upon its approval by the Governor or upon its becoming law without such approval.

SECTION 3. All laws and parts of laws in conflict with this Act are repealed.



# RENTING A HOUSE OR APARTMENT

## 1. INTRODUCTION

Many people have problems with their landlord after they have rented or leased a house or an apartment. A careful reading and a clear understanding of the agreement before signing it can avoid several of these difficulties. Leasing contracts are often hard to comprehend because of their complex language. Therefore, it is very important that you read any agreement closely. Make sure you and the landlord have the same understanding of any questionable language before you sign the lease (see **Final Checklist**). Be aware, however, that some guidelines set out in this publication apply only to "**professional**" landlords who rent more than eleven units and/or employ a third-party manager.



If you still have questions, please take advantage of the walk-in legal assistance

program at the Robins Air Force Base legal office (926-3961). The attorneys there can

explain any lease terms and advise you of possible unfavorable provisions.

## 2. BEFORE MOVING IN



Some managers require an application fee that is usually non-refundable if you decide not to move into that particular complex. In addition, most landlords expect a security deposit before they let you occupy your new residence. This amount varies and may range from \$150 to one month rent or more. The deposit is designed to cover any back rent owed upon moving out as well as any damages to the dwelling unit.

Therefore, before paying the deposit you should conduct a thorough move-in inspection of your new residence with your landlord or representing agent. Note every problem you observe in writing and get a copy of the inspection signed by both you and the landlord. Consider that you are expected to return the house or apartment in the same condition as you found it (this inspection is used as a guideline for possible damage upon move-out) except for normal wear and tear. If existing problems have not been recorded in this document, you may be held responsible for damages not caused by you.

If you do not agree with your prospective landlord about the problems present, you should put your disagreement in writing and submit such a signed statement to your management. For example, according to Georgia law, a landlord cannot include a provision in the lease that you are accepting the residence "as is". An implied promise, contained in the Code, guarantees that the rented premises are in good condition. The landlord or his agent cannot use your security deposit in their daily business dealings. It has to be placed in a special account or surety bond. They must inform you in writing of the deposit location and the account number. Most landlords fail to comply with this legal requirement and you should insist on this information. (If nothing else, it will make your landlord aware of your knowledge of your rights and might prevent any attempt to take advantage of you.) Under

normal circumstances, your written agreement specifies the beginning date, the length of the lease and its termination date. However, if you did not enter a written agreement containing these conditions, your tenancy may be terminated by the landlord with a 60-day notice or by you informing the landlord of your move-out 30 days before you vacate the premises. The law requires a written rental or lease contract when the lease period extends over one year.



The Georgia Legislature has taken into account that military personnel are subject to sudden changes in assignment by specifically providing that long-term leases may be canceled when military personnel receive orders for permanent change of duty or TDY for more than three months. To avoid trouble in the future, discuss this law with your prospective landlord who might not be aware of it. According to the law, you cannot be held liable for more

than thirty days rent after your written notification to the landlord that you have received TDY orders for more than ninety days or PCS orders. This provision covers **only** TDY and PCS and does not extend to any relocation into base housing. Under those circumstances, the landlord can hold you liable for the unexpired time of your lease during which he cannot rent the premises. You should discuss the addition of a clause that may release you from this obligation if you are on the base housing list.

### 3. WHILE LIVING ON THE PREMISES

After you have moved into your new home, both you and your landlord have certain responsibilities that you have to consider.

#### a. Landlord's Responsibilities



The law requires your landlord to repair any damage to your apartment that is beyond normal wear and tear. This includes structural problems as well as any trouble with appliances essential to the occupancy of the residence. It does not apply to damages caused by you or through your occupancy. Therefore, take good care of the

premises and instruct your household members and guests to do the same. You should inform your manager immediately of any problems and insist on prompt repair. If you allow the conditions to linger, the landlord may not be liable. Be insistent; this is your legal right.

In the rare instance, where the landlord's failure to repair causes the dwelling unit to become uninhabitable, you can be constructively evicted. This means, that you are no longer contractually bound by your lease or rent agreement until the landlord restores your home. Be sure to check with the legal office to establish your rights and responsibilities in a constructive eviction.

## b. Renter's Responsibilities



As a tenant, you have certain responsibilities. These include (but are not limited to) your duty to pay your rent on time, to prevent disorderly conduct by anyone on your premises, to obey the rules and regulations you signed in your lease, and to disallow criminal conduct.

Your most important obligation to your landlord is your timely rent payment. Landlords, like you and me, rely on their projected income to meet their responsibilities. Your late or non-payment of the rent creates a serious problem. The courts have given landlords certain remedies to assure the coverage of any potential losses. For example, your

landlord can withhold any unpaid rent from your security deposit. He also may seize the tenant's property after applying for a distress warrant after the rent is due in case the tenant attempts to remove his or her belongings from the dwelling. For example, if your apartment stays empty for four months, you are required to pay the landlord the rent for those four months or you may lose personal property to cover the outstanding debt.

You are bound by the rules and regulations you signed in your lease or rental agreement. Continuous violation of these rules as well as disorderly conduct may result in an eviction. You are also responsible for the actions of your household members and your guests. Any criminal conduct on the premises is sure grounds for eviction. For example, any drug use or sale in your residence can result in legal actions that cause you to lose your home.

Do not forget, an eviction does not relieve you of your obligation to pay rent until the unit can be leased to a third party. Therefore, be aware of your responsibilities and do not give your landlord reasons to take actions against you.

#### 4. AFTER MOVING OUT

You have to return the premises to the landlord in essentially the same shape that you received them (remember the all-important move-in inspection!!). The landlord should expect and consider normal wear and tear. He has to conduct his inspection within three business days after you terminated the lease and must give you a written listing of such inspection. Both parties have to sign this document. If there are no damages and no back rent due, the landlord has to return your security deposit within one month.

A dispute as to damages entitles you to inspect the premises within five days after termination to establish the validity of the move-out inspection. Any discrepancy between you and the landlord must be in writing and signed. It may be a good idea to take pictures of any contested problems that could substantiate your claim. The landlord is entitled to deduct from the deposit any amount necessary to return the dwelling unit to its original condition. He also may subtract any unpaid rent. He has to supply you with a written statement specifically justifying the exact dollar amount withheld.

If the landlord did not deposit your security deposit in an escrow account or did not post a surety bond and failed to give a detailed initial and final inspection list, he may not keep any portion of the deposit. The money is also forfeited when the landlord does not supply you with the written inspection reports within the specified time period. You are entitled to triple damages as well as reasonable attorney's fees when a landlord improperly withholds your security deposit unless your landlord owns less than eleven rental units and/or does not employ a third party for management purposes.



## FINAL CHECKLIST

- ⇒ Before signing your lease and moving in, read every paragraph in your lease agreement carefully and make sure you understand it. If you have any questions, please consult a lawyer at the base legal office.
- ⇒ Request a written inspection of the premises; if you disagree, provide a detailed list in writing.
- ⇒ Ensure that your landlord gives you a written statement of where your security deposits is deposited (account number and bank or surety bond).
- ⇒ Treat your new home as if were your own. You are responsible for any damages beyond normal wear and tear.
- ⇒ Live up to your legal responsibilities including rent payment and appropriate conduct.
- ⇒ Upon move-out, get a detailed, written move-out inspection within three business days. If you disagree, put it in writing. You have to receive any money due within one month of the termination of the lease.
- ⇒ If your landlord held your deposit illegally, you may be entitled to triple damages plus attorney fees.





## RENTER'S INSURANCE BASICS

### WHY RENTER'S INSURANCE?



Don't get caught "out on a limb." As a tenant, you probably own furniture, appliances, a wardrobe and other valuable items. Some tenants assume that their personal belongings are insured against loss or damage by the landlord's insurance policy. That is not true. Your landlord probably has insurance to cover the house or apartment building, but it does not include coverage for your personal belongings.

Nor does your landlord's policy cover your liability to others - someone else's injury or damage for which you may be held responsible. For example, a visitor could slip and fall in your apartment, suffer a head injury resulting in vision problems - and sue you for thousands of dollars.

A special policy, known as the Tenants Form (HO-4), is available to meet your particular insurance needs as a tenant.

### PERSONAL BELONGINGS

Your personal property is covered, whether it is in your home or elsewhere. A standard tenant's policy covers furniture, clothing and most other personal belongings for their actual cash value at the time of loss, but it provides only limited coverage for furs, jewelry, silver and other specific valuables. You may wish to protect your investments and such valuables under a special addition to your tenant's policy or under a separate policy.

The tenant's policy insures your household contents and personal belongings against losses from:



- Fire or Lightning
  - Removal of property endangered by fire or other perils
  - Windstorm or hail - explosion
  - Riot or civil commotion
  - Aircraft - vehicles - smoke
  - Vandalism and malicious mischief
  - Theft - falling objects
  - Weight of ice, snow, sleet
  - Building collapse
  - Sudden and accidental tearing apart, cracking, burning, or building of a steam or hot water heating system or of appliance for heating water
  - Accidental discharge, leakage, or overflow of water or steam from within a plumbing, heating and air-conditioning systems or domestic appliance
  - Sudden and accidental injury from artificially generated currents to electrical appliances, devices, fixtures, and wiring (TV and radio tubes not included).
- Of course damage to the actual building is not covered under the tenant's policy.

## LIABILITY TO OTHERS

The liability coverage in a tenant's policy applies at home or elsewhere\* to injuries or damages caused by you, a member of your family or even a pet. It includes the legal costs of defending you if you are sued.

*\*This coverage does not apply to liability resulting from the use of an automobile, which must be covered separately by an auto insurance policy.*

## ADDITIONAL LIVING EXPENSES

Your tenant's coverage also will pay for any increase in living expenses made necessary when your residence cannot be occupied because of damage caused by any of the perils listed above. For example, if your home is badly damaged by fire, you may have to live in a hotel and eat in restaurants while it is being repaired. Your insurance company will reimburse you, up to the limits stated in your policy, for the difference between these expenses and your normal living expenses.

## HOW TO DETERMINE YOUR OWN INSURANCE NEEDS



Estimate the value of your household belongings. This estimate will help you decide what amount of insurance to purchase.

Begin by making a list - an inventory - of the contents of your home. Include furniture and major personal belongings, and note prices and dates of purchase where possible. Keep store receipts and photographs of major items in each room with your list. It's a good idea to keep a copy of the inventory and photographs in a safe place away from home.

## SHOPPING FOR RENTER'S INSURANCE

Now that you've estimated the amount of insurance you need, you are ready to shop for the best insurance value. Ask friends to recommend insurance agents or companies from whom they have had good service. Or check the yellow pages of your telephone book for insurance representatives in your community. You may wish to talk with several insurance representatives. Take along your household inventory and photographs. Discuss any concern you have about special coverage of furs, jewelry, antiques or other valuables. The representative will recommend coverage to suit your needs. Ask questions about anything you don't understand.

Remember that an insurance policy is a legal contract which defines the duties and responsibilities of both the insurance company and the consumer. It is important for you to have complete confidence in the service to be provided by your insurance company and its representative. Compare costs, quality and coverage, and choose the policy that's right for you.



## GETTING THE BEST VALUE

Your responsibility as a wise insurance consumer goes beyond deciding which policy to buy. To get the best value for insurance dollar:

- Read your policy so you will know exactly what is covered and what you should do if you in case you have a loss. (If you have questions, don't hesitate to ask your insurance representative.)
- Report all insurance claims promptly and accurately.



RENTAL CONDITION CHECKLIST

1. TENANT	2. LANDLORD
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3. ADDRESS (Include apartment number, if applicable)

**CONDITION OF PREMISES**

ITEM	MOVE IN	MOVE OUT
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**KITCHEN**

FLOORS		
WINDOWS		
DOOR LOCKS		
WOODWORK		
COUNTER SPACE		
CABINETS		
CLOSETS		
CEILING		
OVEN - RANGE		
EXHAUST FAN		
DISPOSAL		
DISHWASHER		
REFRIGERATOR - FREEZER		
ELECTRICAL FIXTURES		
LIGHTS - COVERS		
SINK AND DRAIN		
DRAPES - BLINDS		

**DINING AREA**

FLOORS		
WALLS		
WOODWORK		
CEILING		
WINDOWS		
DRAPES - BLINDS		
LIGHTS - FIXTURES		

**LIVING ROOM**

FLOORS		
WALLS		
WOODWORK		
CEILING		
WINDOWS		
DRAPES - BLINDS		
LIGHTS - FIXTURES		

**BATHROOM**

FLOORS		
WALLS		
WOODWORK		
CEILING		
WINDOWS		
DRAPES - BLINDS		
LIGHTS - FIXTURES		
DOORS		
CLOSETS		
BASIN		

TOILET		
SHOWER - TUB		
<b>BEDROOM 1</b>		
FLOORS		
WALLS		
WOODWORK		
CEILING		
WINDOWS		
DRAPES - BLINDS		
LIGHTS - FIXTURES		
DOORS		
CLOSETS		
<b>BEDROOM 2</b>		
FLOORS		
WALLS		
WOODWORK		
CEILING		
WINDOWS		
DRAPES - BLINDS		
LIGHTS - FIXTURES		
DOORS		
CLOSETS		
<b>BEDROOM 3</b>		
FLOORS		
WALLS		
WOODWORK		
CEILING		
WINDOWS		
DRAPES - BLINDS		
LIGHTS - FIXTURES		
DOORS		
CLOSETS		
<b>MISCELLANEOUS</b>		
GROUNDS		
LOCKS		
BALCONY		
STORAGE AREA		
<b>REMARKS AND COMMENTS</b>		
SIGNATURE ( <i>TENANT</i> )		DATE
SIGNATURE ( <i>LANDLORD</i> )		DATE

# NOTICE OF INTENT TO VACATE

TO: \_\_\_\_\_  
(Owner/Manager)

Please be advised that the undersigned intends to terminate his periodic tenancy of the property listed below on \_\_\_\_\_  
(Termination Date)

\_\_\_\_\_  
(Address) (Apartment Number)

\_\_\_\_\_  
(City /State)

This notice is given in accordance with the Georgia Landlord/Tenant Act (Title 44, Chapter 7). I understand that refund of my deposit of \$\_\_\_\_\_ will be made within one month of when I surrender the premises in a satisfactory condition, ordinary wear and tear excepted. I understand that within three business days after the date of the termination of occupancy, the landlord or his agent shall inspect the premises and compile a comprehensive listing of any damage done to the premises. Said listing shall show damages and the estimated dollar value of such damage. I understand I also have the right to inspect the premises within five business days after the termination of said occupancy to ascertain the accuracy of such listing. I further understand that if I sign such listing that this is conclusive evidence of the accuracy of such listing and if I disagree with the listing I should state specifically in writing the items on the list to which I dissent and should then sign such statement of dissent. I understand that if I, as the tenant, terminate occupancy without notifying the landlord, the landlord may make such final inspection within a reasonable time after discovering the termination of occupancy. In the event that actual cause exists for retaining any portion of the security deposit, the landlord shall provide the tenant with a written statement listing the exact reasons for the retention of any portion of the security deposit. If the reason for retention is based on damages to the premises, such damages shall be listed and when the statement is delivered, it shall be accompanied by payment of the difference between any sum deposited and the amount retained.

\_\_\_\_\_  
(Tenant's Signature) (Date Delivered)

-----  
It is understood that the refund of any deposits, if not collected within three days after tenancy termination, will be forwarded to tenant at the address listed below after his release of the living quarters and within a thirty day period as required by Georgia Law (Landlord/Tenant Provisions Changed; Title 44, Chapter 7).

I hereby acknowledge receipt of the above notice on this date.

\_\_\_\_\_  
(Owner/Manager) (Date)

### Tenant's Forwarding Address

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Should you NOT receive your deposit and/or a letter itemizing why all or any portion of your deposit has withheld, Contact the Housing Division, Robins AFB GA. Call 926-5035, DSN 468-5035, or write 78 CEG/CEAH, 775 Macon St, Robins AFB, GA 31098-2207

**LOCAL REALTORS**  
**CENTRAL GEORGIA MULTIPLE LISTING SERVICE INC.**

1107C Russell Parkway, Warner Robins, GA 31088

Telephone: 478-922-4152 FAX: 478-923-8156

EMAIL: [cgmls@cbi.mgacoxmail.com](mailto:cgmls@cbi.mgacoxmail.com)

All are **478** - Area Code

Americom Realty	953-9100
Bonaire Realty	918-0081
Century 21 Homes & Investment	328-7721
Century 21 Town Country	987-1366
Century 21 Williams Realty	929-5504
Coldwell Banker Robbins & Free	218-8052
Coldwell Banker SSK Realtors	953-8595
Collins Real Estate	956-2000
Faircloth Realty	971-2115
Fickling & Company	953-2244
Freedom Realty	971-4663
Golden Key Realty	929-4444
Homefinder Realty	328-2144
Home Place Realty	987-9293
Jack Upshaw Re/Dev	922-3433
KEG Realtors	922-7701
Landmark Realty	987-9987
Progressive Real Estate	987-4100
Prudential Dynamic Realty	953-3424
RE/MAX Warner Robins	218-8080
South winds Realty	922-2281
Wellston Realtors	923-2900

## USEFUL INTERNET SITES

(Provided by Family Support Center)

Housing Referral & Relocation Support (<https://www.Homes.mil>)  
Georgia Community, Housing, etc. ([www.amshomefinder.com/GA](http://www.amshomefinder.com/GA))  
City Crime Ratings <http://www.cityrating.com/crime-statistics/georgia/centerville>  
City Population Ratings <http://www.cityrating.com/population>  
Census Facts <http://quickfacts.census.gov/qfd/states/>  
Georgia Schools Performance (<http://www.ajc.com>)  
Houston Board of Education (<http://www.houston.k12.ga.us>)  
Houston Home Journal Newspaper ([www.hhjnews.com](http://www.hhjnews.com)) Homes in Foreclosure Website  
AFMC YOFAM (<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DP/YOFAM/index.htm>)  
AFPC Homepage (<http://afpc.af.mil/Personnel> center promotion, assignment etc.)  
Air Force Financial Aid (<http://www.afas.org>)  
Air Force Link (<http://www.af.mil/> News Information)  
Air Force Library (<http://www.af.mil/lib/pubs.html>)  
Air Force Sergeants Association (<http://www.afsahq.org/mainmenu.html>)  
Air Force Lodging and Dining Facility ([http://www.dtic.mil/lodging/af\\_lodging.html](http://www.dtic.mil/lodging/af_lodging.html))  
Air National Guard Home Page (<http://www.ang.af.mil>)  
Army Emergency Relief Financial Assistance (<http://www.aer.org>)  
Career Resource Center (<http://www.careers.org>)  
Committee of Armed Services ([http://www.senate.gov/~armed\\_services](http://www.senate.gov/~armed_services))  
Department of Labor (<http://safetynet.doleta.gov>)  
DFAS Homepage (<http://www.dfas.mil/>) provides pay info, alternate sources, etc.  
FAMNET (<http://www.famnet.com/index7.htm>)  
Federal Job Bank (<http://www.usajobs.opm.gov>)  
Financial Aid (<http://www.finaid.org>)  
Food Stamps (<http://www.usda.gov/fcs/fs.htm>)  
Immigration Laws (<http://us-immigration.com>)  
IRS Pubs/Forms ([www.irs.ustreas.gov/prod/forms\\_pubs/index.html](http://www.irs.ustreas.gov/prod/forms_pubs/index.html))  
Joint Internet Resources (<http://www.dtic.mil/dtic/joint-inet.html>)  
MAPQUEST ([www.mapquest.com](http://www.mapquest.com))  
Navy Emergency Relief Financial Assistance (<http://www.ner.org>)  
Office of Personnel Management (OPM) (<http://www.opm.gov>)  
Per Diem Travel & Transportation Allowance (<http://www.dtic.mil/perdiem/>)  
Public Laws (<http://www.nara.gov/fedreg/plwhat.html>)  
Robins Jobs (<http://www.robinsjobs.com>)  
Top Jobs (<http://www.topjobsusa.com>)  
TRICARE Dental Program (<http://www.ucci.com>)  
Veteran Affairs (<http://www.va.gov>)

*NOTE: This pamphlet is not an endorsement of any community property or service—neither implied nor stated. All information is subject to change without notice.*