



## Housing Referral Office Base Housing Briefing

The Hurlburt Field military housing staff is dedicated to ensuring that you are briefed on housing policies, entitlements, and procedures, should you elect to apply for assignment to on-base privatized housing. This briefing is by no means all-inclusive. You will receive a detailed briefing from the Corvias folks when you sign a contract.

**ELIGIBILITY** - You **will not** normally be authorized to apply for privatized housing or be assigned privatized housing if you will have less than one year remaining on station as a result of being notified of (a known date) impending PCS, retirement, administrative separation, etc., except for reasons of military necessity or to relieve a hardship.

**Unaccompanied Dependents Restricted Tour Priority Placement.** PCS from a UDR tour normally qualifies a member for priority placement on the waiting list. Member **must** provide a copy of the PCS orders taking them to the UDR tour. Members will be added to the appropriate waiting list without bypassing members within the freeze zone, if they apply within 30 days after their arrival. A member is not eligible for priority placement if their dependent was acquired in the UDR tour area. Furthermore, member is not eligible for this priority placement if dependents travel with or join the member in UDR at government expense.

**APPLICATION & WAIT LIST** – You can initiate an application through our privatized partner’s website at Corvias.com/Hurlburt, or in person at the housing office. If housing is not immediately available, you will be placed on a waiting list according to your category (pay grade and family size). You will be offered the next available unit in your category when your name reaches the top of the waiting list.

**Turn-Down Options.** A turn-down option is available for all applicants except designated key and essential positions, and hardship approvals. When offered a unit, you will have **1 duty day** to accept or decline. If declined, it will count as a turn-down. If you turn down a second unit, your name will be moved to the bottom of the waiting list with a new effective date. **There is no guarantee that the offered unit will be available for inside viewing.** A floor plan will be furnished and you may drive by.

**ENTITLEMENTS** – The bedroom entitlement is determined by the actual number of dependents in your household (one bedroom per child over age 10). Our largest home has 4 bedrooms. If you will **gain entitlement** within 12 months (resulting from increase in number of dependents, maturation of children, or selection for promotion) you may apply for and be placed on the appropriate waiting list. **Documentation of the entitlement increase must be provided.** You are authorized one paid move into base housing after PCS to Hurlburt Field. Any subsequent move is considered a convenience move, and the cost of such move will be yours to bare.

**RENT** - As when living in the local community, you will receive your Basic Allowance for Housing (BAH) and sign a tenant lease agreement for a one-year term. An allotment equal to the amount of BAH for your grade will be established and rent will be paid in arrears (due on the first day of the month for the preceding month). The first month’s rent is pro-rated from your lease start date. If your move occurs prior to the allotment start date, then you will need to pay the prorated rent directly to Corvias.

**STORAGE** – Personnel residing in base housing are authorized to have excess furniture stored at government expense. Requests for storage of excess furniture (due to insufficient space) **must be made within 30 days** of assignment to the unit. Provide the Housing Referral Office an itemized list of items to be stored to initiate this process. **Items that are prohibited from government shipment** (such as perishables, agricultural products, flammable items, vehicles) **cannot be stored** at government expense. Contact Transportation Management Office with questions concerning this authorization.

**NOTE: Household goods must be removed from storage when you terminate privatized housing.**

**NOTICE TO VACATE** – Corvias leasees must provide a full 30-day notification-to-vacate in writing. A termination fee will be imposed if the vacancy date is earlier than the current lease expiration date. Only in the event of the Service Member’s Civil Relief Act can the lease be broken without a break lease fee.

Servicemember’s Civil Relief Act (SCRA) – The Act allows termination of leases by active duty service members who subsequently receive orders for a permanent change of station (PCS) or a deployment for a period of 90 days or more. If you have PCS orders or are Deploying for a period of 90 days or more, you need to give written notice to your landlord with a copy of your orders. If your orders are not available, inform the landlord of that in the “Notice to Vacate” letter and provide a copy as soon as possible. If orders are delayed, a “Letter In Lieu of Orders” can be accomplished by command. Additionally, you must give at least 30-days’ notice but the 30-days does not start to toll until the first of the next month. Therefore, if you give 30-days’ notice on the 15<sup>th</sup> of August, you will be obligated to pay all of September’s rent.

**PETS** – Residents of privatized housing **are only authorized to maintain two animals** total (dogs and/or cats). Operating a commercial kennel is prohibited. Residents may not board dogs of any breed (including a mixed breed) that are deemed “aggressive or potentially aggressive,” unless the dog is a certified military working dog that is being boarded by its handler/trainer or approval is obtained by the Installation Commander in writing. For purposes of this policy, aggressive or potentially aggressive breeds of dogs are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman pincher, Chow, and wolf hybrids. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following type of behaviors: (1) Unprovoked barking, growling or snarling at people approaching the animal; (2) Aggressively running along a fence line when people are present; (3) Biting or scratching people; and (4) Escaping confinement or restriction to chase people.

- a. Residents may not board exotic animals such as, but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, potbellied pigs, monkeys, arachnids, or any farm animal.
- b. Pets must be secured with leashes or under positive control while outdoors, except in fenced patios and yards. Pets must not be left tied or unattended in exterior appurtenances or unfenced yards or allowed to run loose outside fenced yard.
- c. Pet owners must maintain current immunization on all pets. Dogs and cats are required to wear a collar or harness with current rabies vaccination attached.
- d. Pet areas must be cleaned regularly to control and prevent vermin infestation. **Pet feces must be picked up daily or immediately if the pet evacuates outside the patio or yard.**
- e. Residents are required to pay a refundable pet fee in the amount of \$200.00 per pet.
- f. **Service Animals** – Animals trained for use by individuals with disabilities (Service Animals) are not considered pets. Therefore, the service member will not be required to pay the pet fee. However, service members and service animal providers may be held responsible for any damages and/or injuries caused by the service animal. Also, the service member must ensure that proper service animal identification is clearly displayed.

**FOSTER CHILDREN, FOREIGN EXCHANGE STUDENTS AND CHILDREN OUT OF DEPENDENCY STATUS** – Anyone other than a dependent such as foreign exchange students, foster children, etc., **are not** normally considered for bedroom requirements. Any exceptions **must be** requested in writing to the Air Force Housing Manager through the member’s squadron commander.

**SOCIAL VISITS** – Privatized housing units are appropriated for use as single-family dwellings. Occupancy by more than one family **is not** authorized. Bona fide social visits, by guests of the person to whom the unit is assigned, are authorized for 30 days or less.

**FIREARMS** – Residents are authorized to store registered firearms at their quarters. 1st Special Ops Security Forces Squadron (1 SOSFS) registration forms are available at the Visitor Control office near Soundside gate. Acknowledgement of understanding of the registration requirement is signified by your below signature.

**MEMBER’S PERSONAL INFORMATION** – It is the applicant’s responsibility to provide Corvias current duty/personal phone numbers and duty/personal e-mail addresses at all times. Also, any situation which may affect your housing entitlements should be brought to attention of the privatized housing office immediately.

- a. Include the following in the Remarks Section of the Application:
  - 1) A military e-mail address is mandatory.
  - 2) Civilian e-mail address is desirable.
  - 3) List all available contact phone numbers, including the spouse’s phone number, if available.
  - 4) If you have pets, how many? If dog(s) list the Breed(s).
  
- b. If PCS Orders do not contain all dependent information (i.e., **Name and Birth Date** of each member), **DEERS Verification** is required. You can get the DEERS Verification from the same location you got your dependent’s ID cards. Army members can print them out from AKO. If this is a Mil-to-Mil move then we will also need the Military Spouse’s PCS Orders.

**POWER OF ATTORNEY (POA)** – **Highly recommend** you obtain a Special POA for your spouse, especially if you are a member of a sister service (Not Air Force). For the Hurlburt Housing Office to accept the Special POA, it must include the following statement: **Sign for and Terminate Privatized Base Housing.**

**RENTERS INSURANCE** – It is in your best interest to purchase Renters Insurance to cover losses of personal property as well as personal liability for damages to the housing unit. Corvias does not provide this for you!

**MAINTENANCE/REPAIR OF UNIT** – It is the lessee’s responsibility to call in maintenance issues to (850) 344-0220 as soon as the problem is evident. Failure to call could result in member’s liability for damages. To report an emergency after normal duty hours, call (850) 344-0251. An on-call maintenance representative will be dispatched, if it is in fact an emergency. Otherwise, the repair will be scheduled the next duty day.

**GRIEVANCE POLICY** – As with any rental community or homeowners’ association, your primary contact is the on-site privatized housing owner (Corvias). The Hurlburt Field Housing Referral Office is your advocate and is in constant contact with the property manager to assist when necessary. If you feel that your issue has not been adequately resolved by the on-site privatized housing owner, you may request a meeting with Corvias and the Installation Housing Manager in order to personally present your request or concern.

**I acknowledge I have been briefed on all items listed and my questions concerning on-base privatized housing have been answered to my satisfaction. I have been provided with a copy of this briefing and in the event of questions I can call (850) 884-7505. I agree to allow the Housing Referral Office and Corvias to share my Personally Identifiable Information (PII) within their collocated offices in order to complete the application and assignment process.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Service Member

\_\_\_\_\_  
Signature of Service Member

\_\_\_\_\_  
Housing Referral Representative

\_\_\_\_\_  
Signature