

# 470<sup>TH</sup> AIR BASE SQUADRON HOUSING REFERRAL OFFICE

## *INPROCESSING COUNSELING CHECKLIST*

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1. Sources for house hunting: Homes.mil, USAF Housing Referral Office (HRO), NATO Billeting (Bldg. 141), Schinnen Housing Office in The Netherlands, and JFC HQ in Brunssum/NL, local GK newspaper.
2. If SM has school kids, make sure the future place of residence is within the school-bus area. Please contact Geilenkirchen AFRC or the student transportation office in Brunssum/NL for information. If the SM lives outside the school-bus area, contact school liason in the Geilenkirchen AFRC.
3. Wish to reside in the Netherlands? SM has to pick up "Certificate of Understanding of Residence in The Netherlands" (USAG Benelux Form 600-3A-E) at the HRO, and get it completed, then return one copy to HRO, one to Schinnen housing.
4. HRO will contact landlords, if necessary, and negotiate contractual stipulations with tenant and landlord.
5. Don't tell a prospective landlord what your OHA ceiling is. Landlords don't have to know, it might give them ideas to raise the rent.
6. The SM should not sign a lease contract before HRO has checked the rental stipulations!!
7. Only USAFE Form 291a leases will be accepted.
8. The USAF housing employee is the official POCs for housing matters, nobody else.
9. Contact TMO to find out if household goods can be delivered in time. If not, loaner furniture from Schinnen will be available. The Housing Supply Office (CFMO) is located in Schinnen. This is the point of contact if the SM needs loaner furniture and appliances. (Tel. 0031/46443-7455, Bldg. 18).
10. Upon moving in the SM will need to complete the USAFE Form 333a, inspection checklist. The use of the inspection checklist for the documentation of the condition of the rental unit is recommended. The SM should read the water and electric meter and note the readings on the condition checklist. That makes it easier to verify information on the landlord's/utility company's annual utility reconciliation bill. SM provides one copy of the checklist to be filed in the SM's folder at the HRO, member keeps a copy and the landlord keeps the original.
11. The SM should get Private Liability Insurance, example USAA.
12. To start electricity, the SM reads the meter at his/her residence and takes it (with the meter number) to New Energie company in Geilenkirchen, Nikolaus-Becker-Str. 28-34. Only New Energy provides tax-free electricity based on a contract with NATO, other providers do not! Give NEW your local bank data in their contract. They will withdraw the appropriate amount from your account every month. When you receive a card for the yearly reconciliation, fill it out with the current meter reading and return it. Otherwise your consumption will be estimated. If the rental unit is heated with natural gas, the SM reads the gas meter and provides reading and meter number to the EWV Gas Company via telephone (0800-3981000). Give EWV your local bank data as requested in their contract after you have received it. If it is an oil heating system, the SM has to purchase the oil from a local dealer (for tax exemption see US Tax Office). The US Tax Office/AFRC have infos about local oil companies. After receiving a contract, he/she can enroll in the Utility Tax Relief Program at the NAF/TAX Office in bldg. 87.
13. Telephone service and internet: The SM should sign a contract with a provider, who accepts a monthly termination of this contract. The SM has to keep in mind if the contract is changed because of new features or with a different company, it starts from zero again. The SOFA contains no clause to protect the SM in this matter. (TKS, Telekom, Arcor, 1&1, etc.)

14. Payments of rent, electricity, gas and telephone are possible through Community Bank in Schinnen/NL, Commerzbank (Bldg. 81, Tel. commercial 68085), or any other local German bank. The SM has to set up an account and has to deposit a sufficient amount of money every month to guarantee the monthly electronic transfers, if at a German bank. Also it is the SM's obligation to control, if the various monthly payments have been transferred. Check this every month!

15. Member has been briefed on liability insurance, TLA entitlements, OHA, MIHA and advances.  
(POC: USAF Housing Referral Office, Bldg. 87, Room 4, Tel. (DSN 458-6032)

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*(Date, Rank, Name, Signature)*

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