



HOUSING OFFICE INBRIEF

425th Air Base Squadron

Izmir Air Station, Turkey



House Search

- **Goal: Locate appropriate accommodation ASAP**

- **Visual Housing Viewer – See computer desktop & Virtual Reality**
 - List of available apartments in the housing inventory.
 - Many have a video walk through.

- **Apartment Hold**
 - If you think you might want an apartment, you can place it on hold for a maximum of 3 days at which time it will be fair game to any others.



House Search Cont.

- **Self Search (Looking for apartments outside housing inventory)**
 - **Websites: Sahibinden.com**
 - **Local signs: Kiralik = for rent (typically banner on balcony)**
 - **Make sure that you provide the “Military Special Clause” letter through the Housing Office and attached to the lease. Additionally, legal should look at any outside contract prior to signature.**
 - **Cautions:**
 - ◆ **Realtor Fees (Non – Reimbursable per the JTR)**
 - ◆ **Deposits (May be negotiable)**
 - ◆ **Delays – Expect delays when dealing with outside sources as there is always a negotiation phase and often realtors/middle men do not have authority or final say**



TLA



■ Up to 30 Days of TLA is authorized

- An extension beyond 30 days requires 425th ABS/CC approval
- If you have not chosen an apartment by the 15th day of TLA you will receive daily Housing Info emails as a reminder until an apartment is chosen

■ You Must File TLA in 10 day increments

- Your “hotel folio/receipt” (with dollar rate and zero balance on it)
- Ten day “Housing TLA Review Record” including at least 3 apartments on it to Housing Office every ten day increments.
- A copy of GTCC print out showing the payment so that you will get full amount
If you fail to send these documents to the Housing Office your entitlements cannot be processed IAW JTR***

■ Being in TLA status requires active house hunting

- When decision is made on a house, move in must be at earliest available time within 3-5 days. (No milking the TLA)
- Not actively searching for a home may result in loss of TLA and out of pocket hotel expenses.



Contracts



■ Housing Contract is for 12 months

- Contracts will have a military clause that allows early termination in case of orders
- Early termination for other reasons may be expensive
 - ◆ Unlivable conditions / Safety hazards are notable exceptions - see housing office if one of these conditions exists
 - ◆ Moving because you no longer like where you live will likely result in penalties for breaking the lease as well as all moving expenses.

■ Damages / Repairs

- Any damage to the apartment is the renter's responsibility
- **Renter is responsible for basic repairs (plumber, electrician, locksmith etc.) up to \$75.**



OHA / Utilities

- **OHA starts and TLA stops at contract start date.**
- **Parking option**
 - If your rent is under your OHA you may have an option to add parking (Hilton or other) into your OHA.
 - See housing for more details
- **Utilities allowance will be reduced if Electricity, Water, Gas or heating is included in the rent. See housing for more details.**
 - **Water:** Realize if you have a leaky faucet or toilet that water triples in price after a certain amount is used in a month.
- **Natural Gas**
 - Many apartment buildings use natural gas for heating.
 - This bill may be a surprise in the winter and is handled by the building manager
 - Ask about your natural gas requirements at contract signing



PAYMENTS



- Rent will typically be due on the lease execution date
- Rent is to be paid to the landlord's bank account (BY LAW!)
 - Landlord will provide you banking / branch information
 - Electronic transfer fees if you so choose are at renter's expense
- Utilities are paid either at PTT or any bank
- Please make arrangements to pay rent on time or ahead of time when going TDY or on leave.
 - Some landlords may allow a late payment provided it is coordinated ahead of time.
- GET AND KEEP A RECEIPT FOR EVERYTHING YOU PAY!
 - Recommend keeping a folder of receipts for the duration of your tour



FURNISHINGS MANAGEMENT OFFICE (FMO)



- **Loaner furniture will be provided for the duration of your tour if desired**
 - **Washer / Dryer / Refrigerator / Beds / Tables etc. (See housing for authorizations)**
 - **Microwaves and Transformers are on an “as available” status as they are no longer authorized for purchase by FMO**
- **1 Delivery, 1 Pick up policy**
 - **If you think you might need something – ask for it if authorized**
- **Coordinate with FMO for delivery schedule prior to determining contract start date**
 - **Typically plan for delivery on contract start date**
 - **See housing for FMO contact info**



MISCELLANEOUS



■ Housekeeping

- Housing is not permitted to recommend housekeepers, however ask around and they are available at reasonable prices

■ Noise Complaints

- Report noise complaints to housing / building manager
 - ◆ Please do not get into confrontations with neighbors
- Please refrain from loud parties / music etc.
 - ◆ Be respectful of your neighbors as you would have them be to you

- ## ■ Do a thorough walk through of your apartment before and after move in to ensure you have yourself covered when you move out



Enjoy your stay in Izmir!

Alliance

Valor

Tradition