ECONOMY & MILITARY FAMILY HOUSING (MFH) OUTPROCESSING CHECKLIST

Updated 10 Sep 2020

In an effort to make your outbound processing smoother, below are the required items to help you clear housing.
This planning tool helps guide you to properly terminate your housing and request possible reimbursement of TLA.
This guide is not inclusive, you will need to contact your providers (cell phone, utilities, UTAP etc.) for clearing instructions.
******** It is your responsibility to plan accordingly to ensure all actions are completed. ********
Follow ECONOMY if you pay rent to a landlord *** Follow MFH if you live on base/post**

1.	**ECONOMY:** Provide your ***landlord*** (***LL***) a minimum of 30 days written termination notice. (Form provided). It is recommended to schedule a pre inspection with your LL. This will allow the LL to provide you with requirements to clear the house. You will need to schedule your final inspection with the LL, so the LL can sign off the USAFE Form 333A. If rent is being paid by EFT, contact your financial institution to stop monthly payment and prorate last month's rent till termination date with LL. **MFH: NLT 40 Day's** prior to anticipated departure date, email KMCHousing@us.af.mil to schedule your pre and final inspections. Attach a copy of your orders to the email. ***If you don't have orders we can still schedule the pre inspection. Once you receive your orders and your confirmed port call, you will be able to schedule your final inspection.***
2.	**ECONOMY:** Contact the UTAP office for out-processing instructions. ***Important Note: UTAP office needs the ending meter readings***. Contact the utility companies to schedule final meter readings. If utilities are being paid by EFT, contact your financial institution to stop monthly payment.
3.	**ECONOMY** & **MFH:** Contact FMS to arrange for pick-up and/or delivery of temporary furniture. (FMS located in Bldg. 720 Einsiedlerhof, DSN 489-6001 or CIV 0631-536-6001)
4.	**ECONOMY** & **MFH:** Schedule lodging. You are authorized up to, <u>the last 10 nights, proceeding your departure</u> ***(counting backwards from your Departure/Port Call date)***. More than this 10 nights period is the service member's financial responsibility. **You are required to stay within your Permanent Duty Station (KMC area) for reimbursement. <u>TLA is not authorized</u>** if taking leave outside the PDS area or if the member retires/separates from service, stays in the PDS area, and moves at a later date. Schedule Lodging: (KMC Central Lodging Reservations DSN 480-4920/Commercial 06371-45-4920)
5.	**ECONOMY:** Schedule the final walk through with your LL. Complete the required USAFE FORM 333A with the LL. The LL **MUST** complete sections 19 and 20. Don't forget to arrange with the landlord to get your Security Deposit back. Check with your Finance Office for requirements to return the advanced security deposit money. **MFH:** If you do not have a final inspection date, email KMCHousing@us.af.mil to schedule an appointment for your final inspection. Attach a copy of your orders to the email.
6.	**OUT-PROCESSING:** **ECONOMY: MANDATORY, you will need to come in person during walk-in hours to the KMC Housing Office to clear.** During your visit provide a copy of your rental termination notice, completed USAFE FORM 333A, paid lodging receipt and 3 copies of orders. We will complete the forms for your OHA Stop and TLA reimbursement. You will be cleared from VMPF and/or checklist provided by you. **MFH:** After your final inspection; provide your copy of the completed termination memo to the housing office (provided to you by the inspector) along with the paid lodging receipt. We will complete the form for TLA reimbursement and you will be cleared from VMPF and/or checklist provided by you.
7.	**TLA REIMBURSMENT, IF NOT COMPLETED DURING OUT-PROCESSING:** **ECONOMY** & **MFH**: If you do not have your paid lodging receipt with you when out-process, then you can claim your TLA via email at KMCHousing@us.af.mil. Upon completion of the TLA Form, a copy will be emailed to you. **<u>Please provide the following information within your e-mail:</u>** - Where you lived in Germany (address off base/on base)? - What was your port call date? - What was the termination date off base? / When was your final on base housing inspection completed? - Which dependents were staying in the hotel with you? - Did you have cooking facilities in the hotel? - Where was your servicing Finance Office? (Ramstein, Kleber, Elsewhere) **<u>Include the following documents:</u>** - Itemized lodging receipt - Orders (front & back along with any amendments). If dual military, both service member's orders - Statement of Non-Availability - *if stayed in off base hotel (provided by Lodging Office)* - VAT Form if used - *if stayed in off base hotel*

KMC HOUSING AND FMS CUSTOMER SERVICE HOURS

KMC Housing Office

Vogelweh, First Avenue, Bldg 1001

DSN: 489-6671/6672
Comm: 0631-536-6671/6672
Email: KMCHousing@us.af.mil

Using Google Maps:
KMC Housing Office

(Follow signs to the Housing Office once entered the gate)

CLOSED on German & American Holidays and Every Wednesday at 11:30 for Administrative Time.

Schedule Appointments for:

Certifying Off-base Contracts *(please email contract prior to your appointment)*
Gov Housing Assignments and Pre/Final Inspections

Monday, Tuesday, Thursday 08:00-15:30, Wednesday 08:00-11:30,
Friday 08:00-14:30

Walk-in Services for:

Processing TLA's, OHA Change/Stop and Housing Applications

Monday, Tuesday, Thursday 08:00-11:00 & 13:00-15:30 ***(No Walk-Ins between 11:00-13:00)***
Wednesday & Friday 08:00-11:00 ***(No Walk-Ins after 11:00)***

Housing Referral Office (HRO):

Inspection of Economy Houses or Landlord Issues
DSN: 489-6643/6659 Comm: 0631-536-6643/6659

Furnishings Management Section (FMS)

Einsiedlerhof Air Station, Bldg 720

Monday – Friday 07:30-15:30

DSN: 489-6001
Comm: 0631-536-6001

Email: 86CES.FMS@us.af.mil

Using Google Maps:
FMS (FMO) Furniture
Management Section

(Gate is across the "Cantina Mexicana")

CLOSED on German & American Holidays and Every Wednesday at 11:30 for Administrative Time.

current as of 10 Sep 2020

RENTAL TERMINATION NOTICE

Notification Date: _____

Dear Mr./Ms.
/Sehr geehrte(r) Herr/Frau _____,
(Landlord's Name)

I would like to give notice of termination in accordance with the rental contract for the termination date of _____.
(Date)

Ich kündige Ihnen hiermit fristgemäß laut Mietvertrag mein mit Ihnen bestehendes Mietverhältnis zum _____.
(Date)

I will leave the quarters in an acceptable condition in accordance with the contract. After the cleaning, I will return the keys to you. You can reach me at the address below in case of any unpaid bills.

Die Wohnung/Das Haus wird von mir so verlassen, wie es laut Mietvertrag verlangt wird. Nach Reinigung der Wohnung werde ich Ihnen die Schlüssel übergeben. Eventuelle Forderungen an mich bitte ich an meine Militäradresse zu richten.

Mit freundlichen Grüßen,

_____
(Tenant's Signature / Unterschrift des Mieters)

Rank, Name: _____

Organization: _____

Phone: _____

Termination received/Kündigung erhalten:

_____ _____
(Date/Datum) *(Landlord's Signature / Unterschrift des Vermieters)*

RENTAL TERMINATION NOTICE

Notification Date: _____

Dear Mr./Ms.
/Sehr geehrte(r) Herr/Frau _____,
(Landlord's Name)

I would like to give notice of termination in accordance with the rental contract for the termination date of _____.
(Date)

Ich kündige Ihnen hiermit fristgemäß laut Mietvertrag mein mit Ihnen bestehendes Mietverhältnis zum _____.
(Date)

I will leave the quarters in an acceptable condition in accordance with the contract. After the cleaning, I will return the keys to you. You can reach me at the address below in case of any unpaid bills.

Die Wohnung/Das Haus wird von mir so verlassen, wie es laut Mietvertrag verlangt wird. Nach Reinigung der Wohnung werde ich Ihnen die Schlüssel übergeben. Eventuelle Forderungen an mich bitte ich an meine Militäradresse zu richten.

Mit freundlichen Grüßen,

_____
(Tenant's Signature / Unterschrift des Mieters)

Rank, Name: _____

Organization: _____

Phone: _____

Termination received/Kündigung erhalten:

_____ _____
(Date/Datum) *(Landlord's Signature / Unterschrift des Vermieters)*

PREMISES CONDITION / INVENTORY (GERMANY)
ZUSTANDSBERICHT DER RÄUMLICHKEITEN (DEUTSCHLAND)

1. DATE (YYYYMMDD) *(DATUM (JJJJMMTT))*

AUTHORITY: 10 U.S.C. 9775 (FO32 AF CE D). Quarters assignment guidance. PRINCIPAL PURPOSE: To document the rental agreement between the landlord and military member. ROUTINE USES: Personal information is used to establish individual files of community support housing tenants. Also used to input data for automated products which in turn are used to mechanically forecast projected community negotiation of a rental agreement or entitlement to housing furniture. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may not be disclosed by the base housing office outside the DOD. DISCLOSURE: Voluntary.

2. PROPERTY ADDRESS *(Anschrift)*

3. TYPE OF INSPECTION *(Art der Inspektion)*
☐ CHECK IN *(Einzug)* ☐ CHECK OUT *(Auszug)*

4. LANDLORD'S / AGENT'S NAME (Last, First, Middle Initial) *(NAME DES VERMIETERS ODER DER AGENTUR (Familienname, Vorname und Mittelinitialen))*

5. PHONE NUMBER *(Telefon-Nr.)*

6. TENANT'S NAME (Last, First, Middle Initial) *(NAME DES MIETERS (Familienname, Vorname und Mittelinitialen))*

7. PHONE NUMBER *(Telefon-Nr.)*

8. METER READINGS *(Zählerstände)*

	ELECTRIC *(Strom)*	OIL *(Öl)*	GAS *(Gas)*	WATER *(Wasser)*	MISCELLANEOUS *(Sonstiges)*
START *(Beginn)*					
END *(Ende)*					

9. CONDITION CODES *(Zustandsbeschreibungen, Abkürzungen)*

BR: BROKEN *(zerbrochen)*	**BU:** BURNED *(Brandfleck)*	**CR:** CRACKED *(gespalten)*	**N:** NEW *(neu)*	**OL:** OLD *(alt)*
MO: MOLDY *(moderig)*	**SO:** SOILED *(schmutzig)*	**SC:** SCRATCHED *(zerkratzt)*	**G:** GOOD *(gut)*	**MR:** MARKED *(gezeichnet)*
ST: STAINED *(fleckig)*	**TO:** TORN *(zerrissen)*	**WA:** WARPED *(verzogen)*	**F:** FAIR *(noch gut)*	**SE:** SEE REMARKS *(siehe Bemerkungen)*

10. KITCHEN *(Küche)*

Condition *(Zustand)* - Quantity *(Anzahl)*	Condition *(Zustand)* - Quantity *(Anzahl)*	Miscellaneous Items *(Verschiedenes)*	Condition *(Zustand)* - Quantity *(Anzahl)*
Floor *(Fussboden)*	Walls *(Wände)*, Paint *(Farbe)*, Wallpaper *(Tapete)*		
Sink *(Spüle)*	Ceiling *(Decke)*		
Window *(Fenster)*	Wiring outlets *(Elektro-Anschlüsse)*		
Windowsills *(Fensterbretter)*	Lights *(Lampen)*		
Curtains *(Vorhänge)*	Fixtures *(Armaturen)*		
Blinds *(Rolladen)*	Fridge/Freezer *(Kühl-Gefrierschrank)*		
Cabinets *(Schränke)*	Range *(Herd)*		
Doors *(Türen)*	Dishwasher *(Geschirrspüler)*		
Keys *(Schlüssel)*	Smoke Detector *(Rauchmelder)*		

11. LIVING ROOM *(Wohnzimmer)*

Condition *(Zustand)* - Quantity *(Anzahl)*	Condition *(Zustand)* - Quantity *(Anzahl)*	Miscellaneous Items *(Verschiedenes)*	Condition *(Zustand)* - Quantity *(Anzahl)*
Floor *(Fussboden)*	Walls *(Wände)*, Paint *(Farbe)*, Wallpaper *(Tapete)*		
Window *(Fenster)*	Ceiling *(Decke)*		
Windowsills *(Fensterbretter)*	Wiring outlets *(Elektro-Anschlüsse)*		
Curtains *(Vorhänge)*	Lights *(Lampen)*		
Blinds *(Rolladen)*	Keys *(Schlüssel)*		
Doors *(Türen)*	Smoke Detector *(Rauchmelder)*		

12. DINING ROOM *(Esszimmer)*

Condition *(Zustand)* - Quantity *(Anzahl)*	Condition *(Zustand)* - Quantity *(Anzahl)*	Miscellaneous Items *(Verschiedenes)*	Condition *(Zustand)* - Quantity *(Anzahl)*
Floor *(Fussboden)*	Walls *(Wände)*, Paint *(Farbe)*, Wallpaper *(Tapete)*		
Window *(Fenster)*	Ceiling *(Decke)*		
Windowsills *(Fensterbretter)*	Wiring outlets *(Elektro-Anschlüsse)*		
Curtains *(Vorhänge)*	Lights *(Lampen)*		
Blinds *(Rolladen)*	Keys *(Schlüssel)*		
Doors *(Türen)*	Smoke Detector *(Rauchmelder)*		

13. BATHROOM/TOILET *(Bad, Toilette)*

Condition *(Zustand)* - Quantity *(Anzahl)*	Condition *(Zustand)* - Quantity *(Anzahl)*	Miscellaneous Items *(Verschiedenes)*	Condition *(Zustand)* - Quantity *(Anzahl)*
Floor *(Fussboden)*	Walls *(Wände)*, Paint *(Farbe)*, Wallpaper *(Tapete)*		
Window *(Fenster)*	Ceiling *(Decke)*		
Windowsills *(Fensterbretter)*	Wiring outlets *(Elektro-Anschlüsse)*		
Curtains *(Vorhänge)*	Lights *(Lampen)*		
Blinds *(Rolladen)*	Bath Tub *(Badewanne)*		

14. BATHROOM/TOILET (Continuation) ***(Bad, Toilette) (Fortsetzung)***

Condition *(Zustand)* - Quantity *(Anzahl)*	Condition *(Zustand)* - Quantity *(Anzahl)*	Miscellaneous Items *(Verschiedenes)*	Condition *(Zustand)* - Quantity *(Anzahl)*
Doors *(Türen)*	Shower *(Dusche)*		
Keys *(Schlüssel)*	Toilet *(Toilette)*		
Cabinets *(Schränke)*	Sink *(Waschbecken)*		
Mirror *(Spiegel)*	Bathroom fixtures (i.a. Towel Rack) *(Badezubehör, z.B. Handtuchhalter)*		
Fixtures *(Armaturen)*			
Additional Guest Toilet *(Zusätzliche Gästetoilette) :*	Sink *(Waschbecken)*	Toilet *(Toilette)*	
Walls *(Wände)*, Paint *(Farbe)*, Wallpaper *(Tapete)*, Tiles *(Fliesen)*			
Bathroom fixtures (i.a. Towel Rack) *(Badezubehör, z.B. Handtuchhalter)*			

15. BEDROOMS ***(Schlafzimmer)***

	Condition *(Zustand)* - Quantity *(Anzahl)*			
	Room 1 *(Raum 1)*	Room 2 *(Raum 2)*	Room 3 *(Raum 3)*	Room 4 *(Raum 4)*
Floor *(Fussboden)*				
Window *(Fenster)*				
Windowsills *(Fensterbretter)*				
Curtains *(Vorhänge)*				
Blinds *(Rolladen)*				
Doors *(Türen)*				
Keys *(Schlüssel)*				
Ceiling *(Decke)*				
Wiring outlets *(Elektro-Anschlüsse)*				
Lights *(Lampen)*				
Walls *(Wände)*, Paint *(Farbe)*,				
Wallpaper *(Tapete)*				
Smoke Detector *(Rauchmelder)*				

16. OTHER AREAS, ITEMS AND EXTERIOR ***(Andere Räumlichkeiten, Gegenstände und Aussenanlagen)***

Condition *(Zustand)* - Quantity *(Anzahl)*	Condition *(Zustand)* - Quantity *(Anzahl)*	Miscellaneous Items *(Verschiedenes)*	Condition *(Zustand)* - Quantity *(Anzahl)*
Entrance keys *(Haustürschlüssel)*	Driveway *(Einfahrt)*	Hallway Smoke Detector *(Rauchmelder Flur)*	
Mailbox keys *(Briefkastenschlüssel)*	Shrubs *(Sträucher)*		
Garage *(Garage)*	Lawn *(Rasen)*		
Remote *(Fernbedienung)*	Trees *(Bäume)*		
Balcony *(Balkon)*	Patio *(Terrasse)*		
Garbage Bin *(Müllbehälter)*	Deck *(Boden)*		

17. REMARKS ***(Bemerkungen)***

18. I hereby state that the above information is correct and all parties involved are in full agreement.
(Mit meiner Unterschrift bestätige ich, dass alle gemachten Angaben richtig sind und in Übereinstimmung getroffen wurden.)

a. PRINTED NAME OF TENANT (Last, First, Middle Initial) *(NAME DES MIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))*	b. SIGNATURE *(Unterschrift)*	c. DATE *(YYYYMMDD) (Datum (JJJJMMTT))*
d. PRINTED NAME OF LANDLORD *(Last, First, Middle Initial) (NAME DES VERMIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))*	e. SIGNATURE *(Unterschrift)*	f. DATE *(YYYYMMDD) (Datum (JJJJMMTT))*

19. TO BE COMPLETED AT TIME OF TERMINATION ***(Bei Beendigung des Mietverhältnisses auszufüllen)***

Quarters condition *(Wohnungszustand)* ☐ has *(hat sich)* / ☐ has not *(hat sich nicht)* changed *(verändert)*. Outstanding bills are *(Zu zahlen sind noch) :*

a. RENT UNTIL *(Miete bis)* COST *(Betrag)* (EURO)	b. UTILITIES *(Nebenkosten)* COST *(Betrag)* (EURO)
c. DAMAGES *(Beschädigungen)* COST *(Betrag)* (EURO)	

20. With my signature I verify that all debts have been settled and I have no further claim against the tenant.
(Mit meiner Unterschrift bestätige ich, dass alle Schulden beglichen sind und dass ich keine weiteren Ansprüche an den Mieter habe.)

a. PRINTED NAME OF LANDLORD (Last, First, Middle Initial) *(NAME DES VERMIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))*	b. SIGNATURE *(Unterschrift)*	c. DATE *(YYYYMMDD) (Datum (JJJJMMTT))*

ECONOMY HOUSING EXIT SURVEY

We value feedback regarding your experience living within the greater Kaiserslautern Military Community.

Street Address:						
City:						
Landlord's Name:						
Dates of Occupancy:	From:		To:			
Moving To:	Departure		On-Base		Economy	

Move In	Yes	No
Did landlord offer assistance or information which aided with utilities activation or transfer?		
Was landlord present for the pre-inspection and condition inventory?		
Occupancy	**Yes**	**No**
Was the landlord responsive to maintenance and repair issues?		
Did the property satisfactorily meet expectations set at initial occupancy?		
Move Out		
Was the landlord reasonable in assessing damages beyond reasonable wear and tear?		
Did landlord communicate intent to refund security deposit in less than the maximum of six months allowed by law?		
Overall Assessment		
Recommend renting this property		
Recommend renting from this landlord		
Would you be willing to provide a copy of this survey to your landlord?		

Additional Comments

Please return to the housing office or email to KMCHousing@us.af.mil

HEAT

Housing Early Assistance Tool

Housing Services BEFORE you PCS!

Receive Housing Information Faster

HEAT allows Service members, DoD Civilians and families to contact Housing Service Centers at multiple Air Force installations BEFORE they receive their Permanent Change of Station (PCS) orders.

HEAT standardizes your experience with Housing by delivering an easy user interface to find information quickly. There are no CAC requirements so spouses can use the tool as well, needing only minimal information about their sponsor to get started.

Available Air Force wide 24/7

- **Search BEFORE orders to multiple Air Force installations**
- **Standardizes your experience with Air Force Housing**
- **No CAC requirements so spouses can access too**
- **Getting started with HEAT is easy!**

https://www.homes.mil/heat

Helping Airmen and their FamiliesTransition to their New Homes