

ECONOMY & MILITARY FAMILY HOUSING (MFH) OUTPROCESSING CHECKLIST

Updated 17 Oct 2018

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 **Military Family Housing (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 landlord. 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, call DSN 489-6672 or Civ 0631-536-6672 to schedule an appointment. During the appointment at the housing office the Pre/Final Inspection will be scheduled. We will need 3 copies of orders and confirmed departure date (Port Call). 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 an appointment to come-in and set-up 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: Schedule lodging. You are authorized up to, <u>the last 10 nights, before your departure (counting backwards from your Departure/Port Call date)</u>. Anything over or outside this 10 nights period is the service member's financial responsibility. MFH: Schedule lodging. You are authorized between 3-5 nights, based on your port call date. When you schedule your Final Inspection, you will be notified of how many nights you are allowed total. BOTH: ECONOMY/MFH: You are required to stay within your Permanent Duty Station (KMC area) for reimbursement. TLA is not authorized 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) Port Call date: _____ First night of TLA should be: _____
5.	ECONOMY: Schedule the final walk through with your LL. Complete the required USAFE Fm 333A with the LL. <u>The LL MUST complete sections 19 and 20.</u> Don't forget to arrange with the landlord to get your Security Deposit back. Check with your Finance for requirements to return the security deposit money. MFH: If you do not have a final inspection date, call KMC Housing to schedule an appointment to set-up your final inspection. Bring 3 copies of your orders.
6.	OUT-PROCESSING: ECONOMY: MANDATORY you will need to come in person during walk-in hours into the KMC Housing Office to clear. During your visit provide a copy of your rental termination notice, USAFE Fm 333A (must be signed by the LL), 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 AF 594 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 REIMBURSEMENT if not completed during out-processing: The SERVICE MEMBER is responsible to process the TLA Claim with Ramstein/Kleber finance office. BOTH: ECONOMY/MFH: If you do not have your paid lodging receipt with you when out-process, you can e-mail it to the housing organization e-mail org. box: KMCHousing@us.af.mil as outlined below: Please provide the following information within your e-mail - 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? -Itemized lodging receipt, Orders (front & back along with any amendments). If dual military, both service member's orders --If you stayed in lodging on the economy for TLA you will need to scan: Lodging receipt, orders (front and back along with any amendments), Statement of Non-Availability (provided by Lodging Office), VAT Form if used. Upon completion of the TLA Form, it will be scanned and emailed to you.

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 GPS:

Pariser Str. 342

67663 Kaiserslautern

(Gate is across the car dealer at traffic light)

using Google Maps:

Armstrong's Club, Kaiserslautern

CLOSED on German & American Holidays and the 2nd Wednesday of every month at 11:30 for training.

Schedule Appointments for:

Certifying Off-base Contracts *(please email contract prior to your appointment)*

Gov Housing Assignments and Pre/Final Inspections

Monday – Thursday 08:00-15:30, Friday 08:00-14:30

Walk-in Services for:

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

Monday – Thursday 08:00-11:00 & 13:00-15:30 *(No Walk-Ins between 11:00-13:00, Appointments only!)*

Friday 08:00-11:00 *(No Walk-Ins after 11:00, Appointments only!)*

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 – Thursday 08:00-15:30

Friday 08:00-14:30

DSN: 489-6001

Comm: 0631-536-6001

Email: 86ces.cehffmo@us.af.mil

using GPS:

Kaiserstr. 117

67661 Kaiserslautern

(Gate is across the "Cantina Mexicana")

CLOSED on German and American Holidays and the 2nd Wednesday of every month at 11:30 for training.

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)
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)
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))
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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