East Anglian Regional Housing Office

Welcome to the East Anglian Regional Housing Office at RAF Lakenheath/Mildenhall. We are committed to giving our customers excellent service, providing the military family and single member, housing on or off-base that will suit their needs. There are three housing locations, serving the RAF Lakenheath, Mildenhall and Feltwell base personnel. With new kitchen and bath renovations, exterior enhancements, whole house renovations, and new construction, the quality of life for base housing is always being improved. Housing professionals are available to answer all your questions about on and off-base housing. Housing floor plans, area maps and local rental listings are available at the Housing office located in Building 429 at RAF Lakenheath. Loaner furniture and appliances are available from our Furnishings Management Section (FMS) located in Building 73 at RAF Feltwell.

Operating Hours and Telephone Numbers are:

- **Housing Office RAF Lakenheath BLDG 429**
  - **0800 – 1600: Mon, Tue and Thu**
  - **0930 – 1600: Wed**
  - **0800 – 1530: Fri**
  - **Assistance (TLA/OHA/MFH Wait Lists): 226-2000**
  - **Referral (Community Housing): 226-2063**
  - **Facilities (MFH Inspections / Maintenance): 226-2064**
  - **Dialing from Off-Base: 01638-52 XXXX**

- **Furnishings Management Section RAF Feltwell BLDG 73**
  - **0800 – 1600: Mon, Tue and Wed**
  - **0930 – 1600: Thu**
  - **0800 – 1530: Fri**
  - **Customer Service: 226-7030**
  - **Dialing from Off-Base: 01638-527030**

- **US Holidays (Down/Goal/Family Days): Open**
- **UK and MOD Holidays: Closed**

www.housing.af.mil/Units/RAF-Lakenheath
www.facebook.com/RAFLakenheathHousingManagementOffice

Temporary Lodging Allowance (TLA)

TLA is a financial entitlement that partially reimburses you for expenses while in temporary lodging (including transient facilities) and cost of meals. TLA is based primarily on permanent change of station (PCS) moves and non-availability of government-controlled quarters (other than transient quarters) or private rental housing. If Government transient facilities are available and not used, TLA lodging reimbursement is limited to the Government-quarters cost. Lodging expenses are not reimbursable when you stay with friends, relatives, coworkers, or associates. In these cases, only meals are reimbursed. ***You must report to the Housing Office within 2 duty days after the reporting date to the permanent duty station (PDS) to register for permanent housing.*** The Housing Office will inform you of the availability of government quarters and advise you on how to find private rental housing.

Upon arrival (reporting) at a USAFE PDS, service members will be authorized up to 60 days TLA to facilitate in-processing and determination of housing options. These days could be a combination of on and off base lodging which will be subject to availability. Contact your local TLF (Lodging Office) for confirmation. Under certain circumstances TLA may be extended for more than 60 days after arrival, but such extensions must be approved by the 3rd Air Force Commander. Paragraph 9160-I of the Joint Travel Regulation discusses when an extension might be justified. The Housing Office will provide instructions on how to request an extension beyond 60 days if necessary.

When government-controlled quarters are available in your category and bedroom requirement, you will receive an offer for government-controlled quarters; no area preferences are taken into consideration. If you refuse to occupy available government-controlled quarters, **TLA is terminated the first date Furnishings Management Section (FMS) can deliver loaner furnishings based on the date quarters are available.**

If government-controlled quarters **are not available** in your category and bedroom requirement you must aggressively seek private rental housing to maintain your entitlement to TLA. If you elect to process a rental contract on a house, or purchase a house which is not ready for occupancy within 60 days your TLA entitlement will end at 60 days unless an extension is approved.

Aggressive search criteria must be documented in 10-day increments. For the first ten days, a minimum of two documented house visits to secure permanent off-base housing is required. Subsequent ten-day increments will require five documented house visits.

Where available, you can elect to initiate a temporary short-term rental contract in order to commence OHA while searching for, or awaiting other permanent housing. The Housing Office maintains a list of short-term let options.

Please contact your Housing Office representative for more information on TLA requirements.

Overseas Housing Allowance (OHA)

OHA is paid at your maximum rental allowance or the maximum rent of the property, whichever is lower. Rental payment over and above the amount of your OHA entitlement is not paid to you. Try and ensure you get value for your money and make allowances for possible future rent increases. It is not always advisable to maximize your OHA. If your situation or circumstances change, it must be reflected in your OHA.

Utility Allowance will be provided to you for the payment of electricity, heating and water. In almost all cases these payments are your responsibility when renting a home off-base. Legislation exists in the UK to ensure you are provided with the **Energy Efficiency** of a property before you make a choice to rent it. This is provided to you in the form of an Energy Performance Certificate **(EPC).** Homes are rated from **A to G,** with **A** being the most efficient, **G** being the least.

Moving In Housing Allowance (MIHA) is a one time payment to assist you with additional costs you may incur on your move into off-base housing.

Your OHA will start and your TLA will stop on the effective date of your lease agreement. Ensure the time between when you sign your lease and the effective start date is sufficient to process your OHA allowance paperwork, and the funds you need will be on hand to pay to your landlord.
You can apply for **Advance Overseas Housing Allowance (AOHA)** which is a loan up to three times your rent amount or maximum rent allowance. You will need to produce a signed lease in order to apply for AOHA and have signed approval from your commander. (Repayment is made over 12 months by automatic pay deduction. Alternatively you can defer repayment of your deposit advance until year 2 or the end of your tour).

Military Family Housing Availability

Military Family Housing (MFH) consists of one, two and three story units. East Anglian Regional Housing Office has 3 separate housing areas located both on base and in the surrounding communities. MFH areas range from on base up to 10 miles away from base. The waiting times are approximate and change on a monthly basis. Please check with the Housing Office for current waiting times.

Providing you submit an application for housing within 30 days of your arrival, your effective placement date on the waiting list will be the departure date from your losing installation. **Please note that credit for a remote tour (UDR) must be claimed within 30 days of your arrival.**

The Local Area

The area surrounding RAF Lakenheath and RAF Mildenhall is very rural and comprised of many small towns and villages. Ensure you carefully consider the type of roads you will have to drive when choosing a home. *When looking at the drive to the home of your choice, consider the changing daylight hours and weather, depending on the season.*

Renting in the Community

It is a command decision to involve the Housing Office in all community letting to ensure basic safety prior to approving Overseas Housing Allowance (OHA), referred to as our Adequacy Standards Program. This program has greatly increased the influence of the Housing Office to your benefit when renting homes off-base.

A Housing Inspector must conduct an Adequacy Standards inspection prior to you signing a lease or committing yourself in any financial way. Further, you have the right to sign the lease if the inspector deems that the property does NOT meet adequacy standards; however you must sign a waiver acknowledging your increased liabilities. Check to make sure this has been accomplished prior to signing a lease. Listings of available off-base rental properties are available on www.rightmove.co.uk and on the computers in the Housing Office reception area at RAF Lakenheath. Photos are presented with the listing where possible.

Rental Advice

Always verify the **available date,** preferably before viewing the property, to ensure you will be able to occupy the property within your TLA Allowance. Please be aware that a change in an available date on a property **is not justification for a Temporary Living Allowance (TLA) extension.**

The Housing Office provides a standard lease for you to use when renting a home off-base and we encourage its use whenever possible. If you are presented with another lease, ensure you take the time to review it properly and ask for clarification if needed. Being familiar with your lease will enable you to fully appreciate your rights and obligations when renting your home. The **military clause** in the standard housing contract allows you to give 30 days notice to terminate a lease for a military reason (i.e., take up an offer of MFH or PCS, etc.).

If another lease is signed you should ensure that at a minimum it contains a military clause identical or similar to that contained in the Housing Office lease. **Please have the Housing Office review your military clause before signing your lease.**

It is common practice for rental agents in the UK to charge a tenant rental fees for setting up the tenancy. Beware, as **agent fees are not reimbursable**. Ask up front if there are fees and if so what they will be. Many landlords and agents do not make administration charges in the case of USAF personnel.

Although your concern at present is finding a home, you may need to move again in the near or distant future. Notice to end your tenancy must always be in writing and in accordance with how your lease states you should serve notice. If you have any questions, please ask the housing office in advance. **Security deposits** are nearly always required before possession of the property will be given, normally equivalent to at least one months rent. Security deposits may be used by the landlord for any outstanding obligations when the tenancy comes to an end.

To minimize disputes regarding the condition of your property and your security deposit, you should ensure a comprehensive condition inventory of the property is completed at the beginning of the tenancy and signed by both parties. The Housing Office provides an example inventory for your use. The condition of all aspects relating to the property should be referred to on the condition inventory otherwise it is simply a matter of your word against the landlord's at the end of the tenancy. Any landlord/agent taking a deposit from you in connection with a rental contract, are required to register your deposit in one of the UK government approved schemes. UK law expects tenants to police landlord compliance with this legislation. **If you have not received instructions from your landlord/agent as to where your deposit is registered within 30 days,** query this with your landlord or contact the Housing Office.

Purchasing in the Community

If you choose to purchase a home, TLA reimbursement will be limited to 60 days. This may be insufficient to cover you for the time period needed to complete the purchase. In such a case it will be necessary to find a short term rental in the meantime. Attempt to do as much research as possible through local agents and financial brokers. The UK home buying market is very competitive.

Furnishings Management Section (FMS)

Temporary loaner furniture is available from FMS for off-base and on-base residents for up to 90 days, prior to the delivery of your household goods. A temporary loaner kit consists of beds, dressers, sofas, tables and chairs. Requests should be delivered within five to seven duty days. Please ensure you process your request at least ten days prior to the effective date of your move, in order to allow time for delivery.

Duration of tour (DOT) items are available for off-base residents. Items include wardrobes, washer/dryer, stove, refrigerator, and transformers **WHERE NOT PROVIDED BY THE LANDLORD.** A landlord/ tenant statement must be provided to FMS with any application for appliances. Stipulate available space and relevant connections available.

It is important that you report any damages to your property on delivery prior to signing for receipt of item on AF Form 228. Any damage to the landlord's property will be taken from your security deposit so recording of damages is essential to ensure you can utilize the reimbursement process. ***Please contact the FMS customer service desk for more detailed information.***

Important Information and Checklist for all Newcomers

- Report to the Housing Office within 2 duty days of arrival to receive information on housing options and Temporary Lodging Allowance (TLA) reimbursement
- When securing economy rentals; **verify if the rental has had an Adequacy Standards Inspection** or an appointment has been scheduled
- **DO NOT** sign a lease until the property has had an Adequacy Standards Inspection and the lease has been reviewed by the Housing Office
- Processing Advance Overseas Housing Allowance (AOHA) requires additional time, the entire process takes approximately one week. You will be required to complete the paperwork, attain Commander/1st Sergeant signature, return paperwork to Housing for it to be forwarded to Finance for processing
- Letting Agencies/Landlords **require the first month rent and deposit** prior to the Service Member moving into a property
- Appointments: Booked appointments will be served prior to walk-ins. Walk-ins will experience long waits. To book Appointments Call 226-2000 (01368 52 2000)

The Following Items are Required to File TLA / OHA Paperwork

TLA Arrival

- 1 copy of orders for each claim
- Fully itemized receipt from lodging for nights claimed
- House Search Form: Must be completed for each claim, until housing is secured
  - 1St Claim – if housing hasn't been secured, you will need to list at least 2 houses you have looked at and reasons you haven't accepted these houses
  - Subsequent Claims - if housing hasn't been secured, you will need to list at least 5 houses you have looked at and reasons you haven't accepted these houses
- Off-base lodging: requires a letter of non-availability from lodging
- Staying with friends: confirmation of lodging letter from friends

Advance OHA

- 1 copy of signed lease (housing unable to make copies)
- 1 copy of orders (only needed for deferring repayments)

OHA Start

- 1 copy of orders
- 1 copy of signed lease (housing unable to make copies)

*****************PLEASE NOTE*********************

In accordance with JTR, Para. 9150, TLA is provided to partially reimburse a member for more than normal expenses incurred while occupying temporary lodging. If government-controlled housing is available, accompanied members will be offered the next available unit. In accordance with USAFE-USAFAF Instruction 65-104, para. 14: If a service member refuses to occupy available government-controlled quarters, TLA is terminated the first date Furnishings Management Section (FMS) can deliver loaner furnishings based on the date quarters are available.

Sign Understanding at the Completion of Arrival Briefing

Military Clause

2.5.3 Notwithstanding the express terms contained herein this tenancy may be terminated earlier by the Tenant for reasons of military necessity as defined in paragraph 2.5.4. subject to the Tenant giving the Landlord/Agent not less than 30 (thirty) days' notice in writing, such written notice to be served personally or by Receipted Post by the Tenant upon the Landlord/Agent additionally Tenant may terminate this tenancy early but must reside at the property for 6 (six) months of this tenancy if the Tenant voluntarily accepts an offer of accommodation provided by the United States Air Force or its agents, subject to the Tenant giving the Landlord/Agent not less than 30 (thirty) days' notice in writing, such written notice to be served Personally or by Receipted post by the Tenant upon the Landlord/Agent. If Tenant properly effects an early termination under this clause, Landlord/Agent shall not require from Tenant any charge, levy, penalty, or other payment whatsoever by reason of such termination.

2.5.4 Military necessity generally includes but is not limited to the following circumstances.

2.5.4.1 Tenant is officially directed by the United States Air Force to a permanent duty location that is at least 10 (ten) miles greater in distance from the leased premises than the Tenant's duty location when the tenancy was entered into, this includes Permanent Change of Station (PCS) and Permanent Change of Assignment (PCA); or

2.5.4.2 Tenant is directed by the United States Air Force to occupy quarters or accommodations provided by the United States Air Force or its agents; or

2.5.4.3 Tenant, spouse and/or dependents are no longer permitted to remain in England or Wales, or are required to return to the United States (or place of origin other than England or Wales) for a protracted period of time (e.g. loss of command sponsorship, military necessity, illness or death); or if the United Kingdom or the United States become party to a war; or

2.5.4.4 Tenant is directed to deploy to a temporary duty location for a period in excess of 90 (ninety) days; or

2.5.4.5 Tenant leaves the United States military or civilian service for any reason.

***** If a release clause in a lease offered to you differs from the above, please ensure you establish the full implication of any change by inquiring with the Housing Office at 226-2063.***

East Anglia Regional Housing Office

Office Hours/Telephone Numbers & Website

- **Housing Office RAF Lakenheath BLDG 429**
  - **0800 – 1600: Mon, Tue and Thu**
  - **0930 – 1600: Wed**
  - **0800 – 1530: Fri**
  - **US Holidays (Goal/Family/Down Days): Open**
  - **UK and MOD Holidays: Closed**
- **Contact Numbers**
  - **Assistance (TLA/OHA/MFH Wait Lists): 226-2000**
  - **Referral (Community Housing): 226-2063**
  - **Facilities (MFH Inspections / Maintenance): 226-2064**
  - **Dialing from Off-Base: 01638-52 XXXX**

www.housing.af.mil/Units/RAF-Lakenheath
www.facebook.com/RAFLakenheathHousingManagementOffice

RAFL

Liberty Village, RAFL

RAFM

10 – 12 Minute Drive from RAFL

RAFF

12-15 Minute Drive from RAFL

Television/AFN

- **TV License - TV, Cell Phone, Tablet, Laptop etc.** (www.tvlicensing.co.uk)
- **Off-Base Housing – Sky, BT and Virgin Media.**
- **RAF Feltwell, RAF Mildenhall, RAF Lakenheath AFN See attached pamphlet for more information.**
- **DECT 6 devices – Illegal in the UK, £5000 fine**

Temporary Lodging Allowance (TLA)

- Mandatory – Report to the Housing Office within 2 duty days of arrival
- TLA entitlement – Up to 60 nights
  - TLA is a financial entitlement that reimburses you for up to 60 nights in temporary living facilities
  - These days could be a combination of on and off base lodging which will be subject to availability. Contact your local TLF (Lodging Office) for confirmation
- Appointments for TLA arrival claims every 10 days

House Search Form

Date Viewed	Full Address (minus Post Code)	Reason for Non-Acceptance (Please be specific)

Generalization is insufficient such as:

Too Small,

Too Far,

Lacking facilities,

Too expensive

Stipulations, (children, pets)

Overseas Housing Allowance (OHA)

- OHA Start date
- Utility Allowance
- Move In Housing Allowance (MIHA)
- Council Tax

OHA Key Facts (JFTR)

- "The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location."
- "OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes."
- "OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent."
- "Disciplinary action addressed in JTR par. U1035 applies when housing allowances are used for other than the purpose intended." *(i.e. gardening, window cleaning, housekeeping, laundry or ANY other extra personal service besides rent)*

Advance Overseas Housing Allowance (AOHA)

- Interest free loan
- Repayment over 12 months
- Forms available at Housing Office
- Must have signed approval from Commander
- Paid up to 3 days prior to tenancy start date

Renting In The Community

- Step 1 – Complete Adequacy Standards Checklist inspection, which is required before OHA can start
  - Landlord or Agent will complete checklist & submit to Housing Office
- Step 2 - Housing Office will arrange Adequacy Standards inspection with Landlord or Agent
- Step 3 - Sign lease after the property inspection even if the property does NOT meet Adequacy Standards
  - DO NOT sign a lease until the property is inspected
  - If the property does NOT meet Adequacy Standards and you choose to sign the lease, you must sign a WAIVER acknowledging your increased liabilities

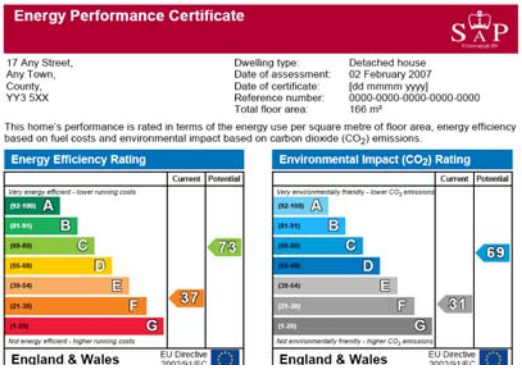
Referral Counselling

- Assistance Request available to help with Landlord/Tenant disputes
- Referral Counselors are available to provide information on local standards of conduct, availability of housing and investigate/mediate complaints
- Use Rightmove.co.uk to find properties
  - Housing Office also advertise a small amount of properties in the office

Rental Advice

- Verify date available for occupancy
- Call for Adequacy Standards Checklist result DSN:226-2063
- Lease & Military Clause
- Lease Renewals
- Termination Notice (must be in writing)
- Agent Fees are Non Reimbursable
- Security Deposits
- Condition Inventories
- DODDS School Bus Commuting areas
- Residential Security Checklist
- Non Temp Storage is ONLY authorized for MFH
- Verification of Right to Rent Letter

Energy Performance Certificate (EPC)


Energy Performance Certificate

SAP

17 Any Street,
Any Town,
County,
YY3 5XX

Dwelling type:	Detached house
Date of assessment:	02 February 2007
Date of certificate:	[dd mmmm yyyy]
Reference number:	0000-0000-0000-0000-0000
Total floor area:	166 m²

This home's performance is rated in terms of the energy use per square metre of floor area, energy efficiency based on fuel costs and environmental impact based on carbon dioxide (CO_2) emissions.

Energy Efficiency Rating

	Current	Potential
Very energy efficient - lower running costs		
(92-100) A		
(81-91) B		
(69-80) C		73
(55-68) D		
(39-54) E		
(21-38) F	37	
(1-20) G		
Not energy efficient - higher running costs		

England & Wales — EU Directive 2002/91/EC

Environmental Impact (CO_2) Rating

	Current	Potential
Very environmentally friendly - lower CO_2 emissions		
(92-100) A		
(81-91) B		
(69-80) C		69
(55-68) D		
(39-54) E		
(21-38) F	31	
(1-20) G		
Not environmentally friendly - higher CO_2 emissions		

England & Wales — EU Directive 2002/91/EC

Residential Security Checklist

- Required document for all Military members residing "off-base" (Military housing off-base i.e. Feltwell, Lords Walk, are considered on base housing and need not complete)
- ****Utilize form when searching for off-base dwelling, complete and return to your Group ATO****
  - 48 FW - 226-4523
  - 48 MDG - 226-8654
  - 48 MSG - 226-1901
  - 48 MXG - 226-6352
  - 48 OG - 226-3753

Short Term Lease

- Short term lease's are available Off-Base
  - Lease's from 1 week to several months
  - OHA authorized for short term lease (OHA change must be completed after moving into permanent housing)
  - Bridge the gap between TLA stopping and moving into permanent housing
- Short term lease's must be approved by the Housing Office
  - List of approved units can be found at the Housing Office
  - DO NOT enter into a short term lease which has not been approved by the Housing Office

Non-availability of a short term lease DOES NOT warrant an extension of Temporary Lodging Allowance (TLA)

Furnishings Management Section (FMS)

Furnishings Management Section (FMS)

- **Delivery Requests**
  - **Deliveries/Pickups are either 0800-1200 or 1200-1600**
  - **You will be charged the government cost for a Delivery/Pickup in the following circumstances:**
    - **No Shows (No one was home to accept the delivery/pickup)**
    - **Cancelling your appointment with less than 24 Hours notice**
    - **If you need a re-delivery of an appliance due to size restrictions**
    - **Other preventable issues which prevent the delivery/pickup occurring**

- **Loaner Furniture**
  - **Loaner furniture available for up to a maximum 90 days**
  - **Must be returned to FMS in a clean condition. You may be charged the replacement cost for dirty furniture**
  - **Please do not allow Pets on soft furnishings**

Landlord Tenant Statement

LANDLORD (AGENT) – TENANT STATEMENT
US GOVERNMENT LOANER FURNITURE/APPLIANCES

Tenant Printed Name (Last, First, Middle) and Signature

Economy Address, including Post Code and Telephone Number

To Whom it may concern:
The landlord/agent agrees that all US Government property/equipment will not be held in lieu of any debts incurred by the tenant. Further, in cases of emergency, the landlord/agent agrees to permit a government representative to enter the premises and remove such US Government property. The landlord/agent hereby agrees to pay the cost of any damage to US Government property. The landlord/agent hereby agrees that the US Government Furniture/Appliances at the above address, provided they are not furnished by the landlord, are NEGLIGIBLE and certifies that connections are available for the appliances listed.

PLEASE MEASURE CAREFULLY WIDTH AND HEIGHT OF AVAILABLE SPACE AND ALSO SKY DOORWAYS THROUGH WHICH APPLIANCES WILL BE MOVED TO CHECK FOR APPROPRIATE FIT.

APPLIANCE	SELECT TYPE	SPACE AVAILABLE Height/Width
1. REFRIGERATOR	US Model or US Model	
2. ELECTRIC COOKER	Various sizes, please measure carefully	
3. DISHES	US Model	
4. DRYER	US Model	

6. TRANSFORMERS	Quantity requested	
7. WARDROBES	Quantity requested	

Landlord/Agent Name: Print and Sign _____

Address and Telephone/
Number _____

FURNISHINGS MANAGEMENT SECTION
For CUSTOMER SERVICE, THE HOUSING OFFICE, BLDG 429, RAF LAKENHEATH
For Self Help Pick up in Group off, ROUTE 75, ALNWICK ROAD, RAF FELTWELL

Phone 01638 527000/DSN 226 7030 Fax 01638 523711/DSN 226 3712

Email: dfmas.usaf@pu.af.mil

Measurements of appliance slots required before appliances can be issued. Please ensure these measurements are accurate.

Damage Complaints

- ***Please ensure any damage caused by the Contractor during Delivery/Pickup is reported in the correct way:***
  1. ***Ensure damage is annotated on the FMS Paperwork, BEFORE signing***
  2. ***Report damage to the Quality Assurance Section immediately for investigation on 226-7019 / 226-7497 / 226-7482***
  3. ***Take photographs of the damage to support your claim***
- ***Failing to report damage immediately may invalidate your claim***

Courtesy Driver

COURTESY DRIVER NOW AVAILABLE

Please inquire at Housing Office Front Desk 226-6088/2000

Before Leaving

- **Please complete and hand in the following:**
  - **Inbound Briefing Questionnaire**
  - **Certificate of Understanding (Bus Stops/RSC/OHA)**
  - **Critique Form**
  - **1 Copy of PCS Orders**

Questions?

Lakenheath Complex School Bus Map

Lakenheath Complex School Bus Office
Registration
01638-52-7013
(DSN: 226-7013)

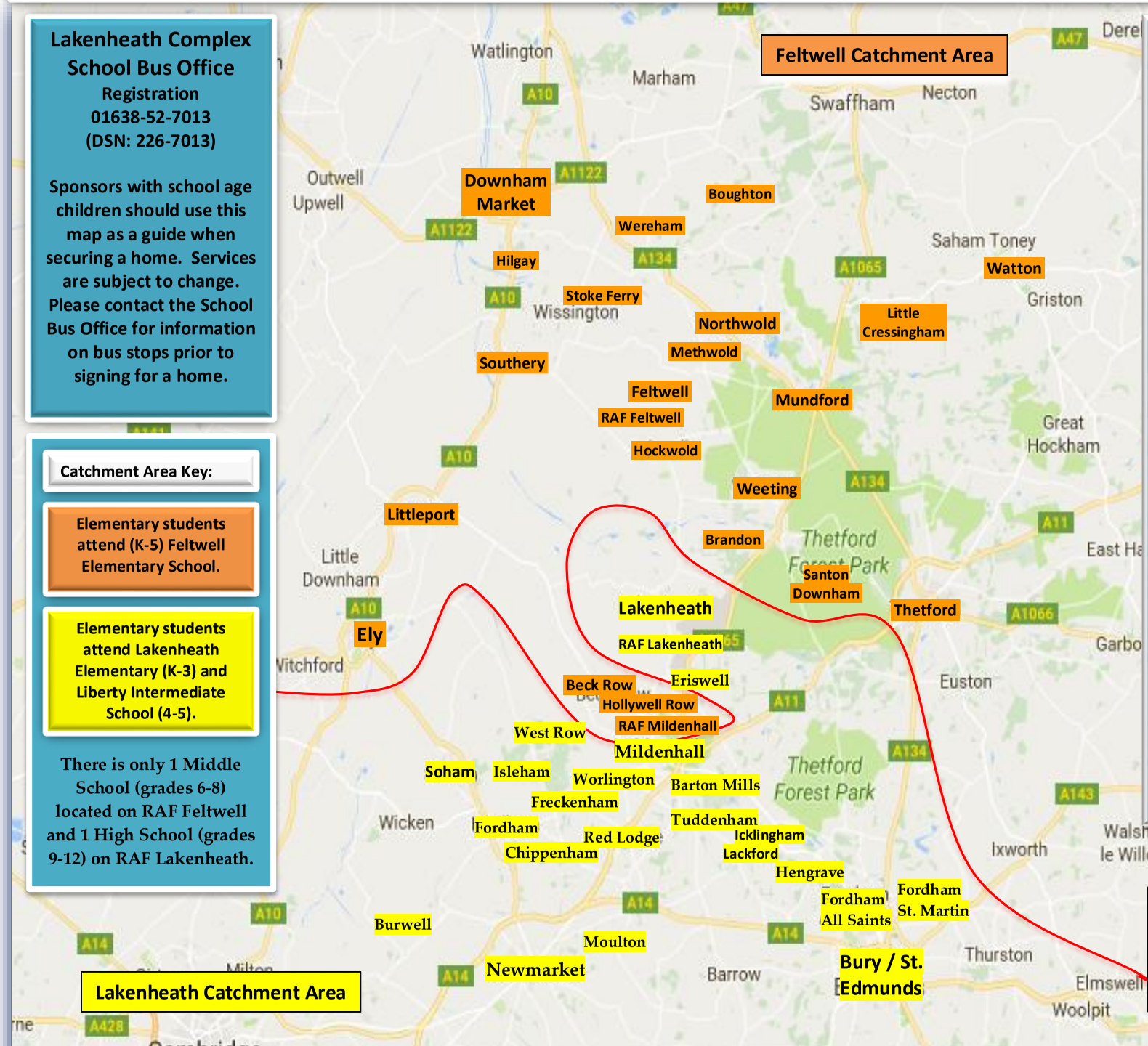
Sponsors with school age children should use this map as a guide when securing a home. Services are subject to change. Please contact the School Bus Office for information on bus stops prior to signing for a home.

Catchment Area Key:

Elementary students attend (K-5) Feltwell Elementary School.

Elementary students attend Lakenheath Elementary (K-3) and Liberty Intermediate School (4-5).

There is only 1 Middle School (grades 6-8) located on RAF Feltwell and 1 High School (grades 9-12) on RAF Lakenheath.



The following villages are *currently* provided with school bus service.

Beck Row	Barton Mills
Boughton	Burwell
Brandon	Bury St. Edmunds
Brookville	Chippenham
Downham Market	Eriswell
Ely	Fordham
Feltwell	Fornham All Saints
Hilgay	Fornham St. Martin
Hockwold	Freckenham
Hollywell Row	Hengrave
Little Cressingham	Icklingham
Littleport	Isleham
Methwold	Lackford
RAF Mildenhall	Lakenheath
Munford	Mildenhall
Northwold	Moulton
RAF Feltwell	Newmarket
Santon Downham	RAF Lakenheath
Southery	Red Lodge
Stoke Ferry	Soham
Thetford	Tuddenham
Watton	West Row

For additional educational questions, please contact the School Liaison Office at
01638-52-5077/5078

DODEA TRANSPORTATION
EUROPE WEST DISTRICT

RESIDENTIAL SECURITY CHECKLIST

For your safety, consider the following when selecting your off-installation housing:

_____ Give preference to residences that maximize safety and security while minimizing the need for security upgrades.

_____ For single family residences, preference should be given to those with a perimeter barrier, such as a wall or fence that deters access to the property.

_____ Preference should be given to residences with off-street parking, and ideally secured in some manner.

_____ Entrance areas and apartment hallways should be illuminated.

_____ Entrances should have a substantial door.

_____ Each entrance should allow the occupant to identify visitors without opening the door.

_____ Each entrance should have a deadbolt lock or a secondary locking mechanism.

_____ Accessible windows/openings should have a latching or locking mechanism.

_____ Residences having multiple access routes to arterial roads should be given preference.

_____ Grounds adjacent to the building façade and all entrance areas and apartment hallways should be illuminated.

_____ Residences should be alarmed to protect accessible windows/openings and doors.

_____ Consider designating a safe haven within the house, along with a meeting place outside in case of emergency.

Always remember to lock your car and your home!

I certify, by initialing next to each item, that I have reviewed the Residential Security Checklist and have taken it under advisement when selecting this residence:

Print Name _____

Signature _____ Date _____

DEPARTMENT OF THE AIR FORCE
48TH FIGHTER WING (USAFE)

28 April 2017

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: 48 CES/CEIH

SUBJECT: Verification of Right to Rent

1. This letter serves as notice that:

Military Members Full Name	Date of Birth	Nationality

Is present in the United Kingdom in connection with his/her military duties and is exempt from immigration control. Persons exempt from immigration control have an unlimited right to rent private rental accommodation in the United Kingdom. A copy of this letter may be maintained by landlords or their designated agents to satisfy the requisite checks required under the Right to Rent Scheme. However, the member's military identification card must not be copied for any recordkeeping purposes. Further guidance may be found at https://www/gov/uk/government/publications/landlords-right-to-rent-checks-guide.

2. Below listed names, date of birth and nationality are dependents of the prospective tenant that intend to live at the premises. They are exempt from immigration control.

Dependent Members Full Name	Date of Birth	Nationality

3. If you have any questions, please contact my POC, Ms. Kathleen D. Wells, Chief Housing Assistance at 01638-526099.

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Digitally signed by DAVIS-SPECTOR.DAWN.M.1100575856
Date: 2018.01.10 09:22:28 Z

DAWN DAVIS-SPECTOR, CPM®
Chief, Housing Element Branch

DEPARTMENT OF THE AIR FORCE
48TH FIGHTER WING (USAFE)

MEMORANDUM FOR 48 CES/CEIHH

FROM: Service Member (SM) Applying for Temporary Lodging Allowance (TLA)

SUBJECT: Incoming Temporary Lodging Allowance (TLA) Entitlement Application

1. **This form will determine your current TLA entitlement and will be used as supporting documentation for any TLA extension required. Failure to fill out this form correctly could jeopardize your continued entitlement to TLA.**

2. Name: _____Grade: _____SSN#: _____Date: _____

Organization: _____Duty Station: _____Date of Arrival: _____

Circle which request for TLA this application is for: 1st 2nd 3rd 4th 5th 6th

3. Temporary accommodations (s) were occupied by:
_____SM only _____SM /Family Members _____Family Members only

Name of Accommodations (s): _____

Stove (yes/no) Refrigerator (yes/no) Kitchen Sink (yes/no) Counter Top (yes/no) Cooking/eating utensils (yes/no)

Note 2: If you occupied off-base accommodation, a non-availability letter for that period must accompany this claim. Non-availability letters must be for no more than 10-day increments and be obtained from Lodging prior to staying off-base.

Note 3: If your temporary accommodation has all the above facilities except cooking/eating utensils, you will be required to go to the Airman Family Readiness Center (AFRC) at your respective base and sign out cooking/ eating utensils. If the Airman Family Readiness Center (AFRC) do not have the cooking/eating utensils, an Airman Family Readiness staff member must sign the following statement.

I verify the non-availability of cooking/eating utensils for the above member: _____Date: _____

4. I understand my TLA Entitlement my terminate if I:

a. Refuse to occupy available adequate housing.
b. Enter into a lease, mortgage or occupy permanent Government quarters.
c. Do not occupy temporary lodgings at personal expense.
d. Fail to comply with regulatory requirements.
e. Request late delivery of household goods for personal reasons.
f. Fail to seek private rental housing aggressively when required.
g. Request to be bypassed on the quarters' list for personal reasons.
h. Vacate permanent quarters prematurely for personal reasons.
i. Delay or fail inspection of Government quarters for personal reasons (not an emergency).
j. Go on leave outside the country of assignment.
k. Am offered single quarters when the TLA eligibility is based on non-availability of bachelor quarters and seek Family quarters to accommodate non-command-sponsored dependents.

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5. House Search Record (additional houses may be listed on a separate sheet of paper):

Date Viewed	Full Address (minus Post Code)	Reason for Non-Acceptance (Please be specific)

6. **Maximum Temporary Lodging Allowance (TLA) for Home Buyers**: The maximum TLA authorized is the **average TLA** days for RAF Lakenheath & RAF Mildenhall. The homebuyer is to actively seek temporary accommodations in a short-term lease, while waiting for purchase to be complete. **Please note that a person is not entitled to TLA when he/she intends to permanently reside in the dwelling (as evidenced by his or her plan to purchase the residence).**

TLA Clerk Verification

Your Incoming TLA Entitlement Application is: Acceptable / Unacceptable *(Please circle)*

Non-acceptable houses on future claims may jeopardize your TLA entitlement.

Acknowledgements:

____ 1. For Lodging reimbursement expenses, I am required to list two properties that I have viewed on my 1st claim and at least five properties on all other claims unless I have accepted a property. If I have not accepted a property by my 3rd claim, an appointment will be made for me to meet with the Housing Manager to assist me with my house search.

____ 2. Members should seek a house available for occupancy within their TLA period, inclusive of the Adequacy Standards Inspection. When houses are not available the member is highly encouraged to seek Short-Term lets.

____ 3. I have been advised that TLA will not be extended past _____ and I am required to accept a property which will be available before my TLA entitlements ends.

Comments:

_____

_____

_____

_____ _____

TLA Clerk Signature Service Member Signature

_____

Housing Manager Signature (for TLA applications beyond 30 days)

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Approved for use by 48 CES/CEIHH 06 Feb 17

LANDLORD (AGENT) – TENANT STATEMENT
US GOVERNMENT LOANER FURNITURE/APPLIANCES

Print Tenant Name (Last, First, Middle) and Signature

Economy Address, including Post Code and Telephone Number

To Whom it may concern:
The landlord/Agent agrees that all US Government property/supplies will not be held in lieu of any debts incurred by the tenant. Further, in cases of emergency, the landlord/agent agrees to permit a government representative to enter the premises and remove such US Government property. The landlord/agent hereby authorizes the installation of the following Government Owned Appliances at the above address, provided they are not furnished by the landlord IAW AFI32-6004 Para.2.8.5.3.2. and certifies that connections are available for the appliances(s) listed.

PLEASE MEASURE CAREFULLY WIDTH AND HEIGHT OF AVAILABLE SPACE AND ALSO ANY DOORWAYS THROUGH WHICH APPLIANCES WILL BE MOVED TO CHECK FOR APPROPRIATE FIT. FMS CAN ONLY OFFER ONE DELIVERY SO ACCURATE MEASUREMENTS ARE REQUIRED. ALL ITEMS SUBJECT TO AVAILABILITY

Check box if required and for fridges and cookers please provide measurements.			**SPACE AVAILABLE Height/Width**
☐	FRIDGEFREEZER	Please provide measurements	
☐	COOKER/STOVE	Please provide measurements	
☐	WASHER		
☐	DRYER		

Check box if required and add quantity requested			**QTY REQ**
☐	TRANSFORMER	Please provide quantity required	
☐	WARDROBE	Please provide quantity required	

Landlord/Agent Name (Print & Sign):

Address and Telephone Number:

FURNISHINGS MANAGEMENT SECTION, BLDG 73, SCAMPTON ROAD, RAF FELTWELL
Phone 01638 527030/DSN 226 7030 Fax 01638 527337/DSN 226 7337
Email: 48ces.ceacf@us.af.mil

Revised Sep 2017

Frequently Asked Questions

Can I still watch US TV programs in the UK?

—Yes! Inside you can find more information on some of the more popular options available.

Can I still watch US Netflix and Amazon Prime?

—No, however there are UK versions of these subscription services available.

Can I use these options in the dorms?

— A limited amount of these options are available. Contact your dorm front desk for more information on options.

Can I use other providers that are not listed?

—Yes! These are only a few of the options available to you.

Which option has the best quality ?

—Best service depends on your service area. Ask around your area for the recommended service provider.

This pamphlet is current as of 16 April 2018.

Where to get the best television service for your needs

Disclaimer

This is not intended as a US Air Force endorsement of the listed service providers.

Do you want AFN?

The **American Forces Network** (**AFN**) provides entertainment and command information worldwide.

AFN shows programs from various sources mimicking a typical U.S. TV channel; sourcing from multiple U.S. networks. AFN also inserts public service announcements on subjects to include public health and safety, force protection, pride in service and messages to the troops.

Do you want to start your day the AFN way?

TKS

Cable option that contains all AFN channels and top US channels such as ABC, CBS, FOX, TNT, and FX.

Website: www.tkscable.com

Phone: 0631 352 2499

SolarSat

Satellite option that contains all AFN channels as well as Sky TV which provides multiple US and UK TV channel options.

Website: www.solarsat.co.uk

Phone: Mildenhall: 0163 851 5551

Lakenheath: 0163 853 3347

Do you want some good ol' American TV?

Cable

Watch popular American TV programs, movies, and sports with these UK providers.

Sky

Website: www.sky.com

Phone: 0800 151 2747

BT

Website: www.tv.bt.com

Phone: 0800 800 150

On-Demand

For more specialized American TV options without purchasing a cable subscription

ESPN Player

Provides a comprehensive list of current and live American sports.

Website: www.espnplayer.com

BT Sport

Select sports services are available including ESPN

Website: www.sport.bt.com

Phone: 0800 800 150

NowTV

For limited US and UK TV, Movie, Sports options without a cable subscription.

Website: www.nowtv.com

Do you want to enjoy UK TV with afternoon tea?

Cable

Watch popular UK TV programs with these UK cable providers.

Sky

Website: www.sky.com

Phone: 0800 151 2747

BT

Website: www.tv.bt.com

Phone: 0800 800 150

Virgin Media

Website: www.virginmedia.com

Phone: 0800 064 3836

On-Demand

Watch popular UK TV programs and films with these streaming services.

Netflix

Website: www.netflix.com/gb

Phone: 0800 096 6379

Amazon Prime

Website: www.amazon.co.uk/gb/prime

THIS INFORMATON IS SUBJECT TO THE PRIVACY ACT OF 1974

INBOUND BRIEFING QUESTIONNAIRE

(PLEASE PRINT ALL INFORMATION CLEARLY)

NAME: _____ RANK: _____ SSN: _____
Last, First, Middle Initial(s)

DATE DEPARTED LAST DUTY STATION: _____ DATE OF ARRIVAL: _____

DATE OF RANK: _____ DEROS: _____

FIRST DATE OF ACTIVE DUTY: _____ DATE OF SEPARATION: _____

SQUADRON: _____ DATE OF MARRIAGE: _____

DUTY PHONE: _____ CELL PHONE: _____

HOME E-MAIL ADDRESS: _____

WORK E-MAIL ADDRESS: _____**@us.af.mil**

ACCOMPANIED TOUR: YES / NO – IF YES COMPLETE BELOW:

NAME	RELATIONSHIP (Spouse/Daughter/Son/Stepson etc)	SEX(M/F)	DATE OF ARRIVAL

LODGING: GATEWAY INN RAF MILDENHALL ☐ LIBERTY LODGE RAF LAKENHEATH ☐ OFF BASE HOTEL ☐ DORMS ☐

IMPORTANT

MEMBERS MUST READ THE STATEMENT BELOW AND SIGN.

In accordance with the Joint Travel Regulation, para. 9150, TLA is provided to partially reimburse a member for more than normal expenses incurred while occupying temporary lodging.

If there are government-controlled housing available, accompanied members will be offered the next available unit. In accordance with USAFE-USAFAF Instruction 65-104, para. 14: If a service member refuses to occupy available government-controlled quarters, TLA is terminated the first date Furnishings Management Section (FMS) can deliver loaner furnishings based on the date quarters are available.

SIGNED: _____ **DATE OF BRIEFING:** _____

Approved for use by 48CES/CEIHH 25 Apr 16

CERTIFICATE OF UNDERSTANDING

I _____certify that I have been advised by the installation commander or designee of the commuting areas for transportation to schools serving the RAF Lakenheath, RAF Mildenhall and RAF Feltwell communities. I understand that school bus transportation is provided only within the commuting area. I acknowledge that if I obtain family housing outside this area, I must transport my dependent student(s) between my residence and the school or an existing school bus stop with the commuting area, at my expense.

I acknowledge receipt of the Resident Security Checklist and understand that I am responsible for completing the form if I rent/purchase a property in the local community. I confirm that I will submit the form to the Housing Office and the ATO for any property I rent/purchase in the local community during my tour.

I also acknowledge, per the Joint Travel Regulation, para. 10020, "The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. . . . OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent. Disciplinary action addressed in par. 1035 applies when housing allowances are used for other than the purpose intended" *(e.g. gardening, window cleaning, housekeeping, laundry or ANY other extra personal service besides rent).*

_____

(Signature of Member)

_____

(Date Signed)