

**KMC FAMILY HOUSING OCCUPANT RESPONSIBILITIES**

DATE: \_\_\_\_\_

Residents are required to ensure quarters (includes grounds where applicable) are properly maintained, clean, free of any safety hazards, and present a positive appearance. If you have questions about your responsibilities before or after your move-in inspection, please contact the Housing Facilities Section at DSN 489-7108 or COMM 0631-536-7108. **(PLEASE READ AND INITIAL EACH ITEM BELOW)**

**1. Landscaping and Grounds Maintenance** \_\_\_\_\_

**Stairwells** – Service contracts perform all ground maintenance and maintain the stairwell. Snow and ice removal on the walkways directly in front of building and leading to parking spaces is the responsibility of the building occupants. \_\_\_\_\_

**Townhouses** – Residents are responsible for maintaining their area of responsibility (approximately 50 ft. radius), including the small strips between the sidewalk and the curb on the front and side of townhouses. Yard standards are as follows: mow grass, edge lawn, de-weed mulched areas, water lawn, and trim shrubs/trees that are at normal height. Residents must provide all their own personal lawn care equipment and supplies. (Limited lawn care equipment, tools, and supplies available at the housing maintenance Self-Help stores). Snow and ice removal in the winter is required on your property. \_\_\_\_\_

**2. Housing Structural Information** – Differences exist between housing construction in the U.S. and in Germany. The walls of housing facilities in the KMC are built with cinderblock and plaster. This means it may take more effort to make sure you have a secure wall hanging. Take caution when you are affixing items to the walls to avoid electrical lines, which typically run vertically from the power outlets. Please avoid installing nails and screws directly in line with an electrical outlet. It is prohibited to put nails or screws in any door, door frame, or tile. \_\_\_\_\_

**Ventilation** – Due to the lack of central air conditioning systems in Germany it is important to ventilate your house or apartment. Daily ventilation will help to prevent mold and mildew build up in your residence, especially in the bathrooms. It is suggested to open the windows for at least 15-20 min/day when weather permits. \_\_\_\_\_

**3. Refuse and Recycling** – Recycling is the law in Germany. Residents are responsible for the proper disposal of all personal property. Oversized and hazardous waste items should be disposed of at the nearest recycling center location. Recycle centers are located on Vogelweh (Kapaun AS) across from Vehicle Registration and Ramstein, across from the Southside Fitness Center. Townhouses will utilize the garbage bins and schedule provided for disposal of refuse/recycling. Yellow recycling bags for townhouse residents can be obtained at the Self-Help Store. Stairwell units will utilize either underground receptacles or above ground dumpsters for disposing of refuse/recycling. Refuse or recycling items that will not fit in a provided container MUST be delivered to the closest recycling center location. \_\_\_\_\_

Please report broken or damaged containers to 786 CES Customer Service at DSN 489-6623 or COMM 0631-536-6623. \_\_\_\_\_

**4. Pets** – Residents in government-controlled housing must comply with applicable laws, installation-specific requirements for pet ownership, registration, control and vaccination. Having more than two pets requires prior approval from 86 CES. \_\_\_\_\_

Residents may not board dogs of any breed that are deemed “aggressive” or “potentially aggressive,” unless the dog is a certified military working dog that is being boarded by its handler/trainer with written approval of the Defense Force Commander or approval is obtained by the Installation Commander in writing. For purposes of this policy, aggressive or potentially aggressive breeds of dogs as defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow and wolf hybrids. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior, to include having the following types of behaviors: unprovoked barking, growling, or snarling at people approaching the animal; aggressively running along the fence line when people are present; biting or scratching people; escaping confinement or restriction to chase people. \_\_\_\_\_

Residents may not board exotic animals such as, but not limited to, reptiles, rodents (other than hamsters/guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, pot-bellied pigs, monkeys, arachnids, or any farm animal. Pets must be secured with leashes or under positive control while outdoors, except in fenced patios and yards. Pets must not be left tied or unattended in unfenced yards, or allowed to run loose outside fenced yards. Pet areas must be cleaned regularly to control and prevent vermin infestation. Pet feces must be picked up daily or immediately if the pet is outside the patio or yard. \_\_\_\_\_

**5. Parking** – Townhouse residents are provided a garage and driveway for parking. Stairwell residents are assigned one designated parking space. For stairwell residents additional vehicles must be parked in an unmarked or undesignated parking space. On street parking is allowed if it is a designated parking space. Parking in a manner that constitutes a public nuisance, safety hazard, or impedance to fire, police, medical or snow removal operations is strictly prohibited. \_\_\_\_\_

Vehicles registered in non-operational vehicle status are not to be parked in Military Family Housing and instead are to be parked on the non-operational vehicle lot at Pulaski Barracks. \_\_\_\_\_

**6. Noise Control** – Please be considerate of the local German noise ordinances that are followed in Military Family Housing. Quiet hours extend Mon-Sat from 2200-0600 and from 1300-1500. Quiet hours on Sunday and German holidays last the entire day. Unnecessary noise, such as excessive dog barking/howling, loud music or slamming of vehicle or house doors is prohibited. \_\_\_\_\_

Stairwell Residents – Follow the proper procedures for resolving noise complaints. Utilize your building leader for mediation. \_\_\_\_\_

**7. Leave or Extended TDY** – If you will be absent from your quarters, leaving it unoccupied for extended periods (over 7 days), you must make arrangements for security, prudent care, which includes yard maintenance (mowing, watering, edging, trimming), snow removal and periodic inspection of your quarters. You must provide the Housing Office and your building leader (if you reside in stairwell quarters) with written notification disclosing your intended absence and the name of the person you have designated to monitor your quarters. To contact the Facilities Section regarding an extended absence from your quarters please call DSN 489-7108 or COMM 0631-536-7108. \_\_\_\_\_

**8. Resident Liability for Damage to Housing** – Military and civilian residents are held liable for loss and damage to their assigned FH unit, including equipment, furnishings, grounds, and exterior facilities in their area of responsibility caused by the abuse or negligence of the member, dependents, guests and pets. \_\_\_\_\_

Please call the Housing Facilities Section DSN: 489-7108 or COMM 0631-536-7108 if you have questions or concerns. \_\_\_\_\_

**9. Energy Conservation/Utilities/Appliances** – Residents are responsible for using utilities wisely and to eliminate waste. Immediately report any utility issues to the KMC Family Housing Maintenance contractor at 06371-463-9510. All appliances in the unit are owned by the government but maintained/repaired/replaced by the KMC Family Housing Maintenance contractor. \_\_\_\_\_

**10. Electronic Devices** - Residents are reminded to only use approved electronic devices. Approved electronic devices, such as cordless phones, baby monitors, and network routers will bear the CE Mark (Conformité Européene) on packaging, instruction manuals, or on the device itself.

**11. Internet/Cable** – Internet service is the responsibility of the resident to set up and pay for. Service is provided through provider TKS and modems are pre-installed in each MFH unit. For questions about service or set up please visit your local TKS shop. Please DO NOT pack hardware when moving out. \_\_\_\_\_

**12. Not Permitted in Military Housing** – Satellite dishes and antennas, external storage sheds, air conditioners, hot tubs, waterbeds, in-ground gardens, and no decorative flags displayed in place of the U.S. flag IAW installation protocol rules. \_\_\_\_\_

**SMOKING** is not allowed in stairwell units including balconies, patios, hallways, storage areas, and bike/community rooms. Use designated smoking areas (grill huts). \_\_\_\_\_

**13. Fire Protection System Maintenance** – The Housing Office, or a representative may enter the premises without notice or consent if 1) an emergency exists; or 2) the tenant has abandoned the premises. In non-emergency situations, the Housing Office or representative may enter the premises with 24 hours prior notice. Notice of any entry shall be provided to the tenant at his or her residence. If the tenant does not answer the door, the notice will be left at the residence. The notice must be in writing, signed, and specify why housing personnel must enter and approximately when it will occur. \_\_\_\_\_

**14. Business Enterprises** - Requests for permission to conduct commercial activities in assigned family housing must be submitted in writing, in MFR format with details on specialized equipment (if any). Submit to Housing org box; [86ces.cehousingoffice@us.af.mil](mailto:86ces.cehousingoffice@us.af.mil), explaining what type of business you would like to operate. Call 0631-536-6029 for additional questions. \_\_\_\_\_

**15. KMC Family Housing Maintenance** – Please call the Housing Maintenance contractor, for service at your residence at 06371-463-9510. Self-Help store locations on Vogelweh, Bldg. 1070 and Ramstein, Bldg. 859, for all residents to use. \_\_\_\_\_

**16.** Upon scheduling the termination of your quarters you will be provided a cleaning checklist, (EXAMPLE ATTACHED) \_\_\_\_\_

**RESIDENT NAME/UNIT:** \_\_\_\_\_

**RESIDENT SIGNATURE:** \_\_\_\_\_

**HOUSING INSPECTOR NAME:** \_\_\_\_\_

**HOUSING INSPECTOR SIGNATURE:** \_\_\_\_\_