

# SPANGDAHLEM AIR BASE, GERMANY

Housing Management Office – Building 454  
52 CES/CEIH - Unit 3625 Box 60, APO, AE 09126  
DSN: 452-7133 COMM: 06565-61-7133

HOUSING  
INTRODUCTION GUIDE 2018  
Transitioning to Overseas Living in Germany



**Housing Management Office Opening Hours:**  
**Monday, Wednesday, Thursday and Friday: 08:00 – 16:00    Tuesday: 10:00 – 16:00**  
**Closed for all American and German Holidays**

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# Welcome to Spangdahlem Housing

The Housing Management Staff would like to personally welcome you to Spangdahlem Air Base. It is our hope that your time here in Germany will be a pleasant and smooth transition into European living. The information found in this guide is designed to help familiarize you with our housing office policies and the local customs and laws.

**Important!** You should report to the Housing Office (Building 454) within two (2) duty days of your arrival. This visit is necessary to obtain housing, verify your eligibility for Temporary Lodging Allowance (TLA), and receive counseling and guidance **before entering into any written contract** for housing. Failure to report may jeopardize your TLA eligibility. It is advised to wait until you arrive to secure housing in order to tour available units.

Since we have a limited number of existing on base units, we are not able to provide government housing to all our military families. If government quarters are unavailable, or if you choose to move off base, we do have many suitable German economy rentals available.

Our Counselors will formally brief you on the local economy, customs, tenancy agreements, housing entitlements, and TLA eligibility upon your arrival. Should you have any questions in the meantime, and this guide is unable to answer them, you may contact the Spangdahlem Air Base Housing Office: DSN: 452-7133 COMM: 06565-61-7133 or e-mail us at 52CES.CEHHousing@us.af.mil.

- Housing Management Staff

# Willkommen in Deutschland

Spangdahlem Air Base is home to the present-day 52nd Fighter Wing, and has been a military presence in the Eifel Mountain region of Germany for over four decades.



Our base is located in Southwestern Germany, sharing a close boarder with Luxembourg and Belgium. Trier is the oldest city in Germany and it is located just 30 minutes from Spangdahlem.

Trier has Roman roots, and one of its' four original gates surrounding the city still stands today. This diverse



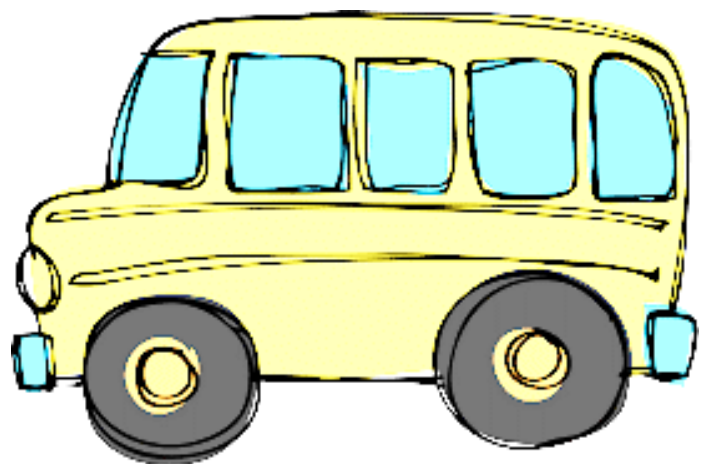
region allows residents to enjoy history, nature, and scenic views of the area. The Mosel River flows through and offers charming villages and the region's celebrated wines.

Germany as a whole is full of history and has many local customs, traditions, and festivals that welcome participation from all. Whether it is time to celebrate Pig Fest, Wine Fest, or Oktoberfest, there is always something exciting to do in our area.

Finding a home that suits your needs here in Germany is a top priority, and we understand that this can be a stressful time. Our Housing Management Office (HMO) is constantly working to make this process as easy as possible, and we strive to provide you with the most up-to-date information. Our office provides housing rental information and tenancy agreements, mediates disputes between tenants and landlord, offers temporary loaner furniture and duration of tour appliances, maintains waiting lists for on base government quarters, and is here to assist you with any other housing related matters.



# INCOMING



# Housing Referral Services

**Note:** Service members and civilian personnel will only be able to sign a USAFE Lease Contract while stationed at Spangdahlem. German leases are no longer permitted!

## **Resources to Find Your Dream Home – everything is online!**

**HOMES.mil** is a joint Air Force, Army, Coast Guard, Marine Corps and Navy website. This site facilitates a Service member's search for community housing by allowing Service member's to search for homes at all local installations using the criteria they choose. This website is highly recommended by the Spangdahlem Housing Office. The listings on this site have been approved by our staff, and have been deemed eligible for a USAFE Lease.



**SPANG.BOOKOO.com/housing-and-real-estate** is a “fantabulerrific online yard sale” for the surrounding Spangdahlem community. On this site you will find privately listed rentals posted by the landlords or rental agencies in the area. Several of these listings are already on HOMES.mil.

*Note: Not all listings on this page will be listed with our housing office. However, we are able to send an HMO Agent to negotiate the terms for a USAFE Lease. These listings may not be approved.*



**FACEBOOK.COM** and the local community groups may also be used to find housing. There are a few different groups that you must ask to join before being able to see what is available.


*Note: Ask your sponsor, others in your unit, or local community members for specific group suggestions. These listings may not be approved if landlords are unwilling to agree to the terms set by our office.*




## **The Many Roles of our Housing Agents**

When available, our Housing Agents are able to assist customers with the following in regards to their lease and their landlord:


**Translation** - All of our Agents speak German and English fluently, and they are available to help translate if needed when speaking with a German landlord.




**Negotiation** - You should let our Agents help negotiate any prices for your rent or utility amounts, that way everything is done in a proper format.



**Inspecting and listing units** - If there is a unit that has not yet been listed with our office, our Agents may personally go to that property, meet with the landlord, then inspect and potentially list the unit.



**Mediating problems** - If a problem arises that you are unable to resolve with your landlord on your own, our Agents are here to help mediate.



**Showing housing when available** - Our Agents are also able to show housing when they have available time in their schedule during normal duty hours.



## **Living on the Economy and Securing a Home**

We understand that searching for a unit off base may not be the first choice for some, but our office will do what it can to help you find a home that will best suit your family's needs. When you first visit the Housing Office (*within two duty days of arriving*), you will receive **an initial briefing and be given important documents** that will be useful during your house hunting.

Living on the German economy offers many benefits and may help expedite your transition into the local culture. Participating in local traditions and festivals are a fun way to get to know others living in your community. Be sure to remember that Sundays are quiet days in Germany, and most of the shops in the region will shut down for national holidays.



In order to *temporarily* hold the home you want, when you go out to see a residence, take with you the Promissory Note that you were given during your initial briefing. **When you find your *Dream Home*, your first step will be to completely fill out the Promissory Note with the landlord.** Once you have a signed Promissory Note, return it to our office for our staff to process.

Promissory notes are active for four (4) duty days. If you fail to bring a signed copy of the Promissory Note to the housing office within four duty days, the landlord may rent the listing to another individual. It is important to complete and return all paperwork promptly.

*Please note: If you are the first member to view a place, the landlord is under no obligation to rent to you. Germany does not operate on a first come, first serve basis. By Law, the landlord may rent to the person of their choice.*

After returning your Promissory Note for your future rental, our staff will begin to process a USAFE Contract in our office. This process may take 2 – 3 duty days to complete. We will also inform you how to complete all the necessary paperwork and scheduling to get you moved in to your new home in a timely and efficient manner.

**Important!** If your contract has not been signed and you have taken possession of the rental keys, you are in a legally binding contract according to German Rental Law.

**!!DO NOT TAKE KEYS EARLY!!**



## **How to Secure Housing Off Base**



## **Military Family Housing and the Waitlist**

The Military Family Housing (MFH) stairwell and townhome units on base are in short supply and in high demand. Our waitlist is full of hopeful families looking to move on base, especially into the all too rarely available townhomes. Government housing may be available to military members who meet the appropriate criteria.

This includes:

- Members with dependents authorized to reside with them in the country
- Military-Married-to-Military (Mil to Mil) couples assigned to same/adjacent base and reside jointly

**If you have orders to Spangdahlem and desire to live in MFH, please submit an advance application (DD Form 1746), a S.O. Disclosure (AF Form 4422), along with a complete copy of your PCS orders.** The effective date of the application is the date you depart your prior installation, or the date ordered to active duty. Members coming from an unaccompanied remote tour will be given a one year credit by the housing office.

**Your advanced application only gains you a spot on the waitlist, it does not mean that you will be made an offer for housing upon your arrival.** Early submission of your application is highly recommended to help expedite your initial briefing at the housing office. You may also complete your application during your first visit. **Even with the submission of an early application, you will still need to visit the housing office within two (2) duty days of arriving.**

Your application will need to correctly identify and include all supporting documentation for an impending promotion or gain of dependents. This information will ensure that you will be placed on the appropriate waitlist. If you already reside at Spangdahlem, and would like to add your name to our waitlist, stop by the housing office and one of our On Base Assistants will be happy to help you with this process.

When a name is on the waitlist, the member currently resides on this installation, and the next available quarters are eligible to be offered, the member will have one turn down option. If the first offer is declined, a second offer may be made once another qualifying unit becomes available. After a second housing decline, that name will be removed from the waitlist. After a name has been removed from the waitlist, the member may apply again after 90 days from the second turn down date.

*Notes: The Spangdahlem Military Family Housing Brochure detailing more information about government housing can be found at: [www.housing.af.mil](http://www.housing.af.mil)*

# Furnishings Management Section (FMS)

The Furnishings Management Section (FMS) will provide major appliances as well as loaner furniture to all eligible customers moving into Family Housing or onto the German economy. All items will be initially delivered or picked up at no cost to the customer.

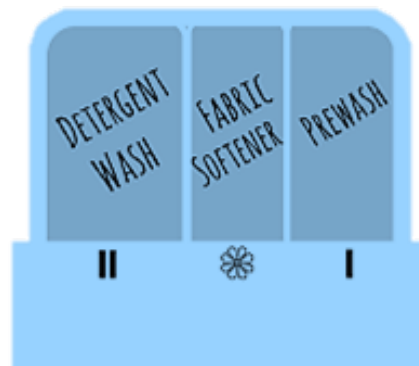
It is **highly recommended** to see FMS as soon as a Promissory Note is submitted to the Housing Office to avoid delivery delays. The FMS will be able to locate the necessary documents to start your initial account via your personal Housing SharePoint folder. For future moves to other off-base residences, it is vital to inform FMS immediately to keep up-to-date records.

FMS is able to supply you with German appliances (i.e. Washer, Dryer, Refrigerator, etc.) for the duration of your tour. Loaner furniture (bed, couch, etc.) is available for up to 90 days.

**If any supplied appliances are in need of repair, please contact CE Maintenance at DSN: 452-6686 or COMM: 06565-61-6686.**

Customers should keep all scheduled appointments to avoid incurring charges. If appointments have to be rescheduled, please give a minimum notice of 48 hours. Rescheduled appointments will be made at the convenience of the FMS.

*Note: For additional info contact the Spangdahlem FMS at DSN: 452-6802*



*(FYI: German Washing Machine Soap Section)*

# Temporary Lodging Allowance (TLA)

Temporary Lodging Facilities and TLA are available to our incoming and outgoing Airmen. Before arriving to Spangdahlem, you will be able to make a reservation with the Eifel Arms Inn for your temporary stay. You may call lodging at DSN: 314-452-0500. If you need help, you may ask your sponsor to make the reservation in your name.

Those incoming to the base are initially entitled up to 20 nights of reimbursable TLA. If you refuse to occupy suitable or adequate government housing, your TLA night entitlements may be reduced. The entitlements to TLA end when a service member fails to comply with regulatory requirements set forth by the AFI 32-6001. Upon your arrival to Spangdahlem, if the HMO has existing government quarters that meet your specific qualifications, they will offer you the opportunity to view and potentially accept or decline the unit.

**“YOUR TLA  
REIMBURSEMENT IS  
NOT AUTOMATIC...”**

Your TLA reimbursement is not automatic, you will need to provide the Housing Management Office a copy of your lodging receipt to complete the reimbursement paperwork. Incoming claims will require aggressive search, which must be documented in 10-day increments. After the first 10 nights in lodging, a **minimum** of two documented off base housing visits will be required. After the next 10 nights, if housing has not yet been secured, another five documented visits will be required for incoming reimbursement.

TLA extension requests will be authorized for those service members with valid reasoning. Under normal circumstances, TLA extensions will not be allowed when referral listings are available within a service member's bedroom entitlement, OHA ceiling, and acceptable community distance as determined by the Housing Manager.

Outgoing TLA claims will also be completed at the Spangdahlem Housing Office. Allocated nights will vary. Please seek counseling from our office for specific allotments.

# Overseas Housing Allowance (OHA), Utilities, and MIHA

Housing allowances overseas will differ from those in the States. For OCONUS areas, individuals may be entitled to an Overseas Housing Allowance (OHA), a Utilities allowance, and a one-time Move-In Housing Allowance (MIHA). When you visit the housing office for your initial briefing, you will receive information on the amounts you are entitled to receive.

**OHA** amounts will differ based on your dependent status and rank. **Only your housing rent will be paid for by the OHA**, and the only other structures that may be included into the rent cap will be features such as a car port or garage. If your rent amount is below the cap, you will only receive the OHA amount dedicated for your rent, none of the difference. For Military married to Military, a different OHA rent cap amount will be given based on rank.

**Utilities** must be paid for with your utilities allowance. **If you are entering a contract with electric heat, be aware that it can be very expensive.** Upon picking up your contract, a registration form for your electric meter reading(s) is attached and must be completed on your move-in date. Once returned, the HMO will take the completed form to the German electric company. Your payment estimates are based on last year's consumption, and previous renters may have had a different family structure from yours. Other utilities (water, sewage, garbage, etc.) may be paid to the landlord or the local gas company.

**MIHA** is a one-time allowance that is potentially provided to those who move into a German economy rental off base. It is a one-time payment that will be deposited into your account after you have moved into your rental.

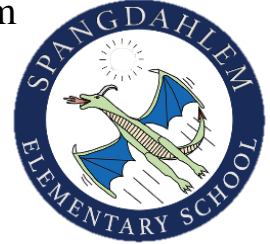
*Note: OHA Calculator: <http://www.defensetravel.dod.mil/site/ohaCalc.cfm>*

# Spangdahlem School Information

Department of Defense Education Activity-Europe operates schools on Spangdahlem Air Base with classes ranging from kindergarten through 12<sup>th</sup> grade. The Spangdahlem Elementary School is for grades K-5, Spangdahlem Middle



School is for grades 6-8, and Spangdahlem High School is for grades 9-12.



Regular daily commute school transportation is provided in a number of local surrounding towns and villages. The Eifel School Bus system offers up-to-date information on school bus delays and other pertinent information, you can call their hotline number at: 452-9BUS (9287) or at 0656561-9BUS (9287). If you have any further questions you can call the School Liaison Office at 452-6942 or at 0656561-6942.



*Note: The Housing Office should have an up-to-date listing of villages that are currently on the school bus route. For the most accurate information or bus stop locations, we recommend contacting the School Liaison Office.*

# Landlord and Tenant Responsibilities

**On your move-in date, your dwelling should be clean.** Any repairs and maintenance should be completed prior to your scheduled move-in date unless other arrangements were made with the landlord. It is a responsibility of the landlord to install smoke detectors in all off-base houses/apartments. Detector installation is required in the following spaces: all children's rooms, all bedrooms, and all hallways leading to these rooms.

The landlord will provide you all the keys to the residence. **If you issue a key to your landlord for emergency use only, and they need to enter your home when you are not there, they need to offer you prior notice and valid reasoning.** You must notify your landlord if you are away for leave, TDY or emergency. You must provide the landlord with the name of the individual who will be responsible for your house in your absence and provide your POC with the keys to your residence. **In the case of a deployment, we have a form at the Housing Office that should be completed for your file.**



**Rent must be paid within three (3) duty days of the first of the month to the landlord.** By German law, the security deposit may be paid to the landlord in three installments within the first three months of renting.

If you notice severe problems in your apartment/house, for example: water leaks, exposed wires or anything that could cause damage to the dwelling, you must inform your landlord immediately in writing. You should also report the problem to your location specific Agent at the HMO.

Please notify your landlord if your house/apartment does not conform to safety laws. If landlords do not address these issues, please contact the Housing Office with your address and discrepancy. Resources are available to make your off base rental a safe place to live, there is more information on these policies available at the office.



# Quick Tips

- ✓ **Never turn off radiators completely during the winter.** Always keep



the radiator knob setting on the “star sign” \* or on the number 1. This will prevent the radiators from freezing. Not doing this could cause severe damage to the furnace as well as terrible water damage due to the radiators bursting.

- ✓ Please **do not accept a house/apartment key early** from your future landlord. Only accept a key once you have a formally processed and signed rental agreement provided by our office.
- ✓ Please do not let your car engine run warm during the winter, this is a violation of German Environmental Law.
- ✓ You will need to adhere to the **German Quiet Hours** which are from **2200 until 0700** and from 1300 until 1500 on weekdays **and all day long on Sundays** (this will most definitely include mowing the lawn) **and German Holidays**.
- ✓ Track your receipts when you make a payment to your landlord or a utility company, especially if you pay in cash.
- ✓ Be aware that the costs for utilities are generally higher here in Germany than what you may have paid in the States. Electric heating is typically the most expensive source you will find.
- ✓ It is **HIGHLY RECOMMENDED** to get renters/liability insurance. Some landlords may require you to have it before you move-in.
- ✓ To prevent water damage, please do not dismantle drains in bathtubs or shower stalls. Also, avoid using aggressive un-clogging detergents to clear up the drain as these detergents could damage the sewer pipes.
- ✓ In case of an emergency: German Police: 110 - German Fire: 112



# OUTGOING



# Auf Wiedersehen, Spangdahlem!

Is it time to PCS to your next base, separate, or retire from the military? Don't forget to complete the necessary paperwork from the Housing Office! Our office is responsible for your **outgoing TLA claim**, your **OHA Stop**, and several other important **clearance documents**. Housing is one of the only agencies that can begin your out-processing without a copy of orders.

Our staff is here to answer your PCS questions related to housing. The housing office has **prepared packets available** to those that are leaving the base. This information should be e-mailed to your .mil account by one of our Counselors after your name appears on vOP. The e-mail will contain the necessary paperwork that you will need to provide to your off base landlord, and information for yourself about your TLA entitlements.

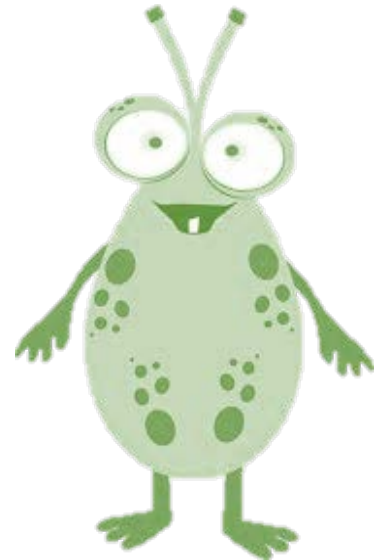
If you lived on base, the housing office will need to schedule Pre and Final Termination appointments for you with our Housing Inspector. They will also provide you with the information you will need to reserve your Military Family Housing specific TLA entitlements with Spangdahlem Lodging.

We hope that you had a pleasant tour here at Spangdahlem, and that you took plenty of time to travel to and explore many European locations. For further housing information about your next base, we recommend looking at: [housing.af.mil](http://housing.af.mil), this site is able to provide base-specific housing information.

*Notes: For more information about housing out processing procedures, visit the Housing Management Office or check online at [housing.af.mil](http://housing.af.mil).*



# ADDITIONAL INFORMATION





# Utility Tax Avoidance Program (UTAP)

This program is able to assist in avoiding taxes on utilities for eligible US Forces members in many (but not all) areas in Germany.

*Note: For additional information, contact Spangdahlem VAT/UTAP Office at DSN: 452-7801 COMM: 06565-61-7801.*

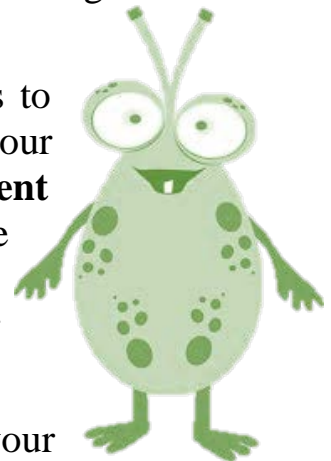
## Preventing Mold in Your German Home

When living in Germany, as is the case in most humid climates, it is important to **ventilate your home** in order to avoid mold and mildew growth. This growth can be very common, but easily avoided.

An easy way to avoid the growth of mold and mildew is to promote cross ventilation in your home. Take time out of your morning/day/evening to **open multiple windows in different parts of your home to let the fresh air flow through**. We will usually recommend that you do this at least twice a day. Also, be sure to open the window in your bathroom after every bath or shower to let out all of the steam.

It is important to be aware of mildew growth on and in your walls. This growth is primarily due to the type of materials used in construction in Germany. Since this type of damage is controllable, it is considered carelessness on the part of the occupant if it is allowed to continue and cause damage. **The cost of this damage can be expensive and may be paid for by the occupant.**

**To prevent the dampness and mildew in your home, you should allow a few inches between the walls and your furniture, and remember to open the windows when using your dryer.**





# Recycling in Germany

Recycling is the law, and it is an important one to follow. Separate your recyclables according to the product. Your common recyclables will need to be separated into **3** major categories:



- *Your Plastic and Product Packaging will be placed into the yellow bags, or “Gelbe Säcke.” The front of the bag will detail other eligible recyclables.*
- *Recycle paper and cardboard in large blue containers, or black containers with a blue lid.*
- *Separate your glass according to color and recycle them in the appropriate containers in your local community. (Tip: Ask your landlord where they are.)*





# Finding a Map of the Area

The housing office is able to provide to you a map of the base and local areas. The map will show you all of the surrounding towns and villages. All available homes are listed on *HOMES.mil* and are all within a one hour drive from the base. Many listings are only 15 minutes or less from the base!

If additional assistance is needed while house hunting, our HMO Agents are able to provide you with information about specific towns or villages and the different accommodations available in their designated geographical locations.



Google Maps

# Power Requirements (110v vs. 220v)



The electrical current in Germany is 220 volts and 50 cycles as opposed to 110 volts and 60 cycles in the United States. If you live in base housing, you will have access to both 110v and 220v outlets.



If you have devices that aren't rated to work with the voltages in your home, you'll need a "voltage converter" that plugs into the foreign outlet and transforms the electricity to a different voltage. Transformers for use with small electrical appliances off base are available through the Furnishings Management Section (FMS) and 220 volt appliances may also be purchased in the local Army and Air Force Exchange Service (AAFES) stores.

Departing service members often sell their used 220 volt appliances for a reasonable price. For advertisements of products available, visit the Spangdahlem Thrift Store, ask the Family and Airmen Readiness Center, or visit [www.spang.bookkoo.com](http://www.spang.bookkoo.com).



If you are wondering if your device is **dual voltage**, look at the device's label or wall plug. If it mentions 110 (or anything starting with 1) **and** 220 (or anything starting with 2) volts, then it is dual voltage and safe to use in the German outlets. Dual voltage items with an American style plug will need a plug adapter so it fits into the German outlet. **Most cell phones, tablets, and laptops will be dual voltage**, and your charger should work in a 220v outlet off base. Not all gaming systems will be dual, so to be safe, check the voltage first before frying your system.



*Note: Your American washing machine, dryer, and refrigerator will not be useable here in Germany. Either sell them or store them before moving overseas. The FMS will be able to provide you with major appliances during the length of your tour.*

# SharePoint Housing Documents

The Spangdahlem Housing Management Office has worked towards creating an on-line resource for Military Members to gain access to their personal Housing documents. Our SharePoint page also features many helpful documents for informational purposes. We are constantly working to improve services and provide the most innovated procedures.

Upon your arrival, a member of our staff will create a member specific folder on the Spangdahlem Housing SharePoint page. Only approved employees from our office and the assigned member will have access to this folder and the documents inside. Military married to Military will have separate folders, and will only share documents that contain both names.

To access your personal Spangdahlem Housing documents follow these steps:



Step 1: Access a government computer via your personal CAC

Step 2: Visit [www.spangdahlem.af.mil](http://www.spangdahlem.af.mil)

Step 3: Select *Air Force Links* and click on *52D FW SharePoint*

Step 4: Locate and choose the link for the *52 FW Housing* page

Step 5: Select *My Folder*

Step 6: Review available documents

*To directly access the page from a government computer visit:*  
<https://portal.usafe.af.mil/sites/52FW/housing/SitePages/Home.aspx>

# Useful Telephone Numbers & Websites

Location	Bldg Number	Phone Number
Housing Management Office	454	452-7133
Furnishings Management Office	454	452-6802
CE Maintenance & SELF HELP	454	452-6686
TMO	103	452-6068
Travel Pay - Finance	128	452-6730
Billeting/Lodging	520	452-0500 06565-95-500
German Police		110
German Fire Department		112
Primary Care Clinic @ Spangdahlem REFILL LINE	550	452-8333 06565-61-8333
Primary Care Clinic @ Spangdahlem INFORMATION	550	452-8158 06565-61-8158
Chaplain	135	452-6711
Legal Office	126	452-6796
Security Forces	127	452-6666
Security Forces EMERGENCY		06565-61-114
Base Operator		452-1110 06565-61-1110
Important Web Addresses	Why is it useful?	
<a href="http://www.facebook.com/SpangHMO">www.facebook.com/SpangHMO</a>	Answer questions, check opening times, and access contact information	
<a href="http://www.homes.mil">www.homes.mil</a>	Government supported & Spangdahlem HMO maintained	
<a href="http://www.housing.af.mil">www.housing.af.mil</a>	Information about Spangdahlem and all other future bases	
<a href="http://www.defensetravel.dod.mil/site/ohaCalc.cfm">http://www.defensetravel.dod.mil/site/ohaCalc.cfm</a>	OHA Calculator	
<a href="http://www.spangdahlem.af.mil">www.spangdahlem.af.mil</a>	Helpful information about the base and road conditions	
<a href="https://portal.usafe.af.mil/sites/52FW/default.aspx">https://portal.usafe.af.mil/sites/52FW/default.aspx</a>	52d FW SharePoint home page	