

Housing Management Office

Bldg 937

Office Hours: M, T, W, F 0730-1530

Thursdays 0730-1430

DSN: 225-3252/9258

Email: 374ceshousing@us.af.mil

Furnishings Management Office

Bldg 4145

Office Hours: M, T, W, F 0730-1600

Thursdays 0730-1300

DSN: 225-9114/8802

Unaccompanied Housing Office

Bldg 125 Rm 113

Office Hours: Monday—Friday 0730-1530

DSN: 225-9145/5709

Email: 374ces.adl.section@us.af.mil



374 CES/CEIH

Building 937

Office Hours:

Monday, Tuesday, Wednesday, Friday: 0730-1530

Thursday: 0730-1430

DSN: 225-3252/9258

Email: 374ceshousing@us.af.mil

COVID-19 YOKOTA
HOUSING INBOUND
INSTRUCTIONS

INFORMATIONAL HANDOUT



Building Thriving Housing
Communities

INBOUND FAMILY HOUSING INSTRUCTIONS

1. Send email to 374ces.ceih.familyhousing@us.af.mil with
 - Estimated arrival date
 - Contact info (email & phone)
2. Counselor will reply with welcome package and applicable paperwork.
3. Member reads welcome package, completes paperwork, and emails back to counselor.
4. If counselor determines unit will be ready upon arrival, skip steps 5-7. If steps 8-10 are completed prior to arrival, member will skip Kanto Lodge and go directly to housing unit with sponsor for 14-day ROM.
5. If step 4 does not apply, member travels to Yokota and checks-in to Kanto Lodge for 14-day ROM.
6. Member emails or calls housing office from Kanto Lodge to notify counselor of arrival within one business day.
7. Counselor will notify member of housing availability and estimated wait time.
8. Counselor will request additional paperwork.
9. Counselor will assign member housing unit and notify member of move-in date.
10. Counselor will provide instructions to arrange TMO delivery, FMO delivery, and internet.
11. Member will meet housing inspector at assigned unit on move-in date for initial inspection.
12. Member will complete final assignment paperwork with inspector and be given keys to unit.
13. Member emails Kanto Lodge final receipt to 374ces.ceih.TLAreceipts@us.af.mil. Must have zero balance.

INBOUND OFF-BASE HOUSING INSTRUCTIONS

1. Send email to 374ces.ceih.offbasehousing@us.af.mil with
 - Copy of PCS orders
 - Estimated arrival date
 - Contact info (government & personal email)
2. Counselor will reply with community housing information and applicable paperwork.
3. Member reads community housing information, completes paperwork, and emails back to counselor.
4. Member travels to Yokota and checks-in to Kanto Lodge.
5. Member emails or calls housing office from Kanto Lodge to notify counselor of arrival.
6. Member reviews homes.mil for local housing options and completes 14-day ROM in TLF.
7. Member contacts counselor with 3 to 4 off-base housing preferences upon completing ROM.
8. Counselor will schedule appointments between member and off-base housing agents. Meeting location and procedures may change based on Yokota AB COVID-19 protective measures.
9. Member will notify counselor upon deciding which house to rent and obtain lease agreement.
10. Member meets with housing counselor with an appointment at housing office to complete lease agreement.
11. Member contacts TMO, FMO, and Finance to arrange move-in by following housing counselor's instructions.
12. Member pays security deposit, rent, and applicable fees to rental agent and completes move-in inspection to receive key.
13. Member moves-in to rental property and checks out of TLF.
14. Member submits Kanto Lodge final receipt, Agent Fee receipt, Pay Voucher, etc. to counselor in-person or via email at 374ces.ceih.offbasehousing@us.af.mil. Must have zero balance.

INBOUND DORMS INSTRUCTIONS

1. Sponsor goes to Unaccompanied Housing Office with a copy of members PCS orders.
2. Sponsor goes to Unaccompanied Housing Office one duty day prior to member's arrival to receive dorm room key.
3. Member completes 14-day ROM.
4. Member goes to Unaccompanied Housing Office to complete paperwork after ROM.