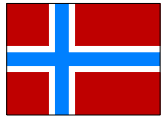
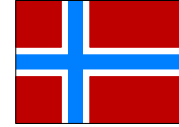


426 ABS STAVANGER



NORWAY



HOUSING BROCHURE

8/5/2011

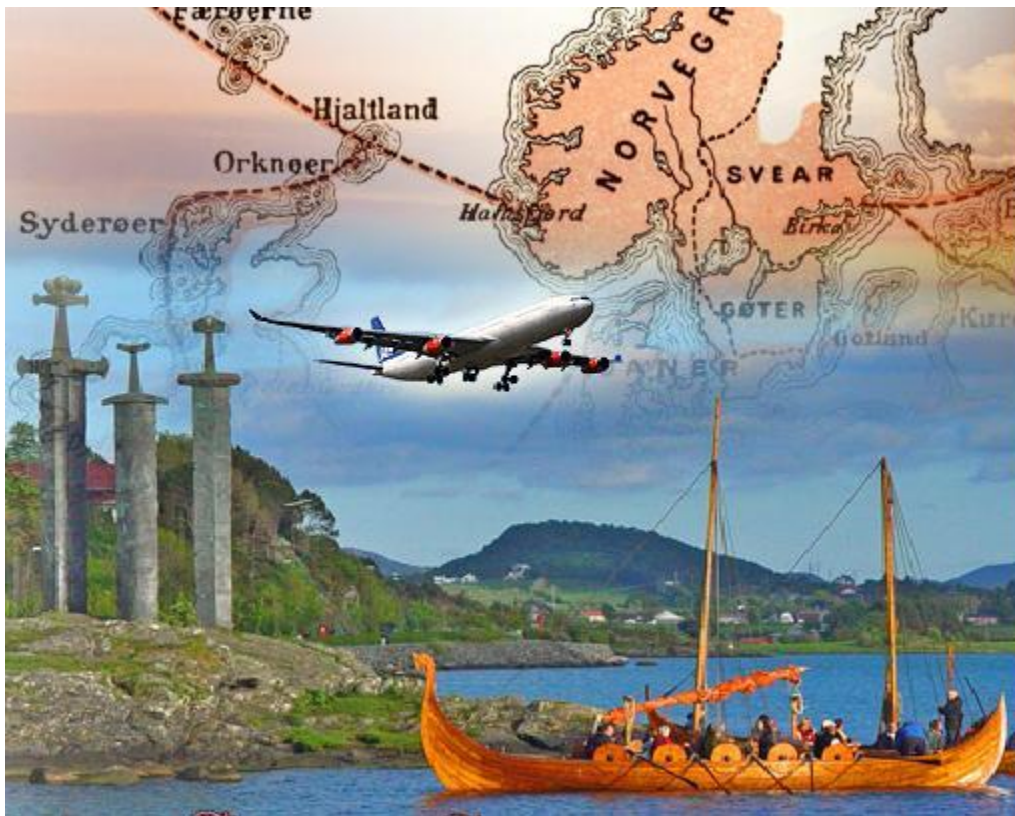


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CTRL & Click on Subject for Link

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Welcome from the 426th ABS Housing Office

Welcome to Stavanger, Norway. One of the first stops for all new arrivals should be the 426th ABS Housing Office (CEH) located in the US Administration Building, Phone 5195-0577. When you in-process thru CEH, we require one set of your orders. You will be briefed on in-processing and given a current listing of available houses in the area. While in TLA (Temporary Lodging Allowance) status, you should visit these listings and inform CEH of any listing no longer available also stating your reasons for any 'turn-downs'.

Your New Duty Station

Off Base Housing

All members assigned to Stavanger, Norway, reside off base in civilian quarters. So the choice of a home is yours! When you in-process you will be informed of what allowance the finance office entitles you to. You could find a house located next to a fjord or with a view over the ocean, next to a park, downtown, or choose from a farmhouse to a modern day apartment, a house lying totally by itself or a duplex. The average cost of renting a house will be between NKr 15000-22000 (\$2300 – \$3,500). CEH will set up one-by-one appointments with realtors in Stavanger. They will pick you up at the hotel and take you and your family out for house hunting in the local area.

About Norwegian Houses

All Norwegian houses are very individual, unless you rent a town house/duplex or apartment. Nearly all houses are wooden, it is very rare to find a brick house; most have three levels (basement, main level and loft level) and as the houses are wooden, they will be painted in a variety of colors.

A lot of Norwegian houses have basement apartments, and rent these out as a separate unit - it should state on the house listings if the rental price is for the whole house or not. Most houses have good-sized yards and decks. The Norwegians take great pride in their yards, with lots of shrubs, bushes, fruit trees, and fruit bushes. While staying here, unless you have a private agreement with your landlord, you will be responsible for the upkeep of the yard. The property owner should provide you with the necessary gardening tools, lawn mower etc., if he wishes you to upkeep the yard. This should be written in your rental agreement.

Differences?

Most Norwegian houses are very large, the average being 180-220 Sq. Meters (1937-2368 Square Feet) and they concentrate on the 'living area' rather than sleeping areas. That is to say you will find the bedrooms are a lot smaller than in American homes - there usually is just enough space for a double bed and a closet and maybe a chest of drawers. Below is a conversion chart to help you estimate the size of your new home.

Square meter to square feet, 1 square meter = 10.76391 square feet

Square m.	square feet	Square m.	Square feet	Square m.	Square feet
20	215.28	120	1291.67	220	2368.06
50	538.20	150	1614.59	250	2690.98
80	861.11	180	1937.50	280	3013.89
100	1076.39	200	2152.78	300	3229.17

Most houses will have two bathrooms, and you will often find the guest toilet is separate to the second bathroom. Some houses will have bathtubs and others showers or both; it is also usual to have a heated floor in the main bathroom. Some houses will have an eating area in the kitchen, or a separate dining area in the living room with a wood- burning stove as the focal point.

Stairwells are narrower than in American homes, and nearly all floors in Norwegian houses are bare, natural wood. Many have floor heating installed. Wall-to-wall carpeting can be found but mainly only in bedrooms. If you find the bare wood floors cold you can always buy area rugs, which are abundantly available on the economy.

Closet space is limited; some houses do have built-in closets and some houses have free standing closets.

Kitchens will normally have: stoves, dishwashers, and refrigerator/freezers. Washers, dryers and chest freezers will normally be located either in the basement or a side pantry room. The HRO has most appliances available for long-term use during your tour if the landlord does not provide such items.

Funds Processing

MIHA

This is a one time payment (Move-in Housing Allowance) from which you should purchase items to complete your home i.e., rugs, lamps, and drapes. This should also help off-set the cost of telephone connection and/or cable TV.

TLA/OHA

Please come in to CEH as soon as possible so we can start a file for you. I will need 3 copies of your orders and a receipt from the hotel for every TLA claim you process. After 10 days I can process your 1st TLA claim (future claims after every 10 day interval). Please check through the TLA form to ensure it has the correct information and sign it. Wrong information on the TLA form can affect your payments. Inbound TLA is limited to 30-days and will not normally be extended.

If government-controlled quarters are not available, service members must maintain a documented search for permanent housing. Within the first 10 days, the service member should view a minimum of two houses. During the subsequent 10-day increments, the service member should view at least additional five listings. If permanent housing has not been secured, necessitating a third 10-day increment, the service member must meet with a Housing Management Specialist or Housing Manager to justify additional TLA claims.

When circumstances beyond the members' control require a TLA extension beyond 30 days, the service member will be required to submit a written request for extension. Under normal circumstances, TLA extension will not be allowed when referral listings are available within service member's bedroom entitlement, Overseas Housing allowance (OHA) ceiling, and commuting distance as determined by the Housing Manager. Personal preference issues such as pets, furniture limitation, school district etc. are not justification for an extension beyond 30 days. If for any reason you need to extend the 30 days, approval from the 426 ABS Commander and Housing Officer with justification for the extension will be required.



DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES IN EUROPE

JUN 29 2009

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ USAFE/A7D
Unit 3050 Box 10
APO AE 09094-5010

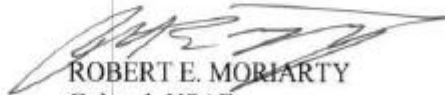
SUBJECT: Guidance for Providing Temporary Lodging Allowance (TLA) in USAFE
(Supersedes HQ USAFE/A7D policy letter dated 6 Nov 06)

1. This memo provides clarification of the TLA policy for accompanied and unaccompanied personnel throughout the command and ensures fair application of this entitlement Joint Federal Travel Regulations (JFTR), USAEUR Regulation 37-4/USAFE Instruction 65-104/USNAVEUR Instruction 7210.2G, *Providing Temporary Lodging Allowance in USEUCOM*.
2. Housing offices will ensure TLA briefings are provided to all newcomers within two workdays after arrival [USAFE Instruction 65-104, para 4.f (1)] and provide written guidance advising members of their entitlements and reimbursement procedures. Inbound TLA is limited to 30-days and will not normally be extended. These procedures should include the following:
 - a. If a service member refuses to occupy available government-controlled quarters, TLA is terminated the first date Furnishings Management Office (FMO) can deliver loaner furnishings based on the date quarters are available.
 - b. If government-controlled quarters are not available, service members must maintain a documented search for permanent housing. Within the first 10 days, the service member should view a minimum of two houses. During the subsequent 10-day increments, the service member should view at least an additional five listings. If permanent housing has not been secured, necessitating a third 10-day increment, the service member must meet with a Housing Management Specialist or Housing Manager to justify additional TLA claims. This authority may not be further delegated.
 - c. When circumstances beyond the member's control require a TLA extension beyond 30 days, the service member will be required to submit a written request for extension. Under normal circumstances, TLA extensions will not be allowed when referral listings are available within a service member's bedroom entitlement, Overseas Housing Allowance (OHA) ceiling, and commuting distance as determined by the Housing Manager. Personal preference issues such as pets, furniture limitations, school districts, etc. are not justification for an extension beyond 30 days. The Base Civil Engineer is the approval/disapproval authority for extensions.

d. TLA entitlements end when a service member occupies private sector housing or when they refuse to occupy available adequate units within 30 days. Beyond 30 days, the member can elect to initiate a temporary contract in order to commence OHA while continuing to search for housing meeting their personal preference or awaiting other permanent housing options.

3. Ensure members are aware of the requirement to have a current lease on file with the housing office throughout their tour.

4. This is a coordinated HQ USAF/CE/FM memorandum. If you have any questions, please contact my POC Ms. Candy Ringler, HQ USAF/A7AH, candy.ringler@ramstein.af.mil, DSN 480-6547.



ROBERT E. MORIARTY
Colonel, USAF
The USAF Civil Engineer

House Hunting List

Within the first 10 days, the service member should view a minimum of two houses. During the subsequent 10-day increments, the service member should view at least additional five listings. If permanent housing has not been secured, necessitating a third 10-day increment, the service member must meet with a Housing Management Specialist or Housing Manager to justify additional TLA claims.

House Hunting List

Within the first 10 days, the service member should view a minimum of two houses. During the subsequent 10-day increments, the service member should view at least additional five listings. If permanent housing has not been secured, necessitating a third 10-day increment, the service member must meet with a Housing Management Specialist or Housing Manager to justify additional TLA claims.

[illegible]

Have to be turned in to 426 ABS Housing offices for every 10 days when you have a TLA claim

Member's name: _____

Arrival Date: _____

TLA EXTENSION REQUEST

NAME: _____ SSN#: _____ #DEPS: _____

ARR DATE: _____ NEW ORG: _____

PHONE#: _____ ORDER#: _____

HOTEL: _____

TLA PERIOD: _____ EXTENSION PERIOD REQUESTED: _____

JUSTIFICATION: Personal preference issues such as pets, furniture limitation, school district etc. are not justification for an extension beyond 30 days. Under normal circumstances, TLA extension will not be allowed when referral listings are available within service member's bedroom entitlement, Overseas Housing allowance (OHA) ceiling, and commuting distance as determined by the Housing Manager.

LEAVE

#LEAVE DAYS AUTHORIZED: _____

#LEAVE DAYS APPROVED _____

" I CERTIFY THIS INFORMATION IS TRUE AND CORRECT."

I have viewed within the first 10 days, a minimum of two houses. Yes/No

I have viewed at least additional five listings during the subsequent 10-day increments. Yes/No

I have not secured permanent housing necessitating a third 10-day increment, and I have met with Housing Management Assistant or Housing Manager to justify additional TLA claims. Yes/No

I have provided a copy of House hunting list together with all TLA claims. Yes/No

MEMBER'S SIGNATURE: _____ DATE: _____

1ST IND HOUSING REFERRAL OFFICE

RECOMMEND APPROVAL/DISAPPROVAL

HRO SIGNATURE: _____ DATE: _____

2ND IND 426 ABS/CC

" I CERTIFY TEMPORARY GOVERNMENT ACCOMMODATIONS WILL NOT BE AVAILABLE DURING THE REQUESTED PERIOD."

APPROVE/DISAPPROVE

CC SIGNATURE: _____ DATE: _____

TEMPORARY LODGING ALLOWANCE (TLA) FACT SHEET

The purpose of this fact sheet is to educate our incoming and outgoing personnel on how the PCS entitlement--TLA--is paid. Per the JFTR, U9150, paragraph A, TLA is provided to **partially** reimburse a member for the more than normal expenses incurred while occupying temporary lodging (lodging and meals). Please keep in mind that although the TDY Per Diem rates are used to calculate your daily TLA, the rules are different for TDY and PCS entitlements and **should not** be applied to one another.

Our primary goal is to give each member an **estimated** amount that will be paid for their TLA payment so you can budget accordingly during your stay in temporary lodging. The examples below are based on current data at the time of publication. Based on the JFTR computation (U9185, paragraph E), a member gets a percentage of the Lodging and M&IE rate based on their number of dependents. These percentages are used to calculate the member's daily TLA amount. The availability of kitchen facilities in the room also has a direct impact on the TLA amount. If you require a complete breakdown of your individual TLA computation, please contact your local FM office; otherwise use the estimates below as a guideline.

MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES **TRAVEL PER DIEM ALLOWANCES**

COUNTRY/STATE: **NORWAY**

PUBLICATION DATE: **04-01-10**

NOTES

1. Use the **OTHER** rate if neither the **LOCATION** nor **MILITARY INSTALLATION** is listed.
2. For other allowances that are based on per diem rates (e.g., TLE, TLA, TQSE, TQSA), see the [appropriate rules](#) for those allowances regarding what per diem rate to use.
3. The standard **ONBASE INCIDENTAL RATE** is **\$3.50** OCONUS wide.
4. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in [Appendix A](#), is applicable.
5. Per Diem Rate = Max Lodging + Meals (Local, [Proportional](#), or Government) + Incidental Rate (Local or OnBase)

* All rates are in US Dollars

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Prop. Meals	Local Incidental	Footnote	Footnote Rate	Maximum Per Diem	Effective Date
STAVANGER	01/01-12/31	213	132	72	33			378	01/01/2010

Negotiated Hotel Cost (ex 5.9150)

Single Room (w/o kitchen)

Apartment (with kitchen) or Double Room

(150 NOK added for each person if over 3 in apartment)

Kroner Amt

850 NOK

1250 NOK

Daily U.S. Rate

\$143.70

\$211.33

Ch 10: Housing Allowances

Part A: General Information

U10000-U10032

Change 280 U10A-11

04/01/10

[http://www.defensetravel.dod.mil/perdiem/jftr\(ch1-10\).pdf](http://www.defensetravel.dod.mil/perdiem/jftr(ch1-10).pdf)

U10020 OHA - GENERAL

NOTES:

- 1. 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. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.***
- 2. 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.***
- 3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.***
- 4. Disciplinary action addressed in par. U1055 applies when housing allowances are used for other than the purpose intended.***

15 FAM 237 DETERMINING RESIDENTIAL SPACE AUTHORIZATIONS

(CT:OBO-19; 10-27-2010) (Uniform State/USAID/Commerce/Agriculture/DIA)

a. An employee's maximum residential space authorization is based on position rank and family size, adjusted for locality factors. The application of these factors in special circumstances is explained in 15 FAM 264. The maximum space authorizations for residences are defined in 15 FAM *Exhibit 237(A)* and 15 FAM *Exhibit 237(B)*; waiver provisions are found in 15 FAM 312.8 and 15 FAM 322.

b. The space standards established by this subchapter are the maximum allowable and should not be construed as entitlements or goals to be sought for U.S. Government employees abroad. These regulations are not intended to preclude agencies from adopting smaller space standards for certain categories of personnel in keeping with the nature of their roles in the U.S. Government's conduct of foreign relations.

15 FAM 238 COMPUTING SPACE

(CT:OBO-19; 10-27-2010) (Uniform State/USAID/Commerce/Agriculture/DIA)

Residential space standards are based on usable living space. See 15 FAM *Exhibit 238(A)*, 15 FAM *Exhibit 238(B)*, and 15 FAM *Exhibit 238(C)* for details on computing functional and residential net and gross space. If measurements are done in feet, posts should convert and maintain these in metric scale as Federal *regulations require*.

15 FAM EXHIBIT 237(A) SPACE STANDARDS CHARTS SHOWN IN SQUARE FEET AND (SQUARE METERS)

(CT:OBO-7; 04-26-2006)

LOCALITY 1

Rank (measurement)	Number of Occupants			
	1-2	3-4	5-6	7+
Executive(sq ft)	1700	2146	2465	2592
(sq meter)	158	199	229	240
Middle (sq ft)	1296	1870	2188	2316
(sq meter)	120	174	203	215
Standard (sq ft)	1168	1700	1976	2103
(sq meter)	109	158	184	195

15 FAM 230 Page 17 of 19 **15 FAM EXHIBIT 238(B) MEASURING SPACE FOR RESIDENTIAL PROPERTIES**

(CT:OBO-19; 10-27-2010)

Net space includes all usable living space on all floors, measured from wall-to-wall within each room: reception rooms, ballrooms, living rooms, dining rooms, bedrooms, kitchens (from wall-to-wall, including cupboard/ counter space), breakfast and eating areas, pantries (unless exclusively storage space), libraries, dens/studies, family and recreation rooms, powder rooms, bathrooms, dressing rooms, enclosed patios/terraces/balconies (if heated/air-conditioned and usable year-round).

Net space excludes open balconies, garages, halls, foyers, stairwells, elevator and chimney shafts, dumbwaiters, domestic staff quarters (only areas specifically designed as such), utility shafts/closets, laundry or household appliance rooms, built-in closets (or space occupied by wardrobes), furnace/fuel rooms, and storage areas. If live-in help occupies space that would otherwise be used by the occupant as living space, this space does not qualify as domestic staff quarters and must be included in the net total. Do not measure exterior walls and thickness of interior partitions when measuring usable space. (If portions of residential space must be used for official storage, post should request a waiver from the Bureau of Overseas Buildings Operations (OBO) to deduct it from net area.)

Gross space includes all areas on all floors within the normal outside surface of the exterior walls, hallways and foyers, attics and basements, finished or unfinished, if a person can walk upright in them and they are easily accessible (exclude crawl spaces in attics and basements), stairwells, elevator and chimney shafts, and dumbwaiters or similar installations. Measure these areas as if the actual floors were in existence on each level and there were no stairway, elevator, or other shaft. Gross space includes mechanical equipment rooms, garages, and servants' quarters that are incorporated in the main structure and part of the residence.

Gross space excludes separate outbuildings (garages, sheds, *and* domestic staff quarters). If they are significant in size or function, report them as ancillary structures. Gross space also excludes open courtyards or walkways that lead from one building or section of a building to another, loading platforms, outside porches, outside stairs, terraces, parking lots and open, but covered, outside parking.

NOTE: Gross area must be greater than net. All net space is automatically included in gross. Areas not included in gross should not be included in net area.

Looking for Your New Home



Joint Warfare Center and the 426th ABS is in Square 11 (Eikesetveien 29, 4032 Stavanger)
International School of Stavanger is in Square 6 (Treskeveien 3, 4043 Hafersfjord)
The Children's House is in Square 17 (Kornbergveien 23, 4050 Sola)

Housing In-Processing Checklist		YES	NO
1	Did you get a housing brochure, “Renting a Home in Norway” pamphlet, TLA/OHA and realtor information during your in-brief?		
2	Did you get a current listing of available properties and a scheduled appointment with the realtors? Beware! Oral agreements are legally binding here.		
3	Did you get a map (if available) of the local area? Did you turn back the map book after you found a house?		
4	Utilities - Electric Lyse 51908090 Did you read the electric meter and notify the energy company with your name, address, phone number and date of birth.		
5	Utilities - Telephone Telenor 05000 Lyse 51908090 It is your responsibility to apply for a phone connection. CEH can assist you with the paperwork; if you have a D-number when you apply the process is easier.		
6	Cable TV – Satellite Dish GET 02123, canaldigital 06090, viasat 81522022 There are many providers on the market. CEH can assist you to find what is available in the area where your house/apartment is located.		
7	Internet – ADSL 24/7 Telenor 05000 nato.bestilling@online.no , Lyse 51908090, GET 02123 There are many providers on the market. CEH can assist you to find what is available in the area where your house/apartment is located.		
8	Toll Ring BRO & TUNNELSELSKAPET AS 81500067 If you require a brick for the toll ring, Esso gas stations have application forms.		
9	Loaner Furniture 51950577 Have you arranged for delivery/pick-up of loaner furniture/and or appliances with the housing office? Thursday 8 -12 am appointments are preferred. Member should be available to sign for any deliveries.		
10	Bank Accounts Sr-bank 02002, DNBNOR 04800, Sandnes Spare bank 51676793 Ask your sponsor to assist you to set up a bank account. Your Norwegian bills and rent can be paid online. Some banks have web pages in English..ask them!		
11	Inspection of House 51950577 Do you require an inspection of your house with housing office? The realtor will do an inspection on the day you move in.		
12	USAFE Form 333 Has this been completed and returned to housing within 10 days after you moved in? The form needs to be signed by you and the landlord or his representative. When taking over the house you have 14 days to notify your landlord about any damages/problems.		
13	TLA Claim Turn in your hotel receipt and 2 copies of your orders every 10 days for your TLA Claim. Members must hand in hotel bills personally and sign all TLA Claims.		
14	OHA Claim Return a signed copy of your lease together with 2 copies of your orders for your OHA Claim. If your landlord requires a security deposit and you need assistance contact FMF for assistance. Members must hand in the Lease personally and sign the OHA Claim.		
15	Waste/garbage. If you have a lot of garbage after you move in you can dispose of it at Forus Recycling Station . Cost runs 50-200 NOK based on how much you have. Open: Mo-Tu-We-Fr 0900-1600, Th 0900-1900, Sa 0800-1500. Many shopping centers/stores have a small unmanned recycling stations. CEH can inform you of the nearest station to where you live.		
http://www.lyse.no http://www.telenor.no http://www.get.no/web http://www.canaldigital.no http://www.viasat.no http://www.brotunnel.no/Default.aspx?tabid=584 http://www.sr-bank.no/webink/FELLES/wlProdukter.nsf/produkter/RWL172241454?OpenDocument&mid=privat https://www.dnbnor.no https://www.sandnes-sparebank.no/ebankssb/start.swe?SWECmd=Login&SWECM=S http://www.ivar.no/category.php?categoryID=354		DISCLAIMER: Information provided about local vendors is for information purposes only. The 426th ABS Housing office does not recommend or endorse any of the vendors listed.	

Realtor Information Sheet:

NOTE: Due to the high activity in this area, the realtors are very busy. Try to limit your viewing to properties within your rental cap or up to how much you are willing to pay. Please do not spend time on viewing properties you know will be too expensive for your budget.

EM-1 Boligleie
<http://www.boligutleie-stavanger.no>
Kvitsøygt. 15, 3rd floor
4014 Stavanger
mail: boligleie@em1.no
Phone +47 51 95 90 30

Goodliving
www.goodliving.no
Verven 18
4018 Stavanger
Mail: post@goodliving.no
Phone: +47 40 00 38 52

Skagen Housing
www.skagenhousing.no
Olav T. Johanson
Kiellandstien 13
4045 Hafrsfjord
Mail: post@skagenhousing.no
Ph: +47 51 54 90 88

Utleiemegleren
<http://www.utleiemegleren.no>
Østervågkaiaen 21
4013 Stavanger
Mail: stavanger@utleiemegleren.no
Ph: 51501120

Under the Privacy Act of 1974, you must safeguard all information reflected on this statement (see AFI 33-332, Air Force Privacy Act Program).

Please fill this form out and return to 426 ABS/CEH, we will then provide the information to the realtors. If you send this information directly to the realtor, send a copy to William.kolnes@stavanger.af.mil Please sign this form allowing CEH to release the information to the agent.

Estimated date of arrival to Stavanger DD/MM/YYYY_____

I authorize release of this information: Signature_____

Name:_____ Date of Birth:_____

Work Phone #:_____ Cell Phone #:_____

Work Section:_____

Rental cap: NOK_____ Are you willing to pay over your rental cap:_____

Length of tour:_____ Sponsor and phone number:_____

Hotel and phone #:_____

Number of family members:_____ Age of children:_____

Are the children going to attend school (ISS or Children's House)?_____

Location in the area you may prefer:_____

Type of property desired: house, apartment, farm house:_____

Furnished or unfurnished:_____

Of bedrooms desired:_____ # Of bathrooms desired:_____

Do you have pets or intend to get them?_____

Of vehicles_____

Internet and TV service may vary from location to location, please circle what you prefer: Cable TV/ Satellite Dish, Landline/IP phone, Internet connection/mobile internet service. ***"This document contains FOR OFFICIAL USE ONLY (FOUO) information that must be protected under the Privacy Act of 1974 (see AFI 33-332). Do not release without the consent of the originator."***

Please let the realtors know a day before viewing the homes you want to see. The rental market is incredibly hectic and the realtors do not have the capacity to take the long rounds without knowing what the customer is looking for.

Please be aware for what you can expect from the Norwegian housing, both in size and rental price.

The realtors can set the max 3 hours of viewing per customer. The best is to meet in the realtor's office where you and the realtor can go through the different properties offered / you want, choose any of these - and then take a round for viewing. If you do not have a vehicle available please ask your sponsor for assistance.

The realtor's only shows properties listed in their portfolio, if a property is listed directly with the landlord, you need to set up appointments directly with them.

Due to the high activity in this area, the realtors are very busy. Try to limit your viewing to properties within your rental cap or up to how much you are willing to pay. Please do not spend time on viewing properties you know will be too expensive for your budget.

Please make your decision before setting up appointments with the rental realtors if you are going to rent or purchase a home. If you plan to purchase a home, please do not use the realtor's time to look what's available for rent.

Tender form

The undersigned hereby gives a juridical binding tender for the leasing of:

ADDRESS OF PROPERTY:

REALTORS NAME: EM1/GOODLIVING/SKAGEN HOUSING/UTLEIEMEGLEREN

REALTORS POC:

PHONE:

E-MAIL:

REALTORS REFERENCE NUMBER FOR PROPERTY:

The undersigned is informed and has understood that if the tender is accepted by the Lessor, a lease agreement is entered into and the agreements clause for termination shall be followed.

The tender is binding until (date/time) DD.MM.YYYY at 1200

The following terms applies for the tender:

Rental price pr. month	NOK XX.XXX <i>No consumer price index (The Statistics Act of June 16, 1989 number 54, §§2-2 and 2-3). fluctuation will be allowed during the lease period. But, the house was rented to the individual below the market rate to accommodate the Tenants level of Housing Allowance but that the tenant agrees to pay additional rent should his allowance increase.</i>
Due date for paying rent each month.	1 st
Included in rent	Council taxes Water Trash pick up Building insurance, comprehensive Parking
Start of lease	DD.MM.YYYY
Leasing period	Desired rental period: 3 years With option to extend lease under same condition as initial lease.
Termination period:	Non terminable for both parties
Contract clause:	NATO Clause – 30 days

Lessee (juridical) Name: Personal ID no / org.nr: Present address: Phone no: Mobile: E-mail: Contact person: Name: Phone no: Mobile: E-mail:	DD.MM.YY – D number? Department of the Air Force 426 ABS/CEH P.O Box 54 4097 Sola 51950577 97180637 William.kolnes@stavanger.af.mil	Work address: (remove the section doesn't apply) c/o Joint Warfare Center /NATO P.O Box 8080 4064 Stavanger	Work address: (remove the section doesn't apply) Dep. Of the Air Force 426 ABS/XXX P.O. Box 54 4097 Sola
Occupant (s): Names:			
Requests regarding rental with animals, specify: (1kg=2.20462 lbs)	PETS: Yes/No (if yes fill in as much information possible below). XX Dog(s), Type: XXXXXXXXXXXXX, Size: S/M/L Weight: XX KG XX Cat(s), Type: XXXXXXXXXXXXX, Size: S/M/L Weight: XX KG		
Deposit	NOK XX.XXX – two months deposit Due to the time it takes to establish the funds for the deposit, I ask that deposit should be in place no later than 20 days after moving in.		
Furnishing	Unfurnished with white goods (appliances) Partly furnished with white goods Fully furnished Furniture's to be removed (list room and item liked to be removed):		
Miscellaneous	Permission to install a separate satellite dish for Armed Forces Network		

I UNDERSTAND THIS IS A BINDING TENDER/OFFER AND ARE NOT ABLE TO LOOK AT OTHER PROPERTIES BEFORE AFTER THIS TENDER IS EXPIRED. I'M ALSO AWARE OF THAT I'M NOT ABLE TO DO CHANGES REGARDING THE RENT OR DEPOSIT WHEN THIS FORM IS SUBMITTED TO THE REALTOR.

Signature_____

STAVANGER DD.MM.YYY

Please fill out all your information, print out and give to 426 ABS/CEH – Housing office for review. Scan in a copy after it is reviews and send to the realtor, please courtesy copy william.kolnes@stavanger.af.mil on all e-mail traffic to the realtor.

Reviewed by _____ date_____

This document contains FOR OFFICIAL USE ONLY (FOUO) information that must be protected under the Privacy Act of 1974 (see AFI 33-332). Do not release without the consent of the originator.'

Appliances

The most common complaints about European appliances is that they are too small and too slow. The washers and dryers have smaller capacity than American machines and washers use only cold water, heating it up as required, which makes the cycles longer. Also, many of the dryers work by evaporation and do not vent to the outside so drying times are longer. Appliances available from the Housing Office are washing machines, dryers, refrigerators, chest freezers and microwaves. Sizes are given on the Loaner Kit Request under the “Moving In” heading. You will receive instruction booklets with the machines available from Housing covering operation and running tips like leaving a window open in the dryer room to increase air flow and shorten the drying time.

It is not recommended that you bring big appliances like washer/dryers or refrigerators due to the 220V 50Hz electrical system in Norway. U.S. appliances which normally run on 110V 60 Hz will have a decreased lifetime if run using a transformer from 220V 50Hz. Also, Norwegian utility rooms only have cold water taps for washers and the drains are of a lower flow capacity. American washers pump out more water in a shorter time and this may cause flooding through a typical Norwegian drain. Norwegian stoves are usually electric cook-tops and may take some getting used to. Check with your property owner for instructions on how they work, as they are all very different. Many ovens have a fan assisted setting and/or ceramic cook-tops, which need special cleaning.

Utilities

Utilities are usually included in the rent, except for electricity and phone service. If you do not pay for any utilities, you will not receive the utility payment each month. In general, this utility payment will not cover your overall costs in winter. Temperatures get fairly cold in Stavanger (lowest around -10°C) and most homes have good insulation. You may gain in the summer (average temp between 22-26°C 75-79°F) and the evenings are long (it remains light until 11pm) so you will be saving on electricity. It usually averages out throughout the year since it is based on yearly consumer consumption.

Heating & Lighting

The main way of heating Norwegian homes is a combination of electric radiant heat and wood burning stoves. You may find some houses heated with oil. Light fixtures may be taken out of the house by previous tenants/owners so you may find limited light fixtures. You may discuss this with the property owner or light fixtures can be purchased in the local stores.

Cable TV and AFN Satellite Dish

If you would like local cable, fiber optic TV or a European satellite service contact your property owner to find out what is available in the area for the property they may assist you to arrange connection. To obtain AFN satellite service, first ensure from your owner that they will allow installation of a dish, then contact the 426 Transportation Office for an AFN decoder and satellite dish. It is your responsibility to get the AFN satellite dish installed and removed when you move out in a professional way.

Telephone and Internet Connections

There are a lot of different phone and internet connection types in Norway. There are analog set-ups with one phone line, ISDN with 2 digital phone lines (need digital equipment), an ADSL separate line for Internet with high speed, or fiber optic for all TV, phone and computer connections through one company. Each home may be wired differently so you need to ask the landlord/agent what the home has.

Useful Information

TMO Guide: Ask your TMO Office to get a copy of the Norway General Country Instructions from the Personal Property Consignment Instruction Guide.

Lead Based Paint in Norway: Most homes built before 1960 contain heavily leaded paint and also some homes built as recently as 1978. This paint could be on window frames, walls, the outside of your house, or other surfaces. Tiny pieces of peeling or chipping lead paint are dangerous if eaten. Lead paint in good condition is not usually a problem except in places where painted surfaces rub against each other and create dust (for example, when you open a window, the painted surfaces rub against each other.) Make sure your child does not chew on anything covered with paint, such as window sills, older wooden cribs or playpens. Don't burn painted wood, it may release the lead into the air. Don't remove lead paint yourself. Families have been poisoned by scraping or sanding lead paint because these activities generate large amounts of lead dust. Lead dust from repairs or renovations of older buildings can remain in the building long after the work is completed. Heating lead paint may release lead into the air. Hire a person with special training for correcting lead paint problems to remove lead paint from your home, someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. All occupants, especially children and pregnant women, should leave the building until all work is finished and a thorough cleanup is done.

NATO/Joint Warfare Center – Bus routine

Bus Routine (to and from work) - every working day, Monday - Friday

FOR QUESTIONS, PLEASE CALL JWC TRANSPORTATION OFFICE AT 51348998

Routine 1

Sola Sea - Forusbeen - Gauselhagen - JWC

Place	Winter	Summer	Remarks
Sola Sea	7:00	7:00	
Sola Krossen			Bus Stop
Forusbeen	7:10	7:10	Bus Stop
Gamle Forus vei			Bus Stop
Gauselhagen			Bus Stop
JWC	7:20	7:20	Bus Stop outside Main Gate
Return	15:55	15:10	Same route back

Routine 2

Lærdal Factory - Løkkeveien - Madla - JWC

Place	Winter	Summer	Remarks
Lærdal Factory	7:00	7:00	Bus Stop
Løkkeveien			Bus Stop
Shell Petrol Station			Bus Stop
Kannik			Bus Stop
Madla	7:15	7:15	Bus Stop outside the camp
Three Swords			
Granneskrossen			Bus Stop
JWC	7:25	7:25	Bus Stop outside Main Gate
Return	15:55	15:10	Same route back

Routine 3

Ulsnes - Austbø - Badedammen - RV44 - JWC

Place	Winter	Summer	Remarks
Ulsnes	6:40	6:40	Outside Main Gate
Lunde Skole			Bus Stop
Austø	6:50	6:50	Bus Stop
Badedammen	7:00	7:00	Bus Stop
Thon Hotel Maritim			Bus Stop
Park Inn Hotel			Rv44 Bus Stop
Mariero Alleén			Rv44 Bus Stop
Hinna			Rv44 Bus Stop
JWC	7:25	7:25	Bus Stop outside Main Gate
Return	15:55	15:10	Same route back

Local Bus Information

To find information for public buses please call 177 or go to www.kolumbus.no

For bus to the Airport, Airport Express Coach, please go to <http://www.flybussen.no>

ISS School Bus Routes *Current as of May 2009*

BELOW ARE THE ACTUAL ROUTES OF BUSES TO SEE IF HOMES ARE CLOSE TO THE ROUTE.

BUS 1

- 7.32 Hanaveien/Skippergate by Havana badeland
- 7.35 Vatnekrossen/ Kyrkjeveien
- 7.37 Austråttveien/Høgevollsveien intersection
Goes on Austråttveien onto Lensmannsgate onto Høylandsgate to Elveplassen –
Ole Bullsgate to
- 7.42 Sandnes bus station - Strandgate - Gamleveien to
- 7.49 Lurahammeren
- 7.52 Forusveien/Forusbeen intersection to Ulsbergbakken
- 7.54 Kviebakken to
- 7.57 Jegerveien onto Godesetdalen
- 8.01 Jåttåveien and left onto the main road
- 8.05 past Rumag to RV 510 – Regimentveien ved Madlaleiren (Navy base)
to school

Appr. 15.25 Depart ISS

BUS 2

- 7.45 Tjora
- 7.52 Statoil garage by the airport
Airport road into Sola centre
- 7.55 Ljosheim/ Sandesletta intersection
- 7.59 Joa
- 8.03 Røyneberg
- 8.10 Madlalia -
- 8.15 Madlasandnes - to school

NO MADLASANDNES in the afternoons - students will ride bus 9

Appr. 15.25 Depart ISS

BUS 3

7.27 (opposite Rimi at Skeiehagen (Hundvåg)) ved Brosmeveien

7.30 Lunde skole

7.32 the round-about by the bridge to Bjørnøy

7.34 corner where NATO students pick up the bus - Hundvåg- centre – Buøy

7.42 Haugesundsgate – through tunnel (the so called Snake tunnel) – right onto Østre Ring to

Hjelmelandsgate - left on Sandeidgate (from 19/5 till Beginning of September)-
25 mai 2009

09.00 fra skolen til Lundsvågen

14.00 fra Lundsvågen og tilbake til skolen

Antall: 14 elever og 4 voksne

26 mai 2009

samme tid og samme plass

antall: 28 elever og 7 voksne Birkelandsgate- Bergelandsgate

7.51 down Hospitalgate – left onto Klubbgate - Kongsgate – Jernbaneveien –

Olav V's gate – up past the main postoffice – to Løkkeveien – Eiganesveien

7.59 by the bakery at Eiganesveien (close to SAS hotel)- Eiganesveien

8.00 left down Holbergsgate – right onto Madlaveien - to school

Appr. 15.25 Depart ISS

AFTERNOONS: down the whole of Madlaveien- left up Løkkeveien , right down by the

Clarion Hotell and into town - and then the same route as the morning

BUS 4

- 7.50 up to Veldegården (round- about by Risavik havnering)
Turn back to pick up students living in Snødeveien ,Ura etc etc
- 7.55 Hagakrossen - Tananger Ring – RV 509 to bridge
- 8.03 Kvernevik Ring - to school

Appr. 15.25 Depart ISS

BUS 5

- 7.55 Fjellsenden via Tasta skole (**MORNINGS ONLY – the students in this area will ride
Bus 11 in the afternoon**)
- 7.58 Eskelandsveien past Randaberg vid. Skole onto Fjellheimveien
- 8.03 right down Krystallveien – Bronseveien - Harestadveien to Randaberg
- 8.10 Randaberg centre
- 8.12 Randaberg trelast
- 8.16 Endrestø to school

BUS 6

- 7.50 the bus starts at the top of Oalsgate
- 7.53 left onto Postveien
- 7.55 Stavangerveien RV44
- 8.03 RV44 by Kvadrat
- 8.07 By Gauselbakken and directly to school via Rumag- Madlaveien – Regimentveien

Appr. 15.25 Depart ISS

BUS 7

- 7.43 start by Jåttå skole
- 7.48 Vaulen bus stop by Stasjonsveien (RV44)
- 7.50 Turn right onto Breiflåtveien **students get on the bus just opposite OBS**
turn right at NKL , right again into Nesflåtveien – right into Langflåtveien
back onto Breiflåtveien - across the round-about at RV44
- 7.55 Timoteiveien (behind Helgø) into Gulaksveien and left onto Hillevågsveien (RV44)
Lagårdsveien – Museegate- Rogalandsgate
- 8.01 Armauer Hansensgate (by the main hospital) - Fylkeslege Ebbelsgate –
Fridjof Nansensvei
- 8.05 Ullandhaugveien - Folkeviserveien
- 8.10 Norvald Frafjordsgate – Jernalderveien – right onto Madlamarkveien

No pick up on Madlamarkveien

Madlaveien – Revheimsveien to school

appr.15.25 Depart ISS

Bus 8

- 8.05 Hafrsfjord Bridge
- 8.10 Friheim
Revheimsveien

Appr.15.25 Depart ISS

BUS 9

- 8.10 Kristine Bonnesvei - past the University
Ullandhaugveien – Madlamarkveien - Madlakrossen
- 8.15 Madlaleiren to school

In the AFTERNOONS the bus goes to Madlasandnes first and then continues on the rest of the route

Appr. 15.25 Depart ISS

BUS 10

7.55 turn around by Hinna churchyard

8.00 Hinna church- Auglendsbakken – Auglendsdalen

8.07 Auglendsveien – Henrik Ibsensgate – Tjensvollkrysset- Madlaveien – Revheimsveien

Appr. 15.25 Depart ISS

BUS 11

8.06 Round-about by Stokkaveien/ Nedre Stokkaveien / Øvre Stokkaveien

(MORNINGS ONLY)

8.08 Gustav Vigelandsvai/ Chr.Skredsvigvei intersection

8.10 Adj. Hauglandsgate/Fartein Valensvei intersection

Rektor Berntsensgate – Rektor Oldensgate - right onto Madlaveien to school .

Appr. 15.25 Depart ISS

IN THE AFTERNOONS- the bus goes through the Byfjord tunnel via Randabergveien to Tasta skole May 2009

BUS 12

7.55 Dusavikveien by the Shell garage

7.57 Dusavikveien /Gabbroveien intersection

8.00 Dusavikveien /Chr. Bjellandsgate intersection – Esbjerggate

Randabergveien – Lyngveien – turn right into Lindeveien

8.05 Sjøveien/Randabergveien intersection

(same route morning and afternoon)

Morning route : Misjonsveien – right on Stokkaveien –up Holbergsgate

8.11 right onto Madlaveien to school

Afternoon route : from school to Madlaveien- left up Holbergsgate- right on to Eiganesveien – left on to Wesselsgate – left on to Stokkaveien – to Misjonsveien

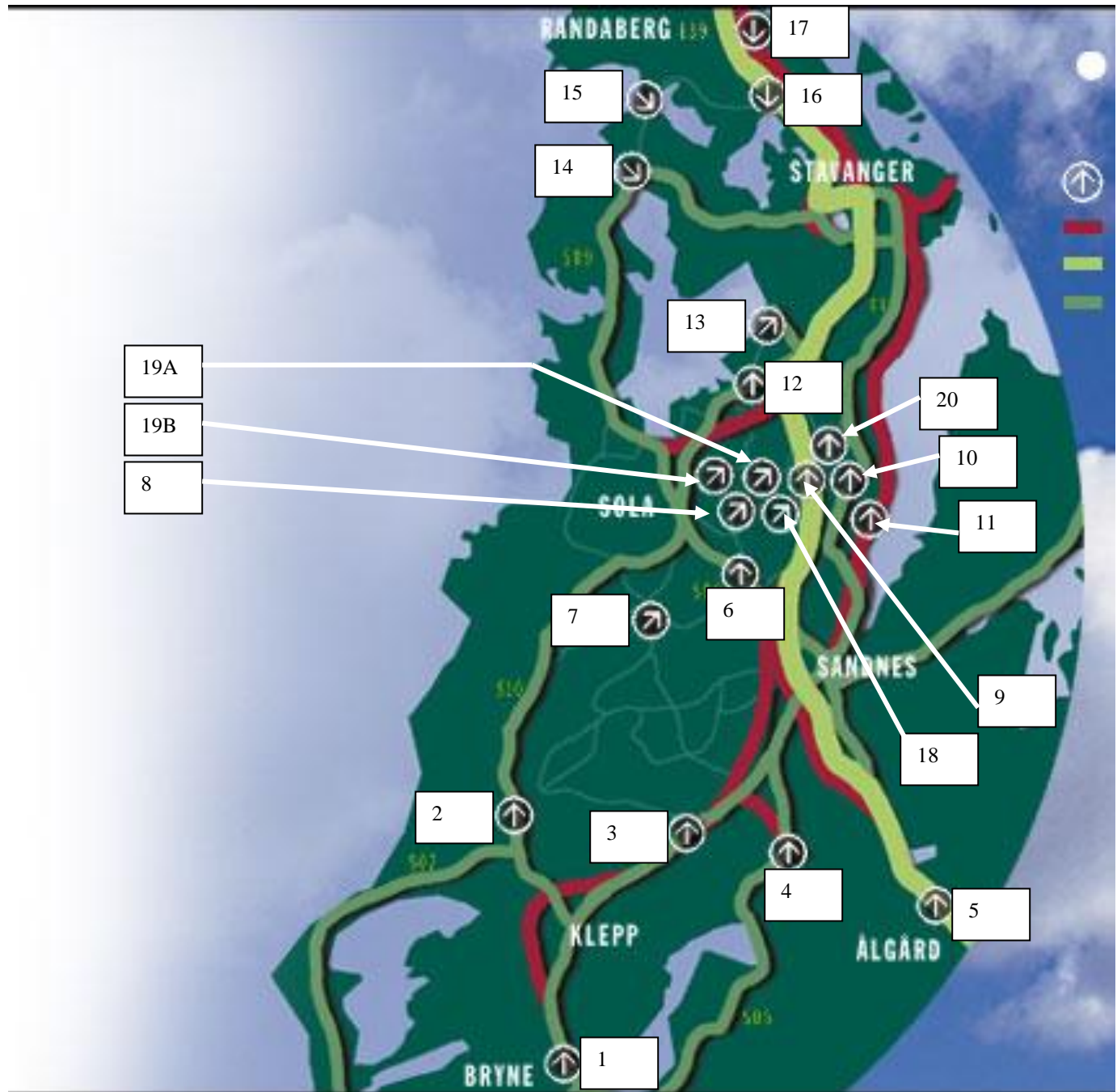
And the rest the same as the morning route

Road Taxes in Northern Jæren

http://www.brotunnel.no/uploads/AutoPASS_Turist_Engelsk.pdf The Stavanger region (JÆREN) toll road project has installed 21 payment stations around the area on all main roads. You will be required to pay a toll using a car “brick” available at Esso gas or use “Visitors Payment” you can drive through all Norwegian toll roads in the AutoPASS-lanes and pay automatically in "Automatic Toll Stations" where there is no option for manual payment on the road itself. *You do not need an AutoPASS tag.*

<http://www.brotunnel.no/Default.aspx?tabid=595>

The service phone number 815 20 666, (press 9 for operator) will be able to assist you with your subscription form.



Tollbooth # and Name 1 KÅSEN, 2 SELE, 3 ØKSNEVAD, 4 ORSTAD, 5 BRÅSTEIN, 6 SOMA, 7 ÅRSVOLL, 8 BÆRHEIM, 9 MOTORVEIEN, 10 FORUSVEIEN, 11 GAMLEVEIEN, 12 NESBUVEIEN, 13 GRANNES, 14 HAFRSFJORD, 15 KVERNAVIVKEIEN, 16 RANDABERGVEIEN, 17 FINNESTADGEILEN, 18 SVANHOLMEN, 19A FORUSBEEN, 19B ÅSENVEIEN, 20 TRAVBANEVEIEN

Found Your New Home?

Before Signing the Contract

“Renting a Home In Norway” is a leaflet from the legal office. Please read through this and any items that are unclear can be discussed with the legal office (+ 47-5195-0532/DSN 224-0532) or CEH (+47-5195-0577 / DSN 224-0577).

When you have found a house of interest, you should send an offer to the realtor in writing and a copy to the housing office. There is a lot of competition with the oil companies also renting houses here, so the turnaround time for properties may be very short. One thing you should consider while based at Jåttå (Joint Warfare Center and the 426th ABS) is the driving distance to and from work. Wherever you choose to rent a property you should not need more than 20-25 minutes to drive to work. If you have children consider the distance to the ISS (International School of Stavanger) and if your house is on, or close to an ISS bus route. As we have a very small base here, you will find most activities, sports and leisure etc. will be situated in the local community so there will be a lot of extra driving, especially if you only have one vehicle.

A standard copy of a rental lease is available from CEH; if however you decide to use a Realtors contract there are certain conditions, which must be included:

- 1) The Military clause must be included in case you PCS out early. It is standard to have a 30-day clause, but some property owners have asked for 60 days, this usually is acceptable.
- 2) Due to the high activities in this area, there is not much to negotiate with your landlord, the landlords will easily get the asking price for the property and therefore not room to include any extra items in the lease i.e. installation of Cable TV, Internet, inclusion of wood delivery for heating. Please be advised that although verbal agreements are legal, we advise that any agreement be in writing and signed by both parties. A two months security deposit may be required.
- 3) If you are bringing in a pet or are planning to get one, you need to have it in your lease that you are allowed to have a pet in the house. Landlords may ask for a deposit of at least two month's rent. If you require financial help, please contact the Finance Office at 51950539. The deposit should be put in an interest collecting account in your name.

Try to take possession of the home as early as possible in the morning so as to coincide with the delivery schedule of appliances and loaner furniture for use until your household goods arrive.

After Signing the Contract

Please let CEH have 1 copy of the lease, 2 copies of orders and your final hotel bill, a completed USAFE FORM 333, and then we can process the OHA. Again I will stress: check the information thoroughly before signing. If on your house lease there are any extra items /conditions to be included write them on the lease on both copies. I cannot express enough the importance of this!!

Moving In

Housecleaning

The Norwegians always clean a house before people move in. Unless you move in at an earlier date, the house should be spotless. When you move out they will expect the house to be left in the same condition (minus wear and tear). If you require cleaning help it is a good idea to hire a cleaning agency. These can be found in the local telephone directory under Rengjøringstjenester (cleaning firm) or online at www.gulesider.no (use the English tab). They are experts; charge reasonable prices and do an excellent job.



Trash Pick Up

When you find a house either in Stavanger, Sandnes, Sola or Randaberg kommunes you can call the following numbers to get the collecting schedule for your trash. Have your address handy when you make your call, most customer representatives speak English.

Stavanger call 5150-7000 press 1

Sandnes, call 5197-6000

Sola, call 5165-3300

Randaberg, call 5141-4100

Loaner Kits Request

PLEASE REMEMBER TO INCLUDE ALL THE ITEMS YOU NEED AS WE TRY TO MAKE ONLY 1 DELIVERY AND 1 PICKUP ON MOVING IN AND AGAIN UPON MOVING OUT. TEMPORARY ITEMS ARE AVAILABLE ON LOAN FOR 30 DAYS.

REQUEST FOR: _____

DURATION OF TOUR ITEMS	Available	Order
REFRIDGERATOR	1	
WASHER	1	
DRYER	1	
FREEZER	1	
TRANSFORMERS (1000 or 2000 watts, subject to availability)	2 per accompanied 1 per unaccompanied	
MICROWAVE	1 if available	
OIL FILLED RADIATOR HEATER 200W	1	

The Housing Office will not provide appliances if the landlord provides these items to your residence. Exemption may be given on a case-by-case basis, and must be approved by the CC or his designated representative.

30-DAY LOANER KIT ITEMS

Dining Room

Chairs, dining	4
Table, dining	1
High chair	1

Living Room

Table, coffee	1
Table, end	1
Sofa 3+2	1
Lamp, floor	1
Lamp, desk	1
Lamp, small	1 per night stand

Bedroom

Bed, single	1 per family member
Crib	1 per infant
Chest, four drawer	2 per family
Night stands	2 per family

MISC ITEMS

44 Piece Tableware kit	Plates, Cups, Flatware
50 Piece Kitchen set	Items Below:

Kitchen Utensils and dishes to include: cutting boards, plastic food storage set, frying pan, pot w/lid, serving dishes, can opener, garlic press, cooking spoons, hot pads, grater, knife set, measuring cups, mixing bowls, peeler, mug, scissors, spaghetti fork, spatulas, strainer, timer, whisk, and wine opener. It is mandatory to do an inventory before turn in.

ATTN! NB!!!! Please give housing at least one-week notice, of when you require delivery or pickup of loaner kits. Deliveries are made preferably Thursday 08.00 -12.00 during the summer time. Please be available to sign for these items.

_____ I understand that I am subject to disciplinary action under the UCMJ or appropriate civilian personnel regulations should I not be at my quarters during the period scheduled for this appointment unless I have previously notified CEH in time for them to reschedule the appointment. In addition, I understand I may be held financially liable for the cost the government incurs as a result of the missed appointment. Items returned are requested to be in a condition that you would like to have them.

MEMBERS ARE RESPONSIBLE FOR THE CARE AND NORMAL UPKEEP OF ALL FURNISHINGS AND APPLIANCES ISSUED TO THEM AND WILL BE HELD FINANCIALLY LIABLE FOR LOSS OR DAMAGE WHICH OCCURS THROUGH NEGLECT OR IMPROPER USE. (DoD 7200.11, *Liability for Government Property Lost, Damaged or Destroyed* and AFMAN 23-2200 *Reports of Survey for Air Force Property Para 1.4.2/3*)

Size of Loaner Appliances

 <p>Electric Oil Filled Radiator</p>	<p>Portable heaters 230V 2000W</p>		
 <p>Fridge</p>	<p>Size overall</p> <p>height length width</p> <p>62.60" 23.62" 23.62"</p>	<p>Inside size: fridge</p> <p>Height length width</p> <p>55.91" 17.72" 20.87"</p>	
 <p>Freezer – 265 Liter</p>	<p>Size overall</p> <p>height length width</p> <p>35.43" 27.56" 35.58"</p>	<p>Size inside freezer</p> <p>Height length width</p> <p>29.13" 18.90" 23.23"</p>	<p>Size inside quick freezer</p> <p>height length width</p> <p>18.90" 18.90" 9.84"</p>
 <p>Washer</p>	<p>Size overall</p> <p>height length width</p> <p>32.68" 23.62" 23.62"</p>	<p>Size inside</p> <p>Door Ø=11", 12.13 lbs 48 ltr</p>	
 <p>Dryer</p>	<p>Size overall</p> <p>height length width</p> <p>32.68" 23.62" 23.62"</p>	<p>Size inside</p> <p>Door 15.3x11.42", 13.23 lbs</p>	
 <p>Microwave 750 W</p>	<p>Size overall</p> <p>height length width</p> <p>13.11" 17.64" 20.79"</p>	<p>Size inside</p> <p>Height length width</p> <p>11.22" 15.19" 17.95"</p>	<p>Volume inside 18 ltr.</p> <p>Dish Ø=10.7"</p>

Loaner Kit Extension

I verify that I have been granted a loaner kit extension to extend from 30 days to the length of my tour, with the understanding that if at any given time the loaner kit is required, it will be turned into the housing office within 24 hours, and that these items must be returned in a clean condition. Any loss/ damage to these items must be reported to CEH on an USAFE Form 432, Loss and/or damage of Government Owned Furnishings Report immediately, and payment will be required to cover this cost (less respective wear & tear). I have read this statement and accept and fully understand these conditions.

The items I have in my possession are as listed below:

- | | |
|---------|----------|
| 1)..... | 2)..... |
| 3)..... | 4)..... |
| 5)..... | 6)..... |
| 7)..... | 8)..... |
| 9)..... | 10)..... |

Member's signature.....

Housing Officer.....

Date.....

Landlord (Agent) Certificate

Substitute USAFE Form 113 Part I - Concerning Government-Owned Furnishings

TO WHOM IT MAY CONCERN

The tenant agrees to pay all charges against U.S. Government property issued to him/her. The landlord/agent agrees that all U.S. Government issued furniture/ supplies (sofa, beds, dressers, dining table, chairs etc.) will not be held in lieu of any debts incurred by the tenant. Further, in case of emergency, the landlord/agent agrees to permit a Government representative to enter the premises and remove such U.S. Government property.

.....

ERKLÆING OM EIENDOMSRETT I UTLÅN AV US-EID UTSTYR

TIL DEN DET MÅTTE ANGÅ

Leietaker er ansvarlig for all utgifter som påløper som det utstyr nevnt (sofa, stoler, bord, senger, kommoder osv) I denne erklæring, varer som eies av den amerikanske stat og er utlånt til leietaker. Utleier godtar at det utstyr listet I denne avtale ikke kan benyttes som sikkerhet eller til dekning av utestående fordringer mot leietaker. Videre, I nødstilfelle, gir utleier tillatelse til at representant for den amerikanske stat blir gitt adgang til utleieobjektet for å hente det utstyr nevnt I denne avtale.

Tenant PRINTED Name (Last, First, MI)
Leiertaker's navn

Local Address/address

Tenant /Leietaker's Signature

Dato

Utleier /repr. Navn m/ blokkbokstaver _____

Utleier /repr. Signatur _____ Dato _____

Substitute USAFE Form 113

Government Appliances and Satellite Dish Authorization

Substitute USAFE Form 113

PART 2

I hereby authorize the installation of the following Government owned appliance(s) (Whirlpool washer, dryer, refrigerator, and deep freezer) at the mentioned address and certify that connections are available for these appliances. (All appliances are Norwegian 220 volts). I also authorize installation of a separate satellite dish for receiving Armed Forces Network (AFN).

I also agree that U.S. Government appliances will not be held in lieu of any debts incurred by the tenant and, in case of emergency, permit a government representative to enter the premises and remove such Government property.

.....

US HVITE VARER

Jeg gir herved tillatelse til instalasjon av følgende utstyr, (Wirpool Vaskemaskin, tørketrommel, kjøleskap og Gram fryseboks) varer som eies av den amerikanske stat, på overnevnte adresse. Videre bekrefter jeg at det er tilkoblingmuligheter for det utstyr listet I denne avtale (alt utstyr er beregnet for 220v). Jeg gir også tillatelse til å innstallere en egen Parabol antenne for å motta Armed Forces Network (AFN).

Jeg godtar at utstyr av den amerikanske stat ikke kan benyttes som sikkerhet eller til dekning av utestående fordringer mot leietaker. Videre, I nødstilfelle, gir jeg tillatelse til at representant for den amerikanske stat blir gitt adgang til utleieobjektet for å hente utstyr nevnt I denne avtale og som eies av den amerikanske stat.

Utleier/ repr. Navn m/blokkstaver _____

Utleier/repr Signatur _____

Dato/Date _____

Tenant's Name/Leietaker's Navn _____

Address/Adresse _____

Substitute USAFE Form 113

Care of Appliances

Dear Customer

Please help us look after the Government-owned appliances you were issued. They are a valuable asset. Please retain all instruction booklets and manuals so they can accompany the appliance when it is turned in. Upon turn-in all faults or problems should be reported. All appliances should be disconnected before pick-up by 426 ABS personnel. All appliances must be easily accessible for pick-up. All cleaning and defrosting must be completed before pick-up, as a return trip will be charged directly to you. Plan ahead when turning in appliances. Make sure you have all required cleaning materials. The following should help you to understand our standards and meet them:

REFRIGERATOR: Will be cleaned on interior and exterior, removing stains, food particles, grease etc. If the freezer section requires defrosting, do not use sharp instruments to remove the ice. The interior walls are easily punctured, and some of the punctures cannot be repaired. Damages will be charged customers against negligent. Plan ahead, cleaning and defrosting can take up to 4-5 hours or longer. When cleaned, polish exterior and interior with a soft cloth, for a streak free finish. Do not close refrigerator once cleaned, as this can cause an unpleasant odor. Block the door open at least one inch to allow the air to circulate.

WASHER: To be cleaned on exterior and interior. All removable parts, should be removed, cleaned, and replaced. Soap dispenser should be free of all residues. All water should be removed. In the front at the bottom of the washer there is a tap that you twist to get out the remaining water. The drum and agitator shall be free of water spots and soap film. Wipe interior dry with a clean cloth. Wipe exterior with a soft cloth.

DRYER: To be cleaned on interior and exterior. The drum should be cleaned following the manufactures recommended procedures. The lint filter should have all lint removed, and be cleaned. The drawer that contains the condensation water should be empty. After cleaning, dry with a soft cloth.

Basically this will not be a white glove inspection, but we do expect the appliances to be picked up in a condition, that you yourselves would be happy to receive them.

MEMBERS ARE RESPONSIBLE FOR THE CARE AND NORMAL UPKEEP OF ALL FURNISHINGS AND APPLIANCES ISSUED TO THEM AND WILL BE HELD FINANCIALLY LIABLE FOR LOSS OR DAMAGE WHICH OCCURS THROUGH NEGLIGENCE OR IMPROPER USE. (DoD 7200.11, Liability for Government Property Lost, Damaged or Destroyed and AFMAN 23-2200 Reports of Survey for Air Force Property Para 1.4.2/3)

Thank you
426 ABS/ Housing Referral Office

Care and Maintenance of Furniture

THE FOLLOWING HINTS ARE INTENDED TO BE HELPFUL IN THE CARE AND MAINTENANCE OF FURNITURE.

1. TREATMENT OF SPOTS, STAINS AND SCRATCHES ON WOODEN PARTS.

- a) WATER SPOTS : Apply heat and moisture by placing a warm iron over a damp blotter. Use brief application and repeat until the spot has disappeared.
- b) ALCOHOL SPOTS : Rub area with finger dipped in wax, silver polish, boiled linseed oil, or with a slightly damp cloth with ammonia.
- c) INK STAINS : Clean with cream wax or with damp cloth (DO NOT RUB) These stains, stains cannot be removed if they have penetrated the wood.
- d) HEAT MARKS : On varnish or shellac finish, a dampened cloth with turpentine will remove white heat marks.
- e) MILK STAINS : Clean with a cream wax and repolish the wood. To hide the stain, use the same as recommended under “alcohol spots”

2. REMOVAL OF SPOTS FROM UPHOLSTERY

- a) CANDY : Sponge with clean water.
- b) GUM : Rub lightly with an ice cube then scrape or rub until the gum is removed.
- c) COCKTAILS : Sponge at once with a cloth dampened in mild soapsuds and rinse with a clean cloth
- d) COFFEE/TEA : Follow procedures for “cocktails” if this does not work, try steaming.
- e) INK : Blot the soiled area then sponge with lukewarm water or milk. If the stains remain; make a solution of one part denatured alcohol and two parts water and sponge again.
- f) LIPSTICK : Sponge with diluted alcohol (2-water/1 alcohol)

ATTN! NB! CLEAN SPOTS IMMEDIATELY, THEY ARE EASIER TO DEAL WITH FRESH!

TV Cable and Satellite Providers

There are a lot of different providers for satellite TV and cable TV, check what's available in your area. In some areas you may get fiber optic or cable, and some areas you may have to have a satellite dish for TV channels.

DISCLAIMER: Information provided about local vendors is for information purposes only. The 426th ABS Housing Office does not recommend or endorse any of the vendors listed.

GET (formerly called UPC) Dealers in Stavanger. www.get.no Phone 02123



GET Decoder



Internet



Broadband phone



Belltech Computer AS

Boganesveien 119 (Gausel sentrum), 4032 Stavanger

Ph: 51 81 04 44

Hours: Mon-Fri 08.30-17.00, Sat 10.00-13.00



Playcom Madla

Madlatorvet (Madlaveien 247), 4042 Hafrsfjord

Ph: 51 93 31 00

Hours: Mon-Fri 09.00-19.00, Sat 09.00-16.00



Playcom Tvedtsenteret

Tvedtsenteret (Lagerveien 2), 4033 Stavanger

Ph: 51 80 10 81

Hours: Mon-Fri 10.00-20.00, Sat 10.00-16.00



Playcom Maxi

Maxi Stormarked (Graversveien 7), 4306 Sandnes

Ph: 51 62 44 50

Hours: Mon-Fri 09.00-21.00, Sat 09.00-18.00



Playcom Vågen

AMFI Vågen, 4306 Sandnes

Ph: 51 60 71 60

Hours: Mon-Fri 10.00-20.00, Sat 10.00-17.00

DISCLAIMER: Information provided about local vendors is for information purposes only. The 426th ABS Housing Office does not recommend or endorse any of the vendors listed.

Example Digital Basic Package from GET (formerly called UPC) for updated information, please go to <http://www.get.no/web/produkt/digitalTV/Kanalside>

Get® digital tv - programpakker

Mer tv • Bedre tv • Enklere tv

Digital basic kr 169,- (289,-)*

Som digital-tv kunde hos oss kan du se de beste filmene lenge før de kommer på andre kanaler! Noen tastetrykk er alt som skal til for å bestille dine favorittfilmer. Pris pr. stk. kun kr 39,- for spillefilmer eller kr 45,- for erotiske filmer.

+Total digital kr 199,-

Favoritt: Utvid din digital basic pakke med noen av favorittkanalene fra total digital. Kr 65,- for 2 kanaler, kr 115,- for 4 kanaler og kr 165,- for 6 kanaler.

Ekstra kanaler som kan bestilles i tillegg til digital basic eller total digital

TV 1000

Inneholder 6 kanaler. Kr 219,-

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CANAL+

6 kanaler for kr 249,-	3 kanaler for kr 199,-	2 kanaler for kr 229,-

Minimeny

velg deg 1 eller flere av disse kanalene:

* Kun tilgjengelig i Oslo.

Minimeny for voksne

velg deg 1 eller flere av disse kanalene: kr. 75,- pr. stk.

Asiatiske kanaler

Asiatiske, pakistanske og indiske tv- og filmkanaler av høy kvalitet.

Kr 179,-	Kr 179,-	Kr 179,-	Kr 179,-	Kr 179,-

Les mer om kanalene på www.get.no

Ekstra dekoder kr 169,-. Etableringsgebyr kr 495,- (engangsbeløp). Administrasjon- og faktura gebyr kr 28,-. eFaktura kr 0,-. 12 mnd. bindingstid. Alle priser gjelder pr. måned dersom annet ikke er spesifisert. Prisen i parentes gjelder kun for kunder som ikke har fellesavtale med Get® gjennom sin boligsammenslutning. Gjeldende vilkår finnes på get.no eller fås ved henvendelse til kundesenteret, tlf 02123. Get® tar forbehold om trykkfeil og eventuelle endringer i pris og kanalutvalg i abonnementsperioden.



Example LYSE fiber-optic TV package www.lyse.no Phone 5190-8090 Hours Mon-Fri 0800-2000
for updated information, please go to
<http://www.lyse.no/getfile.php/www.lyse.no/Altibox/TV/Dokumenter/Kanaloversikter/Kanalpakker.pdf>

Tv-basispakke

Lokale tv-kanaler (inkludert i tv-basispakke)

NRK Rogaland, NRK Østlandssendingen, NRK Østafjells, NRK Østnytt, NRK Nordnytt, NRK Nordland, NRK Midtøst, NRK Møre og Romsdal, NRK Østfold, NRK Sørlandet, NRK Vestlandsrevyen, TV Innlandet, TV Aftenbladet, TV Haugaland, NRK Rogaland 24, TV-adressa, VF 24, DT TV, EB, TV Sydvest, Haugesunds Avis, FVN TV, btv

Radiokanaler (inkludert i tv-basispakke og Viasat Underholdning)

NRK P1, NRK P2, NRK P3, P4, Kanal 24, NRK Stortinget, NRK Alltid Nyheter, NRK MP3, NRK Alltid Klassisk, Scandinavian Satellite Radio

Viasat Underholdning²⁾

²⁾ Ved kjøp av Viasat Underholdning får du NRK1, NRK2, NRK3, NRK Super og TV Norge inkludert fra Altibox. TV2 kan kjøpes som en egen TV2-pakke kan sammen med Viasat Underholdning. TV2-pakken inkl. TV 2 TV 2 Zebra, TV 2 Filmkanalen, TV 2 Nyhetskanalen. ³⁾ Med forbehold om etablering av HD-tilknytting.

Tv-videdet pakke

Tv-kanalpakke: Musikk

Canal +

Canal + Film

Canal + Sport

Canal + Total

Tv 2 Sport⁴⁾

Viasat Golf

Rikstoto

Tv-kanalpakke: HD⁵⁾

⁴⁾ Med forbehold om etablering av HD-tilknytning.

Tv-kanalpakke: Reise/ oppdagelse

Tv-kanalpakke: Dansk/ tysk

Tv-kanalpakke: Flervalg⁵⁾

Tv-kanalpakke: Underholdning

DISCLAIMER: Information provided about local vendors is for information purposes only. The 426th ABS Housing Office does not recommend or endorse any of the vendors listed.

Satellite dish providers You may sign up at all big electronic stores for satellite service; however you will need the Norwegian D-number for signing up.

Canal Digital www.canaldigital.no Customer service Phone 06090, kundeservice@Canaldigital.no Example of a family package:



Viasat www.Viasat.no Phone: 815 22 022 e-mail: kundeservice@viasat.no
Example of a Viasat package:





NATO UNCLASSIFIED



Updated as of 29.09.2007

This letter contains information on how to order phone and internet services from Telenor. The Host Nation Support Office in Community Support has established an agreement with Telenor that NATO members (Including Support Elements) may order these services a lot easier then in the past, and without meeting the normal "problems" related to D-Numbers and proof of employment etc.

There are two ways in which Telenor can receive your order;

Alternative One;

The order is sent on the following email: nato.bestilling@online.no using the order sheet attached with this letter. This is the easiest approach for newcomers.

Alternative Two;

Fixed Telephone/Internet: Call to 05000 or via the website www.telenor.no In addition to this a proof of employment must be faxed to 62 82 23 60. The Host Nation Support office can issue such a paper.

Cell phone: The order is called in on 09000 or done via the web on www.telenor.no in addition you must fax a confirmation on your employment on faks: 850 28 387 or send it on email to: mobil-kredittavdeling-rorvik@telenor.com

If you require any assistance with ordering these services from Telenor or any other company please contact Host Nation Support, we are located in the Community Support Building at the Joint Warfare Centre.

Office telephone: 51 34 22 92

NATO UNCLASSIFIED



Telenor subscription form NATO



Personal Information	
First Name:	
Last Name:	
Street Name:	
House Number:	
House Letter (If any)	
Post number:	
Post Area:	
Contact email:	
Contact phone:	
D- Number:	

INTERNETT	Subscription type (<i>links on the bottom of the page</i>)	
Internett Subscription Type*		
Modem requirement (write an X on type)		
ADSL Router Modem -		
ADSL Modem with built in router -		
I have my own modem -		

TELEPHONE	Subscription type (<i>links on the bottom of the page</i>)
Fixed Telephone (House) *	
Broadband Telephone *	
Mobile Telephone *	

- Remember to specify which subscription you want, information about the different subscriptions and updated prices you will find on the following links:

Internet: <http://privat.telenor.no/internett/abonnement/adsl.go>

Fixed Telephone: <http://privat.telenor.no/telefoni/fasttelefoni.go>

Broadbandphone: <http://privat.telenor.no/telefoni/abonnement/brebandstelefoni.go>

Mobile / Cellphone: <http://telenormobile.no/abonnement.do>

(Please note that some of the links are very different and you must write them exactly as above for them to work)

Security Deposit

The landlord-tenant law allows for a tenant deposit up to a total of six months rent including any advance payment of rent. The security deposit will cover any claim arising out of this lease, unless the two parties have agreed to limit the scope of the security deposit.

The most common reasons for the landlord to claim payment from the security deposit are:

Lacking rent payment

Improper cleaning of the lease object

Damage to the lease object or inventory

Since the maximum security deposit is based on a total of six months rent, for your convenience, we recommend that the lease agreement should state: "Security deposit will not be adjusted if the agreed rent is adjusted upwards".

The common security deposit is deposited into a special bank account. The tenant establishes the account and it is only valid when the landlord has put his signature on the bank provided document. The amount deposited cannot be controlled by any of the parties unilaterally during the lease. The interest earned on the amount belongs to the tenant and is under the tenant's control (for example, withdrawal of the interest amount).

After termination, both parties can demand to take control over the funds. If the tenant demands control over the funds and has obtained the landlord's approval in writing, the bank is obligated to pay out the amount to the tenant. If the landlord's signature is missing on a tenant's request, the bank that holds the deposit will notify the landlord and give the landlord one month to object to the claim. The landlord will have to prove that the landlord has taken legal action against the tenant. Receipt of such documentation legally requires the bank to keep the security deposit until the situation has been finally settled (judgment or other proof of settlement). If the landlord fails to provide such documentation within the time allotted, the bank is obligated to release the funds to the tenant.

Ask your bank for detailed information!

APPROVAL OF HAND OVER/RELEASE OF SECURITY DEPOSIT ACCOUNT

*The security deposit in the amount of NOK _____ in account number _____
with (name of bank) _____ can be released to (Name of
tenant)_____, tenant, concerning the security account established concerning the
lease object located at (address)_____.*

I have received possession of the described lease object in a timely manner and have accepted the lease object's condition.

By my signature below, I hereby approve release of the above described security account, I have no known claim against the tenant or the lease object.

Place and date: _____

Landlord

Name: _____

Signature: _____



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 501ST COMBAT SUPPORT WING (USAF)

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: 426th ABS/CEH
Unit 6615
APO AE 09706

SUBJECT: Advance for Security Deposit

Security deposit. **Your landlord may ask for a 1-3 months rent security deposit. Deposit this money in a special security deposit bank account. The account will be in your name and the interest will be yours. However, you will need the landlord's concurrence to take money out of the account. When you move out of the house, the security deposit is meant to cover damages and poor cleaning. The remainder of the security deposit must be released to you within 60 days after the lease is terminated, unless there is a continuing dispute. Contact FMF for a possible advance to cover the deposit.**

Name: _____ SSN#: _____

Permanent Duty Station: _____ Order Number _____

Moving in Date: _____ Duty Phone# _____

IAW the lease agreement dated _____ the landlord requests _____ month/s

Security deposit for his property at _____

_____ Norway, for NOK _____.

"I CERTIFY THIS INFORMATION IS TRUE AND CORRECT."

Members signature: _____ Date: _____

I certify landlord is requesting _____ month/s security deposit IAW lease agreement

between (member) _____ and

(Landlord) _____

and I confirm the moving in date is _____.

426 ABS/CEH Signature: _____ Date: _____

WILLIAM KOLNES, CIV, USAF
Housing Management Assistant, 426 Air Base Squadron

Useful Websites

426 ABS Services <http://www.426services.com>

Individual Overseas Housing Allowance (OHA) Location Code NO021,
<http://www.defensetravel.dod.mil/perdiem/ohaform.html>

EM-1 Boligleie
<http://www.boligutleie-stavanger.no>
Kvitsøygt. 15, 3rd floor
4014 Stavanger
boligleie@em1.no
Phone +47 51 95 90 30

Goodliving
www.goodliving.no
Verven 18
4018 Stavanger
Mail: post@goodliving.no
Phone: +47 40 00 38 52

Skagen Housing
www.skagenhousing.no
Olav T. Johanson
Kiellandstien 13
4045 Hafrsfjord
Mail: post@skagenhousing.no
Ph: +47 51 54 90 88

Utleiemegleren
<http://www.utleiemegleren.no>
Østervågkaiaen 21
4013 Stavanger
Mail: stavanger@utleiemegleren.no
Ph: 51501120

mail:

Local Newspapers

The local newspaper: <http://www.Stavanger-aftenblad.no/>
Norway Post <http://www.norwaypost.no>

Local Community Sites

Stavanger Kommune <http://www.stavanger.kommune.no/>

The county: <http://www.rogfk.no>

The Norwegian Government: <http://www.norway.no/Default.asp?>

The Norwegian Government in US: <http://www.norway.org/>

Virtual Stavanger <http://www.virtualstavanger.com>

The Stavanger Convention Bureau: <http://www.destinasjon-stavanger.no/>

Stavanger WEB: <http://www.stavanger-web.com>

S.P.I.N. - Stavanger Partner Information Network <http://www.spin.no>

Stavanger Map Guide <http://www.stavanger-guide.no>

Stavanger Clickwalk <http://stavanger.clickwalk.no/indexe.html>

Current Time in Stavanger <http://www.timeanddate.com/worldclock/city.html?n=289>

Stavanger Weather <http://weather.yahoo.com/forecast/NOXX0035.html>

COMMONLY USED TERMS ON PROPERTY WEBSITES

Another website that you may consider visiting is <http://www.finn.no/>. This site has sections for all types of items for sale or lease, from tractors, boats, cars, etc to houses. Although this site is in Norwegian only, we've listed some common translations of real estate terms below. To look for housing, firstly click <http://www.finn.no/eiendom/>. This will allow you to enter the residential accommodation portion. Then click <http://www.finn.no/finn/realstate/lettings/browse1> (or the **Leiemarkedet** (lease market) sub-site). Then choose **Rogaland** and then the municipality that you wish to look at.

Note that refundable security deposits are required at the commencement of leases and that they could be anywhere from 1/2 to 2 months rent. Generally, you are responsible for any furniture or appliances that the landlords leave, and for electricity or natural gas use, for telephone, internet and cable or satellite TV costs. You may also be responsible for exterior cleanliness including gardening.

Norwegian	English
annonserer	advertisement
alle	all
barnevennlig	child-friendly
bolig	residential
boligareal	size of house (in sq meters)
bydel	part/area of town
dusj	shower
eiendom	property
eiendomstype	type of property
enebolig	single home
e-post adresse	email address
etasje	floor/level
gang	hall(way)
garasje	garage
hjelp	help
kontakt (oss)	contact us
kar	bathub
kart	map
kjelleren	basement/cellar
kjøp	buy
kjøpe bolig	buy a property
kommune	district
leieperiode	lease period
leielighet	flat/apartment
linker	links (to other sites)
loftstue	living room in attic/ upper level
megler	estate agent
navn	name
område	area
oversikt	overview
peis/ildsted	fireplace
post til oss	email us
poststed	post code
pris (fra) (til)	price (from) (to)
rekkehus	terrace house
salg	sale
søk	search
søk etter bolig/eiendom	search for a property
soverom	bedroom
til leie	to lease
til salg/ for salg	to sell / for sale
tlf dag/kveld	telephone day/evening
tomt	land for sale
(u)moblert	(un)furnished
utgang	exit
vaskerom	laundry room
velg	choose
vertikaldelt bolig	semi-detached/townhouse
vis (boliger)	show (properties)

GOOD LUCK IN YOUR NEW HOME

We do hope that you will enjoy your new home. **N**orway is a beautiful country, and you should use your time here to explore the wonderful countryside, the mountains and fjords, and all the while we hope you enjoy your time in Norway.

The 426th Housing Office

Receiving receipt for housing package

I verify that I have received and briefed in the Moving in Housing information by the housing office; I also understand my responsibility to actively seek housing as listed on page 5:

Within the first 10 days, the service member should view a minimum of two houses. During the subsequent 10-day increments, the service member should view at least additional five listings. If permanent housing has not been secured, necessitating a third 10-day increment, the service member must meet with a Housing Management Specialist or Housing Manager to justify additional TLA claims.

Personal preference issues such as pets, furniture limitation, school district etc. are not justification for an extension beyond 30 days. Under normal circumstances, TLA extension will not be allowed when referral listings are available within service member's bedroom entitlement, Overseas Housing allowance (OHA) ceiling, and commuting distance as determined by the Housing Manager.

Additionally I understand that any communication/negotiations between myself and the realtor agent/landlord should be conducted via email and include a courtesy copy to the Housing Manager (william.kolnes.no@stavanger.af.mil)

I have read this statement and accept and fully understand these conditions.

Member's Name (block letters).....

Member's signature.....

Date.....