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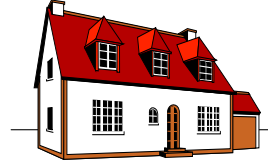
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Welcome to RAF Alconbury

INTRODUCTION

It is our sincere hope that your stay here will be a pleasant one. The limited number of existing on-base housing units make it impossible to house all military families on base. The information contained in this brochure is designed to make your transition as smooth as possible and to help familiarize you with local customs and laws. It will answer a lot of your questions, please read it. If after reading it, you still have questions, please do not hesitate to contact our Referral Specialist at 268 3450 or 3451.

You must in-process through the Housing Office prior to seeking off-base housing. This is very important due to the fact that this is a foreign country with special laws and customs. Our Counselors will brief you on the local economy, customs, tenancy agreements, OHA, and TLA entitlements. If you have any comments or suggestions, please take the time to complete a customer survey form located in our lobby. Be assured, the Housing Management Staff are continuously seeking ways to provide better service to you, our customer. Again, welcome and enjoy your tour in the United Kingdom. We know that as members of the United States Armed Forces and the civilian components, you are aware of the importance of following common courtesies and local customs to assure our reputation as a good neighbour.

HOUSING MANAGEMENT STAFF

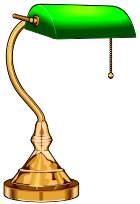
Welcome to the United Kingdom

We hope your tour in the tri-base community area of RAF Molesworth, RAF Alconbury and RAF Upwood will be one of the most pleasurable and memorable of your career. The United Kingdom can be a wonderful adventure, a discovery, a thrill of a lifetime, but will depend on you. Shopping is a wonderful experience in the United Kingdom. There is a large selection of pottery, fine china, crystal, woollens, collectables, and antiques.



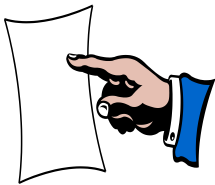
There are the small market towns of Huntingdon, St Ives, St Neots, Thrapston, Ramsey and Rushden. There are larger towns of Bedford, Cambridge, Northampton, Kettering and the marvelous Queensgate Shopping Center in Peterborough which are all nearby. Car Boot sales are a must for every bargain hunter. You will find a mixture of second hand goods and cheap market stalls. These are like yard sales or flea markets and all items are sold as seen with no returns. These are usually held on Sundays. There are also some factory outlets scattered about the country. You can find Wedgewood, Portmeirion and Royal Doulton factory shops.

If your pleasure is visiting historic sites and absorbing local culture and cuisine, you will be thrilled with the United Kingdom. There are many fine restaurants to suit every taste. There are beautiful castles, cathedrals, and historical palaces for you to visit. Huntingdon was the home of Oliver Cromwell, a prominent figure in British history.



If collecting antiques is your hobby, you have come to the right country. Collecting antiques can be a lot of fun and Britain is one of the best places to pursue or begin that hobby. There is something for everyone from inexpensive trinkets to expensive items. Stamford and Cambridge are excellent places to find antiques but there is always an antique and collectible fair or an auction somewhere close by. If you enjoy natural beauty, you will find the rural landscapes, the quaint villages, and the local pubs charming.

Finding suitable housing within your housing allowance should be your highest priority. We can help you with this task. We are located on RAF Alconbury in building 572. We can be reached by phone at DSN 268-3518.



We maintain waiting lists for government quarters, do individual counseling referencing the different housing areas, provide rental information, assist with tenancy agreements, arbitrate disputes between tenant and landlord, provide temporary loaner furniture and permanent appliances, and will assist you with any other housing related problem.

The waiting list for government quarters varies from 2 to 12 months or more, depending on your grade and bedroom category. We have government quarters located at RAF Alconbury and Brampton. All units have both 240 and 110 outlets for your convenience.

Housing Referral Services

Our goal is to provide personalized customer service and assist you in locating off-base housing quickly and easily. If you have any questions, please contact our Housing Referral Specialist at 268-3450/3451. Our hours of operation are Monday through Thursday 0830 – 1600 hours and from 0830 to 1400 hours on Fridays. We display available off-base rental properties. However, before beginning your search for off-base housing, we encourage you to attend our off-base housing briefing, which is given twice a week on Monday and Thursday at 1030 hours (appointments not necessary). The relationship between the military tenant and a landlord is important. Laws and customs regarding these relationships vary around the world. As part of our services, we provide nondiscriminatory listings of rental properties, assistance with rental negotiations if needed, and we provide assistance with resolving problems with utility connections, fees, deposits and billings when necessary. We also offer another personalized service to our customers—a driver and transportation to assist customers in their search for off-base housing.

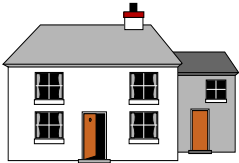


Our service also includes in-depth counseling, information about British tenancy laws and customs concerning tenant - landlord responsibilities. We prefer to prevent disputes rather than having to settle them.

Our tenancy contracts are written with a military clause allowing you to provide 30-days written notice to release you from your tenancy agreement for assignment to base housing. If you locate off-base rental property through a Property Management Company, please allow our Housing Referral Specialist to review it before you sign it, to ensure it also has the military clause.

Community Housing

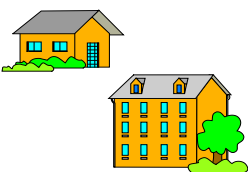
Be honest with the landlord and tell him or her how long you think you will have to wait for government quarters. Do not tell a landlord 12 months if you expect to be housed in six months.



Housing in the tri-base area is always in short supply and high in demand, especially for that rare, large sized unit. There are always a high number of people looking for off-base housing. It is a fact of life that the majority of the available rentals are smaller than most houses in the US. Housing is a very different style and size from what you are accustomed to and units do not come equipped with what Americans think to be standard, such as closets.

There are no electrical outlets in bathrooms and British appliances are much smaller than their American counterparts. Houses are constructed narrower; therefore, stairs are steeper. Normal heating is a hot water system accomplished through room radiators, which usually take up a whole wall and are normally placed under a window. It can be quite a shock when you look at your first British rental. However, they are quite warm and comfortable to live in.

We at housing understand that the search for a house can be very frustrating and will assist you in any way that our manpower allows. We are always looking for new and improved ways of doing business. If you or a family member has any suggestion on how we can make things better, please take the time to complete a customer feedback form located in our front lobby.



Our rental units are posted in our customer room on a bulletin board. We inspect every unit we list and we provide a photo of the unit. We also provide listings from local Property Management Companies. Some of these companies also provide pictures of the rental units but not all. We suggest you visit our office frequently; as new units become available quite quickly. Let everyone know you are house hunting – be aggressive by looking for housing every day. Talk to people in your section and to people who already live in the community.

Do not get frustrated if the unit you are interested in is already rented when you call about it. Remember, there is a lot of competition. As soon as we are notified a unit is rented, we remove it from our customer area. We can provide newspaper ads, names of Property Management Companies, school bus routes, and other important information to help you. Keep a list of the places you have visited so that you have a record for your TLA claim. When viewing a unit, bring your sponsor with you. They have already been successful in house hunting and can provide you personal insight and information about the local area. Remember, there may be more than one person looking at the same house. Consider only housing you can afford and do not inform the landlord of what your Overseas Housing Allowance is.



Before making a commitment, think it over a day or two and drive the route. Make sure you understand your tenancy agreement before you sign it. We are here to help you with that. Our Housing Referral Specialist is trained in what to look for in a tenancy agreement. If you have a question, please contact us immediately. The tenancy agreement (lease or rental contract), like any other contract is a binding legal document. When you sign it, you agree to all the terms and conditions therein, whether you have read and understood it or not.

A lease contract must describe the premises to be rented, what the rental cost is, when the lease begins and ends, and what will be furnished by the landlord and tenant. A military clause does not release you from providing your landlord a 30-day written notification of termination. However, it does release you from the terms of the lease upon assignment to government quarters. You still must provide the landlord the 30-day written notification of termination. After you sign the lease, keep a copy for future reference. This document establishes the terms of the contract between you and your landlord and defines your responsibilities. Reviewing these terms and responsibilities in case of a disagreement, should solve any dispute. Ensure your rent payments are current. Do not withhold rent without just cause. If an item needs to be repaired, inform the landlord or the property management company. After a reasonable time has elapsed and you have not been satisfied, contact our counselor for assistance.

Temporary Lodging Allowance

When you first arrive, you will be living in temporary quarters until you obtain permanent housing. If you are a single E1 to E4 (with less than 3 years of service), it is mandatory you reside in the dormitory. To be eligible for Temporary Lodging Allowance (TLA), you must be assigned to the tri-base area on official permanent change of station orders and you must be staying in temporary quarters such as base lodging facilities or a hotel (with a non-availability slip). If you are living in temporary quarters, you will be authorized up to a maximum of 30 days of TLA to help defray the cost of living in temporary accommodations. However, you must be aggressively seeking permanent housing. TLA is only authorized until permanent housing, either private economy rental property or government housing, is available for you to occupy.



Suitable housing is defined in the JFTR as any type of housing unit that has affordable rent, locking entrance doors, central heating system, hot and cold running water, sanitary system, connections for appliances, and is structurally sound. All quarters listed with us have been inspected and meet these criteria. TLA entitlement is based upon the availability of housing. It is your responsibility to make a concerted effort to obtain permanent housing within the allotted time.

If you have not secured suitable housing after your first two weeks, please see the Housing Referral Specialist. The counselor will provide you with assistance necessary to help you locate housing. The Housing Office administers TLA uniformly according to procedures in the Joint Travel Regulation (JFTR) and USAREUR 37-4/USNAVEUR Instruction 65-104. A Housing Counselor will provide you with a thorough briefing on your TLA entitlement when you report into the Housing Office.



You must process your TLA claim through the Housing Office at ten-day intervals. This is a very important aspect of your TLA authorization. At the end of each ten-day period, you must verify your diligence in seeking permanent housing or you may forfeit your TLA entitlement. The Housing Office will explain regulatory requirements concerning TLA entitlement.

Once you find quarters, it is your responsibility to make appointments for the delivery of household goods and contact the Furnishings Management Office for delivery of loaner furniture. You must contact the utility companies to have utilities turned on/placed in your name and occupy the quarters as soon as possible.

Extensions to the TLA entitlement are only granted for certain extreme circumstances that are beyond your control. Examples are the house cannot be occupied for some reason that is beyond your control or you are unable to find suitable housing in accordance with Air Force minimum standards. TLA is not authorized if you delay delivery of household goods or temporary government loaner furniture for personal reasons or ask to be by-passed on the government waiting list or turn down assignment to government housing. TLA extensions will not be authorized for personal convenience. Therefore, ensure your duty section allows you sufficient time to locate permanent housing.

Overseas Housing Allowance

Members entering into a tenancy agreement upon arrival at their overseas duty station are entitled to Overseas Housing Allowance (OHA) and Move-In Housing Allowance (MIHA). Overseas, the OHA is an amount paid to you in addition to your normal housing allowance to help defray the cost of rent and utilities in overseas areas. This allowance is periodically reviewed and updated based on costs reported by members. Therefore, this review may result in increases or decreases in allowances over time.



You will receive the actual amount of the rent as long as it does not exceed the maximum ceiling authorized for your rank. You must complete and submit a DD Form 2367, Individual Overseas Housing Allowance Report through the Housing Office to the Finance Office. You must complete a new DD Form 2367 whenever there is a change (stop, start, change or correction) to any data entered on the latest DD Form 2367. Please contact the Housing Management Office for the latest rental ceiling for your grade and marital status. The OHA amount will be reflected on your Leave and Earnings Statements (LES).

Military members, who buy or rent an overseas dwelling, are entitled to MIHA, which is a move-in allowance. To be entitled to MIHA a member must be entitled to OHA. It is not paid to persons moving into government quarters or the dormitory. MIHA is authorized to defray the high costs associated with moving into European style housing. The allowance is designed to pay for such items as curtain rods, telephone installation, door and window locks, and other items required to make your home habitable. MIHA is only paid for the first move-in upon arrival at a new duty station and cannot be paid for any subsequent moves. This expense is also authorized for members sharing dwellings. Once you have obtained quarters, signed your lease agreement, filled out an application for OHA at Housing, you will receive your MIHA allowance automatically in your next paycheck or shortly thereafter. These rates are subject to change. The Housing Office has the most current figures.

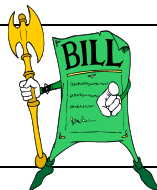


Utility Information

You will be billed quarterly for most utilities, or you may choose to have a standing order at your banking facility. The cost of utilities varies greatly depending on size of home and method of heating, etc. We advise you to take prudent steps to conserve electricity and heat. You will receive the same set utility allowance each month. However, during the winter months, you may exceed your monthly allowance. Please take this into account and budget accordingly.

Gas

British Gas – General Enquiries
British Gas – Home Movers



0845 609 1122

0845 600 6229

Electric

E.ON



0800 183 1515

Water

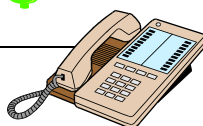
Anglian Water



08457 919 155

Phone

BT
Virgin Media (new customers)
Virgin Media (existing customers)
Cable Com (Alconbury, Chelveston and Molesworth)
Sky



0800 872 872

0845 840 7777

0845 454 1111

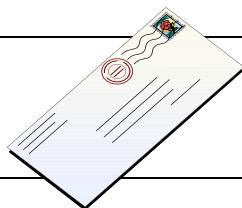
01706 358 222

08702 404 040/08705 800 874

General Information

Post Codes

Enquiries



www.royalmail.com

0906 302 1222 (50p per min)

08457 111 222 (evenings/weekends)

Television Tax

Britain requires a TV license tax:

One license per household regardless of how many TV's you have in your home. The fine for being caught without a TV license is around £1,000 pounds sterling plus the cost of your license.

Be sure you obtain your TV license prior to turning on your TV. You can purchase a license by phone on 0870 240 3352, on-line at www.tvlicenseing.co.uk or at any Pay Point outlet.

In order to receive local reception, your TV must be multi-system that receives the PAL signal. You do not need a TV license if your TV cannot pick up the British PAL signal. Military members are reimbursed for payment of TV Tax.



Road Tax

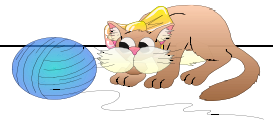
The first year of road tax is free if your vehicle was imported into Britain (shipping a vehicle from the United States to the United Kingdom). After that road tax is payable at current rates.

Military members are reimbursed for payment of Road Tax.





Pet Quarantine



Pet Quarantine

New rules established by the British government, as of 11 December 2002, will allow US service members and Department of Defense employees to avoid the standard six-month quarantine for pets when they arrive in the United Kingdom (UK) if the pets are coming from USA or Canada, as well as from authorized European Union member country such as Germany, Belgium, Norway, and Italy.

The new rules allow pet owners to bypass the country's quarantine law and save the related costs, provided they meet the strict requirements. In order to qualify for this program:

Pets must be coming from USA or Canada, or from an authorized European Union member country such as Germany, Belgium, Norway, and Italy.

The new ruling only applies to cats and dogs and the pets must have lived in the authorized country at least six months before their arrival in the UK.

Pets must travel, arrive via specific sea, air, and rail routes to the UK. These routes are available on the United Kingdom Department for Environment Food and Rural Affairs (DEFRA).

Pets must have an identification microchip implant. After receiving the implant, pets must be vaccinated for rabies with an inactivated vaccine. Regular rabies booster vaccinations must be administered.

Six months before entering the UK, the pet's blood must be tested by a laboratory recognized by the DEFRA. These are also available on the web site.

Pets must be treated for certain parasites and ticks within 48 hours of arriving in the UK.

All requirements necessary to qualify for this program, must be documented on a health certificate signed by a veterinary surgeon and carried with the pet owner to the UK.

For more information, visit the web site.

<http://www.defra.gov.uk>



Responsibilities



Residing within the local community has certain responsibilities. Your British neighbors will see you as an ambassador to Britain. Subsequently, you, your country, and the U.S. Military will be judged by your actions. As a resident in the community you will be responsible for the general appearance of the property.

You will also be held responsible for safeguarding, wherever possible, the landlord's property. Reasonable precautions must be taken to prevent water pipes from bursting during cold weather season. Further guidance is provided later in this brochure.

Should any problems arise concerning your community quarters during your tenancy, contact your landlord or agent as soon as possible before the problem has a chance to escalate. If you are unable to reach your landlord contact the Housing Office and we will assist you in making contact.

Your rent will be paid in pounds sterling and often directly to your landlord's bank account. It is your responsibility to ensure that your rent is paid on time every month. Landlords have been advised to contact the Housing Office if the rental payment is not received within seven days of the due date. Please remember, by being delinquent in your rent you may jeopardize your tenancy and possibly cause the base to lose the rental, consequently lessening the number of housing units available.

The Housing Office is here to assist you in finding and settling into your new home as quickly and pleasantly as possible. If you are experiencing any difficulty before, or during your tenancy, please do not hesitate to contact this office at 268-3450 or 3451.



The information in this brochure is important, and is designed to assist you and your family in settling easily and smoothly into your new quarters. Any questions not answered by this information can be answered by calling the Housing Office.

It is imperative that you are familiar with your lease contract before you sign it. Only sign a contract for the unit you desire to reside in. Although your rental agreement may be processed through the Housing Office, it remains a private contract between you and the landlord. A premises condition report should be completed prior to moving into the quarters to describe the conditions in which the quarters have been accepted. It is imperative that you ensure all discrepancies are documented. Failure to complete this form may result in you being held responsible for any damages claimed by the landlord and money withheld from your deposit.

Furnishing Management Office



The Furnishings Management Office (FMO) is here to assist you in the area of temporary loaner furnishings and major appliances. Our goal is to make your PCS move as painless as possible. You will be provided with a FMO Brochure to provide you the necessary information for using our services and assist you in complying with FMO requirements.

This is a full JTR area for military and DOD personnel. If you are authorized a housing allowance (OHA or LQA), you are entitled to FMO support.

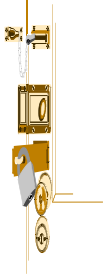


Because of the different electric voltage, we recommend you do not bring your U.S. appliances with you. You are authorized the issuance of refrigerator, stove, washer and dryer, wardrobes, microwave and transformers for the duration of your tour. Temporary loaner furniture (sofa, easy chairs, cribs, dining room set, coffee table, beds, and dressers) may be retained for 90 days or until the receipt of household goods, whichever occurs first. Loaner furniture must be picked up at the time of delivery of household goods or immediately thereafter. FMO will need a copy of your PCS orders and a copy of your tenancy agreement. FMO will advise you of the availability of the furnishings and schedule a delivery date. If you would like more information, contact FMO at 268-3505.



Security Awareness

The safety and well being of children is of utmost concern for our command leadership. It is imperative that everyone shares the responsibility of ensuring our children are not placed or involved in unsafe situations as a result of inadequate supervision. We must all work together to ensure children left at home alone, or in a supervisory role over other children, are competent and responsible. The physical, mental and emotional growth of each child is very diverse. As a parent, you must consider a variety of factors when determining a child's ability to provide self-care or care for others. Children may become involved in inappropriate behavior if left unattended. Children under ten years of age should never be left alone in quarters without proper supervision.



Get involved with your neighbors in watching out for one another. Secure all doors and windows before retiring at night or departing the area. When leaving for a short time, don't announce your absence by leaving a note on the door for an expected neighbor. Most burglars can read. Never carry identification tags on your house keys. If you leave your keys at a garage or commercial parking lot, first remove your residence keys from your key ring. Do not leave a hidden key around your front door – a burglar will find it. Unsecure property is an open invitation to any criminal. Do not leave furniture on your lawn. Use exterior lights to identify night time guests. Use chain locks or similar on doors.

Over half the stolen cars have the keys left in the ignition – always remove your car keys. Do not hide spare keys in your car. Never leave the engine running, even for a few minutes while in a friend's driveway or for a quick trip into a store. While driving, keep all your doors locked and keep purses with money in them out of sight.



Instruct family members on the procedures to follow if an intruder is discovered. If an intruder does enter your home, stay calm and try to get to a room with a telephone extension so that you may call the local police. If you cannot make it to another room, remain calm and do not fight the intruder. Let the intruder have whatever they want. Your property can be replaced, your life cannot be. Be sure all family members know the local police number and have it posted by every extension. Do not admit a stranger into your home for any reason. Be observant of strange vehicles or persons who may be observing your home and report them to the local authorities.

Be security wise. If you are going on vacation for an extended period of time, get a house sitter or have a neighbor check your home once a day to make the place look lived in.

Suggested Security Checklist

Personnel assigned to the tri-base community should use this checklist when considering an off-base residence. This is in accordance with HQ USEUCOM OPORD 99-01 dated 18 May 1999.

Consider dwellings that maximize safety and security without requiring security upgrades. _____

For single family dwellings, preference should be for perimeter wall or fence. _____

Preference should be given for off street parking – ideally secured in some manner. _____

Entrance areas and apartment hallways should be illuminated. _____

Entrances should have substantial doors (solid wood, metal framed, etc.). _____

Each entrance should have capability to permit you to identify visitors without opening the door. _____

Each entrance should have a deadbolt lock. A double cylinder lock should be used if placed with 40 inches of a glass side light or door window. Fire safety rules should be considered when installing this type of lock. _____

Accessible window openings should have a latching or locking mechanism. Shatter resistant film should be considered for windows and doors vulnerable to explosive attack. _____

Local Rental Agencies

Boler Property Management Unit 2, Royal Oak Passage High Street Huntingdon Tel: 01480 432366	Derrick Smith & Co 9 Market Street Kettering Northants Tel: 01536 482255
Vernon Property Management 1 Rookery Place Fenstanton Huntingdon Tel: 01480 464220/01480 300992 www.vernonproperty.co.uk	Bletsoe High Street Thrapston Northants Tel: 01832 732188
Covehome Ltd Orchard House, Tebbutts Road St Neots Tel: 01480 218081 www.covehome.co.uk	Prime Choice 123 High Street Rushden, Northants Tel: 01933 316131 www.primechoice.co.uk
Just Lets 46 West Street Oundle Tel: 01832 275158 www.justlets.com	Whites Oakpark Business Centre Alington Road, St Neots Tel: 01480 211188 www.andrewpeatproperty.co.uk e-mail: andrewpeatproperty.co.uk
Just Lets Huntingdon Road Thrapston, Northants Tel: 01832 735739 Mobile: 07740 927382 www.just lets.com e-mail: thrapston@justlets.com	Southams 26 High Street Thrapston, Northants Tel: 01832 735191 www.home-sale.co.uk
Timada Developments The White House Tort Hill Sawtry Tel: 01487 831411	
Pennington Properties Stukeley House, Stukeley Road Huntingdon Tel: 01480 459999 www.penprops.co.uk	



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

Dear Sir/Madam

May we introduce: -

as a prospective tenant for renting your property at: _____

at £ _____ per calendar month, who has been instructed on the base housing policies concerning economy housing and will inform this office of any arrangements made with you.

Housing Management
RAF Alconbury
Huntingdon
Cambridgeshire, PE28 4DA

N.B. All military members must arrange a prior appointment before visiting.

To: Base Housing Office
RAF Alconbury
Huntingdon
Cambridgeshire, PE28 4DA

I accept the above named individual as a tenant effective: _____

at a rental price of £ _____ per calendar month.

Signature of Landlord/Landlady/Agent

N.B. I understand the rental agreement and notice for repossession must be signed by both parties prior to occupation otherwise the protection afforded by the rent act is invalidated.