

FREQUENTLY ASKED QUESTIONS (FAQs) About Living in Privatized Housing

This document provides a sampling of answers to a number of questions raised by Air Force Members and their families regarding privatized housing. The answers are based on current Air Force Policy regarding privatized housing and are, therefore, subject to change based on revised Air Force Policy. In addition, the answers are based on the current version of the generic Air Force housing privatization Project Documents. As a result, the answers may vary when applied to a particular housing privatization project. Air Force Members and their families should discuss their specific circumstances with the privatization Property Manager and the Installation Housing Management Office (HMO) or Legal Office, as appropriate. In addition, the Tenant Lease Agreement and Tenant Handbook/Privatized Housing Brochure should be reviewed for further information. This list is not all-inclusive.

Housing Privatization Overview

Since 1996, when the Air Force privatized its first project at Lackland AFB, the Air Force has privatized approximately 81% of Air Force family housing. Project Owners (POs) own and manage the housing and strive to ensure all service members and their families receive quality housing through an aggressive program of renovation and rebuild.

The goal of privatization is to provide access to quality housing at affordable prices where Service members and their families will choose to live. This program provides private sector business alternatives to traditional military housing construction methods. Success is measured by the number of military members and their families choosing to reside in privatized housing.

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Introductory FAQs

1. How will families be impacted by the housing renovations and construction?

The PO provides a construction and renovation plan as part of the proposal that is submitted to the Air Force for approval. While circumstances may vary at each installation, demolition and renovation usually begin on vacant units first, in order to reduce the impact on families in occupied units; However, since renovation and construction can be major in scope, some families may have to move during renovation and/or construction. Typically, the PO's construction/ renovation plans include a phasing plan which describes how, where, and when Tenants will be moved from one section of housing to another. Any move required for renovation or construction will be at no expense to the tenant. The overall goal during the construction/renovation phase is that families will not be required to move more than one time.

2. What are the roles of the Air Force military Member (Target Tenant) and the Air Force in the

management and operations of privatized housing?

The Project Documents set forth the roles and responsibilities of the Air Force, the PO, and the Member. Although each Project may vary, generally, once the Project Documents are executed, the Air Force transfers ownership of the existing housing units to the PO. For the remainder of the Project, the Air Force's primary role is to provide long-term oversight of the PO's performance. The military Member enters into a Tenant Lease Agreement directly with the PO. As with any other private Tenant/Landlord relationship, the Property Manager/Landlord is the Tenant's first point of contact.

Housing Options

3. Do I have to live in privatized housing?

No. Members are not required to reside in privatized housing unless they are considered "key or mission essential". Otherwise, military Members may choose to live in privatized housing or not. The Air Force's goal is to create privatized housing neighborhoods where military Members will want and choose to live.

4. What if I don't like the options provided to me when I am offered privatized housing?

If military Members do not like what is being provided they may choose to live off base in other available private sector housing (except for "key or mission essential" personnel who would have to get permission from Installation Commander to reside elsewhere).

5. What are my options for off-base housing?

The HMO at the Installation will assist military Members by providing referral services regarding local real estate rental property listings and contacts. Keep in mind that privatized housing is a private sector housing option, like other "off-base" options. Other than home ownership, a Tenant Lease Agreement must be signed for all private sector housing choices.

6. Does privatized housing cost less than houses in the local community?

It depends on the cost of other housing options available in the local community but usually it costs less.

7. Can I remain on the base housing wait list for housing that is Government owned, managed, and maintained while living in privatized housing?

Yes if there is housing available but the Air Force goal is to privatize all CONUS housing. Please visit the HMO for more details.

8. After I fulfill my commitment to live in either base or privatized housing, can I move to the other housing type?

Yes, military Members may move from either government or privatized housing once they fulfill their agreement to the Air Force or the PO. Proper notice to vacate must be given and the move is at no expense to the government.

House Offerings

9. Will non-military families be allowed to live in privatized family housing?

It is possible; however, there are established procedures, both in Air Force policy and in the transaction documents that govern an "Other Eligible Tenant (OET) Priority List" for use when occupancy declines. If that rate (95%) is reached, the PO may offer vacant housing units to individuals on the priority placement list in order to raise the occupancy rate back to the 95% threshold. The initial Tenant Lease Agreement term for these Tenants will normally be limited to one year. The PO will generally charge such Tenants "Market Rent" (which is based on local market rent averages), but the rent for these Tenants will follow guidance in the Project Documents.

10. In Government family housing, there is Officer and Enlisted housing. Are we all going to live in the same housing areas and same types of houses?

When possible, rank integrity will be maintained in privatized housing. After the construction/renovation

phase, housing areas and types will be allocated for the different rank/grade categories. Housing assignments will continue to be based on the member's rank and bedroom requirement. In some cases, a member may remain in the same housing area or type house.

11. How will house assignments be determined and who is eligible to live in base housing?

Since this is a private enterprise, where the military Member chooses to live, the PO does not make "unit assignments" like the HMO did when the housing was Government-owned. Typically, POs are required by the Project Documents to maintain a waiting list of qualified tenants by grade category, bedroom requirements, and type of housing requested. Military members of the appropriate grade on the housing waiting list shall be considered to fill projected housing vacancies and receive offers Members either choose to accept the house and terms of the Tenant Lease Agreement, or choose to live elsewhere.

12. I am an E-3 and there are no E-3 houses available; however, I know there is a vacant senior NCO (E-7 through E-9) house. Can I live there?

POs offer houses based on a Member's entitlement. Typically, privatized houses are designated for a specific category and family size, referred to as "house-based rent". Therefore, an E-3 would not typically be eligible to live in a Senior NCO house. In some cases the Member may be eligible to "rent up" to another privatized house to obtain additional bedrooms or square footage. In this case, the Member could incur the additional cost of the higher house rent but it depends on the Project Documents. At the time the Member signs the Tenant Lease Agreement and if the rent will be higher, he/she may be required to sign an acknowledgement related to higher rent.

13. How many bedrooms do I qualify for?

Although there may be exceptions, typically no more than two persons are permitted per bedroom. POs will adhere to the requirements set forth in the Project Documents and local, state and federal laws.

14. I only have one child. Can I get a 4-bedroom house?

Yes, Members may be offered a 4-bedroom home in their category if there is no one on the waitlist and they would not have to pay extra or they may request to "rent up" to a higher category and pay additional rent "out of pocket".

Family

15. Can my child's nanny live in privatized housing with us?

The PO's policy, which typically is described in the Tenant Lease Agreement or the Tenant Handbook/Privatized Housing Brochure, may allow this. In the event the PO does permit a permanent live-in Nanny, the PO would follow HUD or local requirements for bedroom size. The Member may need to consider "renting up" to a larger house to accommodate the nanny

16. My child is disabled and the only privatized home available does not meet our requirements for disability, what are my options?

The PO is required to maintain a certain percentage of their homes as "handicapped accessible or adaptable." Ask the PO if this house is "adaptable." If the answer is yes, the PO will bring it up to "accessible" standards. You can also ask the PO if he/she has another unit that is occupied by a Tenant that does not have a disability requirement. They might be able to move the other Tenant and allow you to have the unit that meets your disability requirements.

17. Will my children be required to change school districts if we are forced to move due to construction?

Most school districts will allow a student to finish out the current school year, and some may allow the student to attend school outside the district where they reside. This requires approval from the school district, and a tuition fee (per semester) may be required.

18. My spouse and I are a "mil to mil" couple with no children and we live in privatized housing. If one of us PCS's, will the other member be allowed to remain in housing? If not, who will pay for the move?

In most instances the remaining member would be allowed to remain in housing until the end of the signed lease and would be required to pay for their move. However, ultimately it is up to the PO.

19. If my wife is pregnant, when can I move to a larger house?

Generally, the PO will try to do what is best for their families and the project while abiding by the laws they must follow. All moves made voluntarily by the Member due to change in category/entitlement (e.g., change in rank or number of dependents) are at no expense to government.

20. I am worried about the security for my family.

As a general rule, the Air Force will provide fire, police and other emergency services to housing located within the installation boundaries (proprietary or exclusive federal jurisdiction). When the privatized housing is located outside of the installation's boundaries, the local community provides fire, police and other emergency services.

21. If I go TDY for three months, will my family have to stay in privatized housing?

Members will be required to sign a one-year Tenant Lease Agreement. Generally, the Tenant Lease Agreement provides that Members not voluntarily terminate the Tenant Lease Agreement until after the mandatory one-year lease term has expired. We recommend Members discuss with the Property Manager and if necessary consult with their Legal Office for further assistance. If a Member is scheduled to PCS after completing their TDY and has orders stating this, the Member may terminate their Tenant Lease Agreement in accordance with the "Military Clause" of the Tenant Lease Agreement and move their family to their new duty station. The specific conditions and procedures for lease termination will be set forth in the Tenant Lease Agreement so reading and understanding the Tenant Lease Agreement is essential.

22. I am a pregnant unaccompanied Member and want to know if I am eligible to reside in privatized housing?

You are eligible to apply and reside in privatized housing based on the Fair Housing Act (Familial status one of the seven protected classes) if you are referred by the HMO. (Please remember that HMO still uses AFI 32-6005 when referring unaccompanied personnel and in most instances requires the Commander's approval.

23. I am married to another military person and we are getting a divorce. The dependents are on my wife's orders and I am worried I will not be able to stay in privatized housing near my children.

Personnel who are not considered "accompanied" (with dependents) are not considered eligible for privatized housing (unless K&E). You may be eligible if the PO has entered the Other Eligible Tenant (OET) Priority Wait List. Please contact your HMO for further information.

24. I'm in a relationship and looking at getting married, so will I be allowed to move on-base as a single person until I get married?

In most instances you will not be permitted to occupy privatized housing unless you are considered a "Target Tenant". However, if your PO has entered into the "OET" Priority Wait List you could be considered. Contact your HMO for further information regarding your project.

Rent/Lease/BAH/Renter's Insurance

25. My spouse and I are both military. My spouse is the senior ranking Member and collects single-rate BAH and I collect with-dependent rate BAH. How is our rent calculated?

Rent is at the "with-dependent" rate of the senior ranking military Member, less 110 percent of the average actual utilities called the utility allowance. Both Members collect BAH at the appropriate rate (with or without dependents, as applicable). The Members are entitled to retain any BAH funds in excess of the rent and utilities.

26. If two single airmen share a house, how will their rent be determined? Do they each pay half? Do they both receive full BAH?

Unaccompanied Airmen who are not housed in unaccompanied quarters on base usually receive BAH at the

“without dependent” rate, regardless of where they live. If the occupancy rate has fallen below 95% the PO is authorized to begin renting to OETs. Depending on the terms of the Project Documents, Unaccompanied Members may be eligible to share a house. Rent for the house may be “Market Rent” or something less. While the Property Manager commonly requires both Unaccompanied Airmen to sign the Tenant Lease Agreement, the airmen are permitted to divide payment of the rent as they choose. However, there may be some project-specific variations to these practices.

27. **If I PCS to a new location that has a lower BAH and receive approval for my family to stay in privatized housing for several months until the school season ends, how will my rent be calculated? Will I have to pay the difference in BAH amounts? What if I move to a higher BAH area, can I pocket the difference?**

Military Members receive the BAH rate for the station they are assigned to but members are urged to consult their military pay office for final determination. If the authorized BAH is lower than the rent for the privatized house being occupied, the Member usually pays the difference. If the BAH is higher than the rent of the house being occupied, the Member retains the difference.

28. **If I am sent on a remote assignment for a year and my family stays behind in family housing that becomes privatized while I'm away, how will BAH payments be handled?**

Prior to departing for a remote assignment, Members need to sign legal documents which grant their spouse three special powers of attorney (POAs) to: (1) enter into a Tenant Lease Agreement on behalf of the Member, (2) make decisions affecting pay (e.g. start/stop BAH), and (3) start an allotment to pay rent directly to the PO. When Military Family Housing (MFH) units are privatized, the HMO and Base Legal Office will assist the Member's spouse during the transition to establish the above three items. Per DoD FMR Vol. 7A, BAH is based on the duty location of the Member.

29. **How is the rental rate determined?**

DOD's policy on housing privatization allows rents to be based on the Basic Allowance for Housing (BAH) with the estimated cost of utilities included.

30. **How will Tenants pay their rent?**

At the time Members sign their lease they typically sign an authorization to the PO to have a third party (MAC) draw an allotment for their BAH to be paid directly to the PO as rent. The Tenant Lease Agreement spells out all relevant rent payment terms and conditions.

31. **What does my rent include?**

Rent includes refuse collection, water and sewer, common area grounds and facility care. Depending on the specific provisions of the Project Documents, basic renters insurance (Member is responsible for the payment of any deductible) and utilities may also be included in the rent. Typically, once the units are metered by the PO, electric and gas will be paid from the member's utility allowance. See "[Utilities](#)" section for additional information on the calculation of the member's utility allowance.

32. **How is rent calculated for partial months?**

Generally, rent is prorated on a daily basis (the monthly BAH divided by 30 days).

33. **I want to move into a house in the middle of the month. Is the rent prorated?**

Yes, the rent is pro-rated. The method of pro-ration is dependent upon the PO's policy (which typically is described in the Tenant Lease Agreement, or the Tenant Handbook/Privatization Housing Brochure.)

34. **Who is responsible for the start/stop for allotments for rent?**

The military Member (or his/her spouse with a POA) is responsible for signing authorization to the PO and this is usually accomplished at lease signing. (See Question "How will Tenants pay their rent?") The PO will stop the allotment at termination of the lease.

35. **Will Military Members, who wish to remain in housing that is scheduled for privatization, be required to sign a lease?**

Yes. Military Members residing in and intending to remain in the Military Family Housing scheduled to be privatized will be required to sign a Tenant Lease Agreement shortly before the Air Force transfers ownership of the housing to the PO. The Tenant Lease Agreement will become effective once ownership of the housing transfers from the Government to the PO. Residents are usually notified regarding date of upcoming lease signing and recourses if they elect not to sign a Tenant Lease Agreement with the PO. In most cases the Member will be required to vacate their quarters and pursue alternate housing arrangements.

36. Regarding the “Intent to Sign” Agreement, can we read the lease beforehand?

Yes. Once the Highest Ranked Offeror is known and briefed to Congress, they we will begin working with the HMO to ensure all Tenants are able to review the lease prior to signing. Additionally, it is important for residents to understand, the Tenant Lease Agreement will be approved by the Air Force, including our attorneys, to ensure the requirements and protections are balanced for the Tenant and the PO. This cannot be said for Tenant leases in the local community.

37. If I cannot find housing off-base to relocate to by project closing, do I have to sign a 12-month lease?

Yes, if you are not relocating off base before transaction closing date, you will be required to sign a 12-month lease with the PO. You then have the choice to pay any penalties included in the lease for breaking the lease or relocate now to temporary quarters (i.e., lodging, hotel off base or temporary apartment accommodations) until you locate something more permanent.

38. Will current housing residents have the option to vacate before privatization occurs and before their one year obligation to remain in Military Family Housing expires?

Yes. See the Installation HMO for further information.

39. Under what terms can the Military Member terminate the Tenant Lease Agreement and vacate the house? PCS orders only? What if the Member chooses to purchase a home in the area; will the Tenant Lease Agreements restrict these decisions?

Members are required to sign a one-year Tenant Lease Agreement and generally, Members may not voluntarily terminate the Tenant Lease Agreement, but must reside in the house until the Tenant Lease Agreement has expired. However, early termination will be permitted under the “Military Clause” of the Tenant Lease Agreement when specific conditions are met. In addition, the Member’s Tenant Lease Agreement may permit early termination for various other reasons but may impose a termination fee. The specific conditions and procedures for terminating the Tenant Lease Agreement will be set forth in the Tenant Lease Agreement, so reading and understanding the Lease is essential.

40. If the Installation Commander bars my children from the installation will this enable me to break my Tenant Lease Agreement?

Generally, no, but the Tenant Lease Agreement will typically explain under what conditions the lease can be terminated. The specific procedures for terminating the Tenant Lease Agreement will be set forth in the Tenant Lease Agreement so reading and understanding the lease is essential. In addition, the PO’s Tenant Handbook/Housing Brochure should be reviewed for termination procedures. We recommend consulting the Property Management Office for further assistance. This also applies to Members wanting to terminate the unit to purchase a home.

41. Is there a military clause in the Tenant Lease Agreement?

Yes. The Member’s Tenant Lease Agreement for privatized housing contains a Military Clause.

42. How long is the Tenant Lease Agreement term?

The initial term for a privatized house is one year and usually converts automatically to a month-to-month basis depending on the Tenant Lease Agreement renewal provision.

43. What constitutes “normal wear and tear” for damages? Who works on my behalf if I think that the PO is trying to overcharge me?

First, military Members will need to review the PO’s policy (which typically is described in the Tenant Lease Agreement or the Tenant Handbook/Privatized Housing Brochure) for what is excluded as “normal wear and tear” and constitutes damages, how damages are calculated, and the procedures for collection. Members

should also attempt to first work out any disputes directly with the Property Manager. However, in the event that both parties cannot come to a mutual agreement, the installation HMO is available to mediate any dispute between the Tenant and Property Manager.

44. **What would warrant an eviction from the house, and who has the authority to evict me?**

The Property Manager initiates all eviction proceedings for failure to comply with provisions of the Tenant Lease Agreement. The Installation Commander does not have the authority to evict anyone from privatized housing; it is not under control of the Air Force. However, the Installation Commander does have the authority to ensure good order and discipline on the installation and therefore, may bar any person from the installation, even if they are party to a Tenant Lease Agreement.

45. **Are there any out-of-pocket expenses?**

A Member may incur out-of-pocket expenses for items such as, though not limited to, his/her decision to obtain additional renter's insurance coverage, consumption of more than 110 percent of the average estimated/actual utilities costs for the house type, damages beyond fair wear and tear, etc.

46. **Do I need to retain or purchase renter's insurance if this is included in my rent?**

The insurance the project provides every renter covers approximately \$20,000 and in most instances, this will not provide full coverage for renter's belongings. It is recommended every renter continue or purchase additional renter's insurance to ensure their personal property is fully covered; regardless of where the member lives.

47. **If I already have renter's insurance will I get reimbursed for the BAH renter's insurance if I don't want it?**

The renter's insurance is included and will not be reimbursed to individuals.

48. **Will my original housing condition inspection report be transferred to the PO when they take over?**

Yes. Complete housing files will transfer from the current HMO to the PO.

Moving

49. **Who will pay for the move if the Member chooses to vacate privatized housing?**

Generally, if a Member chooses to vacate privatized housing it is at no expense to the government.

50. **Will the Government pay for my move from the local area into privatized housing?**

Yes. Members are authorized one local government-paid move into privatized housing after PCS.

51. **When the Government moves me, I know what services are included (pack-up, move, unpack). Are the same services included if the PO has to move me?**

Usually, the PO is required to provide the same level of services that the government provided.

52. **Will I be required to move more than once?**

Although there is a possibility that a Member could move more than once to accommodate renovation and/or construction activities associated with housing privatization, the Government's goal is that no family be moved more than once. The PO is responsible for paying for any moves beyond the initial move, so the PO has a financial incentive to develop a renovation/construction plan that minimizes multiple moves.

53. **Can I do a "Ditty" move?**

If a move is Government directed, military Members may move themselves using a "do it yourself move / ditty move". If the PO funds a move, it will be up to the PO to determine whether or not a "Ditty" move is an option.

54. **If I choose not to sign a lease with the PO, will the HMO assist me in locating suitable housing?**

Yes, the HMO is always available to assist in any housing matter. Additionally, the DOD Automated Housing Referral Network (AHRN.com) is designed to aid in the process of securing available rental housing (including military privatized housing) for relocating military Members and their families.

55. Am I authorized PDLA?

The Joint Federal travel Regulation (JFTR) authorizes Partial Dislocation Allowance (PDLA) for government directed moves into or out of government owned housing only.

56. If, at the end of my Tenant Lease Agreement, I want to move off base, who pays for my move? Will I get PDLA?

This type of move does not meet the JFTR criteria for a Government directed move and would therefore not be Government-funded. Since the move is neither into or out of Government owned housing, PDLA is not authorized.

57. How many days Temporary Lodging Allowance (TLA) do I receive if I am required to move to another house?

None. Military Members are not authorized Temporary Lodging Allowance (TLA) for local moves. The PO will offer Members another house within the development if one is available. The intent will be to move Members to a house that would not require moving them again during their tour at the installation.

If Government housing is available (at installations that are not 100% privatized), the Property Manager will notify the HMO, who may offer military Members a Government home if one is available. PDLA would be payable.

58. What are the move-out cleaning standards for privatized housing?

If a Member moves out before ownership of the housing transfers to the privatization PO, then cleaning standards must comply with Air Force policy as enforced by the Installation HMO. If the Member moves after housing has been privatized, the Tenant Lease Agreement and Tenant Handbook establish cleaning standards.

59. Will the Property Manager provide us with a move-in/move-out checklist?

Generally the Tenant Handbook will include move-in/move-out inspection procedures (including sample checklists).

60. If I "rent up" to a higher-ranking house and spend a year in that house, can I go back to my category and get a paid move?

Military Members will need to review the Property Manager's policy concerning moving within privatized housing units. Whether a Member is required to wait until his/her Tenant Lease Agreement expires would be a matter of policy established by the PO. A voluntary move such as this (at the convenience of the Member), is at the Member's expense.

Utilities

61. Are utilities a part of my rent? How are they paid?

During the Initial Development Period (IDP) the PO collects the Member's entire BAH and pays the utilities directly to the utility provider until the house is individually metered. Once a meter has been installed and the area's meters activated, the Member receives his/her utility allowance which is 110% of the average estimated or actual utility cost for the type of unit occupied and begins paying his/her utility bill.

62. In reference to utilities, how is the 110 percent established? How is the meter rate determined?

The PO collects the Member's entire BAH and pays the utilities directly to the utility provider until the house is individually metered. Once a meter has been installed, the Member's utility allowance is 110% of the average estimated/actual utility consumption. Until there is a history of actual usage data, the PO suggests

an average estimated amount for utility costs based on all applicable data (including weather trends, utility rates, house size, and construction type). The PO's suggested average is subject to approval by the Government. Once approved by the Government, the PO's suggested average will be the established utility allowance until such time as actual usage data is available.

Example: the average utility cost is \$100 and the BAH is \$1000. So 110% of utilities are \$110 BAH = \$1,000.00; 110% of average utility cost = \$110.00; and rent = \$890.00

63. How is the utility allowance calculated? Can it be challenged?

Prior to metering the utilities allowance is calculated as 110% of the average utility costs (or 110% average utility consumption for each unit type multiplied by the applicable utility rate. Once there is actual historical data, average consumption is determined by actual utility meter readings. The utility allowance is recalculated annually, reviewed by utilities engineer(s) and approved by the Government. Rates may increase or decrease at that time and the 110% monthly utility allowance will be adjusted accordingly. An individual Tenant may not challenge the utilities allowance. They can, however, address their concerns to the PO or the HMO.

64. What utilities do we pay?

During the Initial Development Period (IDP), water, sewer, gas and electric are included in the Member's rent, which is 100% of the BAH. Once units are metered, generally, the Member is responsible for paying electricity and/or gas bills directly to the utility provider. Contact your Property Manager for details.

65. How much would my utility bills be each month?

The cost of utilities depends on the amount consumed and the applicable utility rate set by the local utility provider at the time of consumption.

66. Who do I pay for the utilities?

Generally, until meters are installed, the Member pays rent at the full BAH amount which includes the cost of utilities. After meters are installed, the Member pays the appropriate utility provider (gas and/or electric company or the PO) directly.

67. Do I have to pay utility deposits when they are metered?

This is determined by the utility provider, not the Air Force or the PO.

Pets

68. Is there a limit to the number of pets I can have, type of pet and weight?

The PO establishes the Pet Policy to include types allowed and weight restriction. Check your Tenant Lease Agreement or the Tenant Handbook for details.

69. Do I have to pay a "pet deposit?"

Most POs now charge a pet deposit. Check your Tenant Lease Agreement or Tenant Handbook for details.

70. Are specific breeds of animals prohibited from privatized housing?

In most instances the POs have adopted the Air Force policy regarding restricted breeds of animals. Please contact your HMO for clarification at your installation.

Inspections

71. Does the base inspect your house?

The Government will no longer provide move-in and move-out inspections because the Government no longer owns the house. The PO's Property Manager is now responsible for that function.

72. Can the landlord enter our house at any time and if so when?

Generally, unless there is an emergency situation, management will be required to provide notice prior to entering a house. Refer to the Tenant Lease Agreement or Tenant Handbook; the policy will be included in one of these documents.

73. **Do I have to be present at my final inspection?**

Refer to the Tenant Lease Agreement or Tenant Handbook; the move-out policy will be included in one of these documents.

74. **Can the Installation Commander or someone with the government conduct yard inspections in privatized housing?**

No. Only the PO or the PO's staff may perform yard/area inspections. The Government may provide feedback to the PO regarding concerns they noted during oversight.

Special Situations

75. **My neighbor and I are in a legal battle, and I want to relocate to another privatized house as a hardship situation. I'm afraid if we stay, my neighbor will cause bodily harm to my family members or me. Will the developer or government pay for my move?**

No, just as the move would be at the Tenant's expense if they lived off base and wanted to move to another home.

76. **Can I run a child care center or other home business from my house?**

This is authorized per the mandatory Tenant Lease Agreement clauses, but Military Members will need to review the Property Manager's policy concerning their rules for conducting such a home-based business. At a minimum, approval must be coordinated between the Tenant, Property Manager, and Installation. Members must also refer to the Tenant Lease Agreement or Tenant Handbook when determining if other types of home-based businesses are allowed, and Members must follow the approval process set forth in these documents. If the privatized housing is located off the installation, you will have to abide by the laws that govern day care.

77. **If I'm Key and Essential (K&E), is it the same process to request to live off base, as it was when housing was government owned?**

Yes, a waiver is still required from the Installation Commander to reside off base as this was a condition of employment in the selected position.

78. **Can the Installation Commander appoint anyone as K&E?**

Yes. The Installation Commander decides the necessity of having personnel reside on base and makes the decision as to which positions are designated as K&E.

79. **Can civilians be made K&E? If so, what rent do they pay?**

Yes, civilians can be K&E. Resident will be charged Monthly Rent at an amount equivalent to the BAH rate for the Air Force service member of comparable military rank.

Miscellaneous

80. **If my spouse (the military Member) dies while on active duty, am I eligible to reside in privatized housing 180 days, rent free, like I could if I lived in government quarters?**

No. The 180 day entitlement does not apply once the housing is privatized. However, the Target Tenant's family members residing in a privatized house on the date of the military Member's death may elect to either terminate the Tenant Lease Agreement or extend it, at the same rental amount for a maximum of twelve months from the date of death.

81. **I want to have the interior of the house repainted to match my furnishings (e.g., antique chair), what are the procedures?**

Regardless of rank, painting at the PO's expense would most likely occur only as needed, and during change-of-occupancy. Refer to the Tenant Lease Agreement or Tenant Handbook for policies and procedures regarding "self-help" painting.

82. Can I do work in my house such as painting the walls red?

Just like off-base housing, refer to the Tenant Lease Agreement or Tenant Handbook for policies and procedures regarding "self-help" painting.

83. Is my house going to be replaced, renovated, or kept as is? Who will provide me with the appropriate information?

The Property Manager has information regarding which units will be replaced, renovated, or kept "as is". This information will not be available until the new PO has been selected and approved by the Government. Generally, the PO will notify Tenants of the status of their house after selection approval is complete.

84. Will the walls be thick enough so we won't hear our neighbors?

Walls will be built in accordance with applicable building construction codes.

85. Will there be an additional charge for maintenance?

No, your rent pays for maintenance and repair, just as it does if you rent from someone in the local community. Damage beyond normal wear and tear is charged to the Tenant.

86. Who do I contact if maintenance is not being adequately performed in my house?

The PO should be contacted first as they own the housing. If an issue cannot be resolved with the PO you should contact the HMO.

87. Who maintains the yards of privatized housing?

Refer to the Tenant Lease Agreement or Tenant Handbook. Unless a PO has specifically agreed with the Air Force to perform lawn maintenance for Tenants, then Tenants are responsible for their own lawn maintenance. In some projects the PO maintains all grounds except those fenced in by the Tenant, with the PO's permission, of course.

88. Will the base store my excess furniture that won't fit in the house?

Yes. Non-temporary storage is authorized when the move to privatized housing is a government paid move.

89. How many vehicles can we park on the property?

Refer to the Tenant Lease Agreement or Tenant Handbook.

90. Will we have designated parking spaces?

Refer to the Tenant Lease Agreement or Tenant Handbook. Generally, each house will have a garage or carport and driveway but rules for additional parking are established by the Property Manager.

91. Can we use the clubhouse for parties?

Not all housing privatization projects include clubhouses. For those that do, rules for their use are established by the Property Manager. Refer to the Tenant Lease Agreement or Tenant Handbook.

92. Will there be Tenant functions?

The nature and extent of Tenant functions are up to the PO but most projects do have periodic functions for the families.

93. Are Tenants authorized to conduct yard sales?

Refer to the Tenant Lease Agreement or Tenant Handbook.

94. **How is the rental payment for Coast Guard and Marines, living on an Air Force Base that has privatized housing, handled with Military Assistance Company?**

Since Military Assistance Company (MAC) does not have access to either the Coast Guard or Marine Corps system, the Tenant will need to initiate the rent allotment on their own. Coast Guard and Marine Corps Tenants will need to provide their own finance office with supporting documents to turn that on entitlement. MAC will provide a pre-filled DD Form 2558 that they can use to take to their own finance support entity, or obtain the needed information for starting their allotment online.

95. **What is the policy for renting to Recruiters and other personnel who are working at sites other than where they are assigned? Can other Services be housed in privatized housing?**

If you are considered as Independent Duty Personnel (see Definition of Terms) you are considered eligible to be a Target Tenant and as such have priority for placement into housing. Your rent would be the BAH you receive.

96. **Will refuse service continue status quo?**

The PO assumes responsibility for refuse service and in most instances may change

97. **Who is responsible for pest management?**

Generally, the PO is responsible for pest management.

98. **Will rules regarding firearms on-base change?**

No. Firearms on-base is governed by the Commander.

99. **Will the PO provide appliances? What about washers and dryers?**

POs will usually provide the normal kitchen appliances. If you have questions pertaining to your specific installation contact your HMO.

Definition of Terms

The following are definitions for some of the terms used in housing privatization.

Term	Definition
Asset Management	Installation-level oversight of a housing privatization project which encompasses all of the activities relative to the operations, maintenance, and health of the project for the life of the project. HMOs work for the Installation Commander or his designated representative and directly interface with the PO and the Air Force's Portfolio Manager. The HMO coordinates day-to-day operations at the installation with the PO and the property manager.
Basic Allowance for Housing (BAH)	The sum allotted to each Service Member to cover the cost of housing, including utilities and personal property insurance. The respective amount corresponds with the Service Member's rank and dependent status. Refer to Internet Web site http://www.dtic.mil/perdiem/bah.html for additional information.
Eligible Member	All Members of the military Service assigned to the installation, covered by support agreements, or Independent Duty personnel who are commissioned officers, warrant officers, and enlisted personnel on active duty and eligible for BAH at the with-dependent rate, and accompanied by dependents (or will be within 30 days), and military married to military with no dependents. Synonymous with military Member.
Housing Management Office (HMO)	This is the government office that oversees the privatization project and interfaces with the PO on a daily basis.
Housing Requirements Market Analysis (HRMA)	A periodic study required by Air Staff, that determines the number of housing units required to supplement the local housing market in providing housing for installation supported military personnel (those assigned to, Tenants, independent duty personnel, etc.) in an area.
Independent Duty (ID) Personnel	A group or a single Member operating and subsisting away from any military concentration areas of the parent Service where a Member could not reasonably expect to be supported by facilities (e.g., FH) of that parent Service.
Installation Commander	The senior commander at an installation responsible for all housing at that installation; referred to as the Commander.
Installation	The military Base on which the privatization project is located.
Key and Essential (K&E) Personnel	Those Air Force personnel required to reside on the Installation because of military necessity or operational considerations.
Other Eligible Tenants (OET)	Those personnel who do not qualify as Target Tenants
Other Eligible Tenant Priority List	A hierarchy of other categories of potential Tenants the PO may allow to reside in privatized housing if enough housing units are not occupied by Target Tenants.
Privatization	The process of converting an Air Force-operated enterprise into a publicly or privately owned and operated entity.
Privatized Housing (PH)	Housing previously owned and operated by military Services that becomes owned and operated by a public or private entity other than the Service concerned. The authority for PH comes from the National Defense Authorization Act of 1996; Subtitle A, Title XXVIII (Pub. L. 104-106).
Project Documents	The documents issued or executed in connection with the Project, including, but not limited to, the Selected Proposal, Lease of Property, Operating Agreement, Lockbox Agreement, Use Agreement and other agreements.
Project	Collectively, the Project Site and the Improvements thereon.
Project Owner(PO)	The business entity awarded the contract to plan, design, develop, renovate, construct, own, operate, maintain, demolish, and/or manage PH at an Air Force installation. Synonymous with Developer.
Project Site	The Land and/or the Leased Premises on which the Project is developed by the PO.
Property Manager (PM)	The business entity that manages the leasing, Maintenance and Repair, and customer relations for Privatized Housing. This may be an employee of a PO or a separate company under contract with the PO.

Term	Definition
Target Tenant (TT)	All Members of the military Service assigned to the installation, covered by support agreements, or Independent Duty personnel who are commissioned officers, warrant officers or enlisted personnel on active duty and eligible for BAH at the with-dependent rate and accompanied by dependents (or will be within 30 days) and military married to military with no dependents, all of which are included in the HRMA requirements for the installation.
Tenant Lease Agreement	The Tenant Lease Agreement must be executed by each Tenant prior to occupancy; the lease must be approved by the Government.
Transaction Documents	Refers collectively to all the documents executed between the Government and the PO concerning the premises on which the PH is located and the ownership, operation, demolition, rehabilitation and construction for the improvements on those premises. Synonymous with "Project Documents"
Utility Allowance (UA)	110% of estimated average utility consumption per house type multiplied by actual utility rates.
Waiting List	A list of qualified personnel that wish to, but cannot, occupy PH at the present due to situations such as begin bound by a current Tenant Lease Agreement, are still inbound to the base, or no PH is available in their specific category at the present time. Waiting lists may be created for other Tenant categories in the OET Priority List.

Acronym List

The following are descriptions for some of the acronyms used in housing privation.

Acronyms	Description
AFB	Air Force Base
AF	Air Force
BAH	Basic Allowance for Housing
HQ	Headquarters
HRMA	Housing Requirements Market Analysis
JFTR	Joint Federal Travel Regulations
MAJCOM	Major Command
MFH	Military Family Housing
MRC	Management Review Committee
PCS	Permanent Change of Station
PDLA	Partial Dislocation Allowance
PM	Project Manager
PMO	Project Management Office
PO	Project Owner
POA	Power of Attorney
SCRA	Service Members Civil Relief Act
TDY	Temporary Duty
TLA	Temporary Lodging Assistance