



Civil Engineering

**LEASED UNACCOMPANIED HOUSING****----- Compliance with this publication is mandatory -----**

This instruction implements AFPD 32-60, *Housing*. It establishes procedures and responsibilities for the acquisition, utilization, and disposition of government leased unaccompanied housing (LUH) for military personnel assigned to Recruiting Service. Attachment 1 lists publication references and terms associated with this instruction.

**SUMMARY OF REVISIONS**

This revision changes references of USAFRS to AFRS, RSR to RSSX, and RSRL to RSSXL; changes "bachelor" to "unaccompanied;" transfers group responsibilities to squadrons; deletes requirement for LUH brochures; changes reference of director of resources to chief, support division; updates lease cost procedures; changes report of survey references; updates quarters standards; and revises the formula for leased quarters eligibility cost (LQEC).

**1. Availability of Government Quarters.** Government-owned quarters are not always available for unaccompanied military personnel assigned to Air Force Recruiting Service (AFRS). Members must often compete in the private community housing market for adequate housing. Because of high cost and limited availability of adequate quarters in many areas, personnel are often required to spend a disproportionate share of their total pay and allowances or travel excessive distances to secure suitable living accommodations. The purpose of the LUH program is to provide adequate LUH for these personnel. Unaccompanied personnel who meet eligibility requirements specified in this instruction and are assigned to locations where surveys validate the nonavailability of adequate housing at or below the LQEC may compete for LUH.

**2. Responsibilities:****2.1. HQ AFRS:**

2.1.1. Serves as the initial point of contact with Corps of Engineers (COE) districts for lease acquisition and cancellation actions.

2.1.2. Establishes a priority system for assigning available units to eligible personnel when required by funding restrictions.

2.1.3. Establishes policies and procedures and administers the Recruiting Service LUH program.

2.1.4. Reviews requests from squadron commanders for allocation of units of LUH, and distributes allocations to recruiting squadrons based on justification submitted to the Recruiting Service Commander by squadron commanders, independent studies, and the availability of funds.

2.1.5. Establishes and reviews budget estimates, financial plans, and revisions. Issues operation and maintenance (O&M) budget authority for leasing unaccompanied housing on a fiscal year basis.

**2.2. The recruiting squadron resource manager will:**

2.2.1. Ensure funding and payment of LUH costs are consistent with AFM 172-1, volume 1, *USAF Budget Policies and Procedures*, paragraph 10-64, and this instruction.

2.2.2. Conduct surveys to determine unaccompanied housing potential of various communities and Department of Defense (DoD) installations within the geographical area of the unit.

2.2.3. Negotiate interservice support agreements or host-tenant agreements for unaccompanied housing support with DoD installations having unaccompanied housing facilities located within the geographical area of the squadron recruiting offices.

2.2.4. Determine requirements for LUH and justify LUH allocations and funding according to this instruction.

2.2.5. Ensure newly assigned personnel are contacted by the date they report for duty to determine their housing requirement, advise them concerning the housing situation in the local area where they will be assigned, and help them prepare the request for LUH if appropriate.

2.2.6. Ensure each prospective occupant of LUH acknowledges, in writing, that personnel assigned to leased quarters are expected to reside in the quarters for at least 1 year and that vacating leased quarters without proper written authorization will result in forfeiture of basic allowance for quarters (BAQ) or variable housing allowance (VHA), when appropriate, for the remaining term of the lease or until relieved of responsibility by the squadron commander (attachment 2).

2.2.7. Ensure members occupying leased quarters fulfill all legal and moral obligations usually imposed on personnel occupying government quarters.

2.2.8. Ensure no members or other persons acting on their behalf:

2.2.8.1. Suggest or otherwise indicate to the lessor, prospective lessors, or agents that rent be increased to obtain or maintain eligibility for housing leased under this instruction.

2.2.8.2. Provide other enumeration, either in the form of money, goods or services, to lessors or agents for housing leased under this instruction.

2.2.9. Establish procedures to ensure each occupant of leased unaccompanied quarters clearly understands responsibilities assumed by accepting assignment to a specific unit of leased quarters.

2.2.10. Ensure unaccompanied occupants do not draw BAQ or VHA during the period leased unaccompanied quarters are occupied.

2.2.11. Establish controls to ensure repair of or restitution for damages to quarters, other than fair wear and tear, before granting occupant clearance and resumption of BAQ or VHA.

2.3. The occupant will:

2.3.1. Fulfill legal and moral obligations usually imposed on personnel occupying government quarters, administrative requirements established by this instruction, and other responsibilities specified in the lease document.

2.3.2. Use assigned quarters in a manner that fosters a favorable public attitude toward and acceptance of the LUH program.

2.3.3. Assume no direct obligations to lessor.

2.3.4. Report all maintenance and repair requirements (including emergencies) to the squadron resource manager.

2.3.5. Permit responsible supervisor, squadron, HQ AFRS, and COE district personnel to inspect LUH as required by this instruction.

2.4. The US Army COE is the government's agent for all relations with lessor and, under a separate agreement, acts as real estate agent for the Air Force. (**NOTE:** Communication on behalf of the government between occupant and lessor is not authorized. All contacts with the COE will be made by HQ AFRS and squadron personnel.

**3. Lease Eligibility.** Enlisted personnel in the grade of master sergeant and below who draw BAQ at the without-dependent rate are eligible to lease if otherwise eligible under this instruction.

**4. Leasing Criteria.** Unaccompanied quarters may be acquired by government lease for unaccompanied military personnel assigned to Air Force recruiting squadrons and offices in the United States and its possessions, subject to the following limitations:

4.1. Quarters are not leased:

4.1.1. For personnel whose duty station is located on or within 1-hour travel time during rush hour traffic or 30 miles, whichever is less, of an Air Force installation where an agreement exists with the installation to make adequate housing available to recruiting personnel on an equitable basis with host base personnel. A statement of nonavailability of unaccompanied housing from the Air Force installation will be considered.

4.1.2. Unless the monthly cost to the member for acquiring adequate private community unaccompanied housing (including rent, basic furnishings, and utilities, exclusive of telephone and television cable costs) exceeds the LQEC dollar amounts.

4.1.3. For personnel who, as of the estimated date of lease consummation, will have less than 12 months' retainability at their current duty station. This restriction applies only to the initial lease for a member.

4.1.4. For personnel who have a line number for promotion to a grade which renders them ineligible for LUH.

4.1.5. For personnel who are authorized to draw BAQ at the with-dependent rate.

4.1.6. For personnel owning or purchasing adequate quarters within acceptable travel time of their duty station.

4.2. Quarters may be leased for a member required to vacate a government-leased unit for convenience of the government, providing the member has 6 months' retainability and meets all other eligibility criteria.

## 5. Leasing Procedures:

5.1. **Determining Requirements.** Inform newly assigned unaccompanied personnel of the overall housing situation in the local area where they will be assigned. When local situations dictate that LUH will be required, the squadron initiates a survey to locate prospective units for lease. When adequate quarters are already under lease and are vacant or will be vacated within a reasonable period of time (90 days), offer these quarters to the member. Refusal of assignment to such quarters eliminates the member from any further consideration for LUH. The servicing COE district engineer should be contacted concerning the availability of units leased for other agencies where leases are being terminated.

### 5.2. Selecting Prospective Units:

5.2.1. Authority to select units is delegated to squadron commanders who may further delegate this authority to the squadron resource officer. Do not delegate this authority to the individual who will occupy the leased unit. Selection of a prospective unit to be considered for leasing will not be negotiated with the prospective lessor on behalf of the government by the selectee, an Air Force member, dependent, agent, etc.

5.2.2. Do not select a unit currently occupied by a member of any branch of the military services if lease consummation would result in displacement of that occupant.

5.2.3. When selecting a unit, compare probable rental fee with rental fees for comparable units in the same commuting area to ensure fair market value is not exceeded.

5.3. **Physical Standards.** Use the following standards as a guide for determining the adequacy of community housing for leased unaccompanied quarters: Efficiency apartment or furnished bedroom: combination living room/kitchenette and bath, or basic three-room apartment, flat, hotel, or motel accommodations designed for permanent occupancy by one person. The unit must have private entrance and basic food preparation facilities, including a range, refrigerator, sink, and proper counters and cupboards. It must have a living area of not less than 550 square feet and, normally, not more than 800 square feet. (**NOTE:** Living area is all space inside the units

exterior walls, except specifically designated mechanical equipment rooms. The term "living area" describes all the space available for the individual's exclusive use, including closets, interior hallways, bathroom, kitchen, storage space, and space occupied by furniture.

5.3.1. Quarters which provide one bedroom per assigned individual are standard. Two-bedroom units should only be leased for single occupancy under the following conditions:

5.3.1.1. No one-bedroom units are available or will become available within a reasonable period of time (90 days).

5.3.1.2. Local housing market conditions are such that leasing a two-bedroom unit versus a one-bedroom unit would provide cost savings over the expected life of the lease.

5.3.2. Circumstances may exist when leasing units for multiple occupancy would be in the best interest of both the government and the member requiring leased unaccompanied quarters. The decision to acquire multiple-occupancy LUH units rests with the squadron commander and is subject to the following limitations:

5.3.2.1. All members are of the same sex.

5.3.2.2. All members have equal tour lengths or will complete their tours of duty within 30 to 60 days of each other.

5.3.2.3. All members are assigned to the same organizational element, such as to the same squadron.

5.3.3. The squadron commander and resource manager include a statement on the request for leased quarters memorandum (attachment 3) that leasing oversized or multiple occupancy quarters is in the best interest of the government. The Chief, Support Division, approves or disapproves leasing of oversized or multiple occupancy units.

5.4. **Furniture and Furnishings.** Quarters acquired by government lease will be furnished with basic items of furniture necessary to make the quarters livable. Attachment 4 lists authorized and unauthorized furnishings. Unfurnished LUH units may be leased when requested by the occupant and authorized by the squadron commander. Government-owned furniture will not be issued to members for use in either furnished or unfurnished private or government-leased units.

5.5. **Services.** Leases will not include services other than required utilities; that is, electricity, gas, water, sewage, trash collection, etc., and, in no case, will provide for

cleaning, bedmaking, laundry, telephone, television cable, etc. Include authorized services in the lease when possible.

5.6. **Miscellaneous.** Leases will not include, as a separate cost item, parking of privately owned vehicle, nor will separate leases or agreements be entered into for such facilities at government expense.

#### 5.7. Acquisition:

5.7.1. The squadron coordinates the lease requirement with HQ AFRS by telephone and confirms the request, in writing, within 3 workdays. Include the completed request for leased quarters memorandum (attachment 3) and a statement of understanding (attachment 2). Enter the desired effective lease date as "ASAP" (as soon as possible) or "NLT" (not later than) the 1st day of the following month. Fully justify requests for other specific dates.

5.7.2. When a member wants to occupy the requested unit before consummation of the government lease, the squadron commander ensures the member clearly understands such action is taken at the member's own risk. Any obligation (financial or otherwise) negotiated between the lessor and member is a private matter; the government is not involved nor obligated in any capacity. Advise members to seek competent legal assistance before entering into any legally binding contract. They should request a clause providing for the prompt refund of any security or cleaning deposit on consummation of a government lease and rent paid for the same period paid by the government, and cancellation within a reasonable period of time should a government lease not be consummated.

5.7.3. HQ AFRS reviews lease requests submitted by the squadron and acts on each request within 3 workdays of receipt.

5.7.3.1. Return disapproved requests to the squadron stating the reasons.

5.7.3.2. The Chief, Support Division, or his or her designated representative forwards approved requests to the appropriate COE district in the form of a lease letter (attachment 5) with the request for leased quarters letter (attachment 3). Provide an information copy to the requesting squadron. A lease directive is not issued unless an unused lease allocation is available and the lease will be consummated during current fiscal year. Lease directives with desired effective lease dates during the next fiscal year will be issued by the Logistics Section (HQ AFRS/RSSXL).

5.7.4. HQ AFRS/RSSXL (and squadron, when appropriate) coordinates with the COE district during the acquisition process.

5.7.4.1. When the lessor does not furnish authorized utilities as a part of the lease, the squadron ensures the appropriate suppliers are advised to bill charges to the squadron beginning on the effective date of the lease.

5.7.4.2. When the COE district has not advised that leases are consummated by effective date noted in the lease directive, the squadron contacts the COE to determine status. When leases have not been consummated within 30 days following the requested effective date, HQ AFRS/RSSXL dispatches formal status requests to the COE.

5.7.5. COE districts conduct lease negotiation and consummation according to procedures which include determining fair market value of the property, verifying legal ownership, and conducting an inspection by the effective date of lease to establish condition of the property at the time the government takes possession.

5.7.6. Where cancellation requires action to establish a new lease to provide adequate quarters for individuals, simultaneous processing of both actions is recommended. Effective date of the new lease will not be earlier than the day following the effective cancellation date of existing lease.

#### 5.8. Assignment/Retention of Quarters:

5.8.1. When informed by COE that quarters are under lease, the squadron initiates AF Form 594, **Application and Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination**, stopping BAQ or VHA for unaccompanied personnel effective the day before the government takes possession of quarters or the day before the member occupied quarters, whichever is later. Send completed forms to the accounting and finance office (AFO) maintaining member's pay records.

5.8.2. By 15 days following the date the member occupies leased quarters, the unit commander (or the commander's designated representative) and member jointly inspect the unit, documenting results of inspection on AF Form 227, **Quarters Condition Inspection Report**. The member keeps one copy; the squadron keeps the original for use in determining condition of quarters when the member vacates quarters. AF Form 227 is compared with ENG Forms 3143/3143a, **Joint Survey and Inspection of Conditions Reports**, to ensure conditions are accurately documented. Resolve major discrepancies with COE.

5.8.3. The squadron, with HQ AFRS/RSSXL approval, may allow units to remain vacant for periods of up to 30 days, pending arrival of incoming persons who are eligible for and have indicated a desire for leased housing. Send requests for extensions beyond 30 days to HQ AFRS/RSSXL. Submit a request for leased quarters memorandum (attachment 3) showing new occupant data to HQ AFRS/RSSXL.

5.8.4. Members occupying LUH who change their unaccompanied status (lose the basic eligibility to draw BAQ at the without-dependents rate) become ineligible for further participation in the LUH program effective the date their status as an unaccompanied member ceases. Squadrons take fast action to terminate the lease within the terms of the lease agreement.

**6. Lease Forms and Clauses.** Leases are formally documented by the US Army COE, using combinations or modifications of Standard Form 2, **U.S. Government Lease For Real Property**. Regardless of forms used, the COE district attempts to obtain terms judged to be most favorable to the government. HQ AFRS or squadron personnel and assigned occupant will review the lease thoroughly to ensure complete understanding of both lessors and governments responsibilities. Each lease:

6.1. Will require the lessor to provide all maintenance on quarters and lessor-furnished appliances and furniture. This includes maintenance required due to fair wear and tear and periodic redecoration.

6.2. Providing for an effective date other than the 1st day of a month should contain provisions for prorating the rental fee during that month. For example, rental payment for a lease with an effective date of 20 August would be prorated for the period 20 through 31 August, then continued monthly (1 through 30 September, 1 through 31 October, etc.).

6.3. Should provide for cancellation by the government on not more than 120 days written notice to lessor.

6.4. Will contain the following clause: "The lessor hereby agrees that the rental consideration is specified herein is the only consideration to be received for the demised premises and includes payment for all utilities, maintenance, and services specified herein. No other remuneration will be paid by the governments occupant, members of the occupants family, or any other person on the occupant's behalf."

## 7. Lease Renewal:

7.1. Squadrons monitor expiration dates on leases in force and advise HQ AFRS/RSSXL at least 150 days before normal lease expiration of each lease that should be

renewed.

7.2. HQ AFRS/RSSXL reviews squadron requests and notifies the COE district of required action at least 120 days prior to normal expiration date.

## 8. Lease Cost:

8.1. **Maximum Cost.** LUH monthly rental cost will not exceed local national media housing cost (fair market value) within the requested area.

### 8.2. Cost Calculation Procedures:

8.2.1. **Included Costs.** Include the following when calculating costs:

8.2.1.1. Rents paid to the lessor for use of facilities including costs for furnishings provided by lessor.

8.2.1.2. Utilities (water, gas, sewage, electricity, etc.) and services, such as trash collection when not included in the rental fee. When charges for these service are billed separately to the government, use a realistic estimate reflecting sums of expected or experienced maximum monthly charges for each utility or service.

8.2.2. **Excluded Costs.** Do not include the following when calculating LUH costs:

8.2.2.1. Any prorate share of administrative and overhead costs attributable to personnel pay, travel, etc., experienced by COE districts, various Air Force command levels, etc.

8.2.2.2. Restoration costs for which the occupant of leased quarters is responsible.

**9. Payment.** Squadron's support base AFO pays lease fees (monthly, in arrears) directly to lessor according to provisions of the lease. The AFO also pays all charges for authorized utilities and services not provided by lessor directly to appropriate suppliers identified on leased quarters utilities data (attachment 6).

9.1. **Leases.** By the 25th day of each month, the squadron commander or the commander's designated representative certifies, in writing, to the supporting AFO the leases in effect during that month. Certification indicates appropriate fund citation and lists each lease by number showing the individual to whom payment is due, address to which the payment is to be forwarded, and amount of payment authorized. Include explanatory remarks for leases where authorized payment period or amount differs from the norm. (COE lease amendment is required to make rental or payment adjustments, except proration of rents in accordance with binding contracts.)

9.2. **Utilities.** Utility charges are certified for payment in the same general manner as lease charges. Post utilities suppliers' bills to leased quarters, utilities data sheet (attachment 6). The squadron commander forwards suppliers' bills or invoices (segregated by lease number), written confirmation that services were received, and fund citation to the support base AFO (copy to HQ AFRS/RSSXL). HQ AFRS/RSSXL posts applicable management records. Make every effort to take advantage of discounts offered by suppliers for prompt payments.

9.3. **Restoration Charges.** Restoration charges are negotiated by the COE district and are documented through a supplemental agreement to the original lease. On receipt of a supplemental agreement for restoration charges from the COE district, HQ AFRS/RSSXL immediately verifies charges using AF Forms 227 and ENG Forms 3143 and 3143a, provides the supporting AFO with a letter authorizing payment, and indicates funds to be used (same fund citation used for normal lease and utilities charges).

## 10. Termination:

10.1. **Members Responsibilities.** Members terminating assignment to leased quarters for any reason must advise the squadron commander, in writing, at least 120 days before the date they plan to vacate. If permanent change of station (PCS) orders are received in a shorter timeframe, notify the commander as soon as possible. Fully justify requests to terminate assignment for other than normal reasons; that is, reassignment, retirement, etc.

10.2. **Termination for Personal Convenience.** HQ AFRS/RSSXL may approve a request for termination for personal convenience if the occupant has resided in current leased quarters for 1 year. Upon approval, the member must acknowledge, in writing, that relocation is at his or her expense and that he or she is ineligible for LUH for the duration of duty at that duty location. Maintain a copy of acknowledgment in the squadron and HQ AFRS case files. Requests for termination prior to 1-year occupancy for personal reasons must be fully documented, justified, and forwarded to HQ AFRS/RSSXL for consideration. Approval of such requests normally renders personnel ineligible for further participation in the leased housing program.

10.3. **Pretermination Inspection.** Approximately 2 weeks before the termination, the squadron commander (or the commander's designated representative) and occupant jointly conduct a pretermination inspection of quarters to determine charges for damage, if any, for which the member is responsible. Use AF Form 227 completed at the time of occupancy. Where damage, other than fair wear and tear is evident, the COE district can assist in determining appropriate charges. Require the

member to voluntarily correct damage or reimburse the government for charges to correct damage (DD Form 1131, **Cash Collection Voucher**, or DD Form 362, **Statement of Charges for Government Property Lost, Damaged, or Destroyed**). When a member refuses to correct damages, the squadron commander notifies the member, in writing, of damage and estimated repair or replacement costs and requests a reply by endorsement stating the reasons for refusing to acknowledge liability. A member's refusal to acknowledge liability requires a report of survey to be initiated. AFR 68-1, *Reports of Survey For Air Force Property*, prescribes policy and procedures concerning reports of survey.

10.4. **Final Termination Inspection.** A final termination inspection is conducted on the date the member vacates the unit to ensure no additional damage has occurred since the prefinal inspection and that the unit meets cleanliness standards. Use AF Form 227 again for documentation. Encourage the lessor to accept custody of the unit upon completion of the final inspection.

10.5. **Reinstatement of BAQ/VHA.** Upon satisfactory completion of the final termination inspection, the squadron initiates AF Form 594 authorizing reinstatement of BAQ or VHA, if appropriate, effective on the date the occupant vacates the quarters.

11. **Lease Cancellation.** Premature or indiscriminate cancellation of a lease is not only detrimental to good community relations, but such action also creates unnecessary overhead costs for the government. Send each request for lease cancellation to HQ AFRS/RSSXL for review to ensure action is fully justified and leased unit can no longer be used. Leases are not canceled based solely on individual occupant desire; for example, permitting a move to a more desirable leased quarters. When it becomes necessary to request a lease cancellation (including cases where lessor has failed to meet his or her obligations), the squadron informs HQ AFRS/RSSXL of proposed cancellation by telephone and confirms the request, in writing, within 3 workdays. Include in the request all data necessary to identify the specific lease, a detailed account of circumstances justifying cancellation, and the date cancellation should be effective. Upon approval, HQ AFRS/RSSXL informs the appropriate COE district by telephone (telefax or memorandum if telephone is not acceptable) and confirms the cancellation request, in writing, within 3 workdays. Plan and carry out all cancellation actions to allow sufficient time prior to the effective cancellation date and allow receipt of written notification by the lessor.

12. **Documentation.** Squadrons establish and maintain a case file on each leased unit. Number and arrange files in sequence, by squadron, beginning with XXX for each squadron; for example, 36901, 36902, etc. Case numbers

for canceled leases may be reused.

12.1. **Case History Files.** As a minimum, each case history contains:

12.1.1. A copy of the lease.

12.1.2. A copy of the leasing directive with a copy of request for LUH (attachment 3) and a copy of the member's statement of understanding (attachment 2).

12.1.3. AF Form 227 and Joint Survey and ENG Forms 3143 and 3143a.

12.1.4. AF Form 594.

12.1.5. Other pertinent correspondence.

**13. Disposition.** Dispose of case files according to AFR 4-20, volume 2, *Disposition of Air Force Records - Records Disposition, Schedule, table 90-1, rules 8 and 8.01.*

DAVID W. WOZNIAK, Colonel, USAF  
Vice Commander, Air Force Recruiting Service

### **6 Attachments**

1. Glossary of References and Supporting Information
2. Statement of Understanding
3. Sample Letter—Request for Leased Unaccompanied Housing
4. Furniture and Furnishings for Leased Unaccompanied Housing
5. Sample Letter—Request for Lease Acquisition - Unaccompanied Housing
6. Example—Utility Data

## GLOSSARY OF REFERENCES AND TERMS

### *References*

AFPD 32-60, *Housing*

AFI 32-6001, *Family Housing Management*

AFR 4-20, Volume 2, *Disposition of Air Force Records - Records Disposition Schedule* (will be AFMAN 37-139)

AFR 68-1, *Reports of Survey for Air Force Property* (will be AFI 23-220)

AFR 87-1, *Acquisition of Real Property* (will be AFI 32-9001)

AFR 87-15, *Army and Air Force Basic Real Estate Agreements* (will be AFI 32-9006)

AFR 172-1, Volume 1, *USAF Policies and Procedures* (will be AFI 65-601, volume 1)

### *Terms*

**Acceptable Travel Time**--Distance from residence to place of work which can be traveled by privately owned vehicle one way in 1 hour or less during rush hours or 30 miles, whichever is less. Although not mandatory, it is desirable for recruiting personnel to reside in their recruiting communities.

**Adequate Leased Unaccompanied Housing (LUH)**--Quarters that are adequate in size and quality, contain normal appurtenances to satisfy reasonable living needs of the individual who will reside in them, are located within acceptable travel time, and are within prescribed monetary leasing limits. (See attachment 2 for standards of adequacy.)

**Leased Quarters Eligibility Cost (LQEC)**--Monthly dollar cost (varying by grade and location) which determines each unaccompanied member's eligibility for participation in the LUH program. The LQEC is established by adding the member's BAQ, VHA authorization, plus the maximum out-of-pocket cost (50 percent of BAQ). If adequate suitable housing, including utilities (gas, electric, water, and trash removal), is not available at or below the LQEC, the member may apply for leased unaccompanied housing.

Example:

Technical sergeant drawing BAQ at the without-dependent rate

BAQ: \$307.80

VHA: \$289.85

Maximum out of pocket

(1/2 of BAQ): \$153.90

LQEC: \$751.55

**Multiple Occupancy LUH Unit**--Leased facility acquired for occupancy by two or more members.

**Single Occupancy LUH Unit**--Leased facility acquired for occupancy by one member.

**Unaccompanied Personnel**--Military personnel eligible for BAQ at the without-dependents rate.

**FORMAT-DO NOT REPRODUCE**

**STATEMENT OF UNDERSTANDING**

**(File with Application for Leased Unaccompanied Housing [LUH])**

1. I understand that the final determination for the acquisition of a housing unit rests with the supporting US Army Corps of Engineers, District Engineer, in accordance with Department of Defense policies, this instruction, cost criteria, and adequacy standards. A lease consummated by an individual on his or her own behalf is neither binding on nor a commitment by the government. Only the district engineer can negotiate and execute a lease between the government and landlord.
2. I have no option to decline assignment to a vacant leased unit currently under lease and located within the applicable commuting distance, nor to decline assignment to a unit negotiated by the engineers in response to a request submitted by the requester.
3. I should anticipate a delay from the time I initiate a LUH request until the district engineer is able to execute a lease and assign it to me in writing.
4. I am responsible to notify my commander if my BAQ is not terminated when government quarters are occupied.
5. Once assigned to government quarters, I will be required to remain in those quarters unless:
  - The lease terminates under its own terms.
  - I become ineligible under the criteria established in the governing LUH publication.
  - I am reassigned out of the area.
  - I am directed to move because of government necessity.
  - The lease is terminated for the convenience of the government.
  - I receive approval for retirement or separation.
6. Further, I understand I will be responsible for such routine housekeeping, maintenance, minor repairs, and related servicing of the dwelling unit, equipment, and furnishings, and the maintenance of grounds as would be expected of a tenant in private rental housing of similar type and value.
7. I will permit entry of the appointed inspector for assignment, change of occupant, and termination of inspections of the quarters.
8. I will not permit occupancy of quarters assigned to me by anyone except myself. I understand that a violation of this principle is sufficient cause for the commander to withdraw the leasing privilege.
9. I will notify the commander, in writing, at least 120 days prior to the date desired for vacating the quarters. If PCS orders are received in a shorter timeframe, the commander will be notified as soon as possible.
10. I fully understand and agree that I will accept the quarters leased for my use as government-controlled housing by the US Army Corps of Engineers in accordance with adequacy standards prescribed for such quarters.
11. When I vacate leased quarters, I am responsible to see that they are clean and free of trash in a manner which would be acceptable if I were vacating onbase quarters.
12. I may be held pecuniary liable to reimburse the government for damage to government-leased quarters, to any government furniture and furnishings resulting from negligence or willful acts in accordance with AFR 68-1, *Reports of Survey*.

13. I fully understand my responsibility to immediately notify my commander, in writing, of any change in dependency status which would result in a change in eligibility for my continued occupancy of the leased unaccompanied quarters.

WITNESS:

\_\_\_\_\_  
(Signature-Squadron Resource Manager)

\_\_\_\_\_  
(Signature - Service Member)

\_\_\_\_\_  
(Type name and grade)

\_\_\_\_\_  
(Type name and grade)

: \_\_\_\_\_  
(Date signature witnessed)

\_\_\_\_\_  
(Date of signature)

**SAMPLE LETTER--REQUEST FOR LEASED UNACCOMPANIED HOUSING**

MEMORANDUM FOR

FROM: (3-Line address)

SUBJECT: Request for Leased Unaccompanied Housing (LUH Case Number)

1. Request for leased unaccompanied housing for Sgt David R. Smith, social security number \_\_\_\_\_, military address \_\_\_\_\_.

2. Proposed leased unit data:

- a. Address (include ZIP):
- b. Property owner (include address and phone number):
- c. Property agent (include address and phone number):
- d. Physical description of property:

|       |                 |       |                 |       |                  |
|-------|-----------------|-------|-----------------|-------|------------------|
| _____ | No. of bedrooms | _____ | Family room/Den | _____ | No. of bathrooms |
| _____ | Kitchen         | _____ | Living room     | _____ | Enclosed patio   |
| _____ | Dining room     | _____ | Basement        |       |                  |

e. Services provided:

|       |             |       |                  |       |              |
|-------|-------------|-------|------------------|-------|--------------|
| _____ | Electricity | _____ | Water            | _____ | Heat         |
| _____ | Sewage      | _____ | Air-Conditioning | _____ | Refuse/Trash |

f. Square footage:

g. Furniture and furnishings provided (attachment 5):

h. Smoke detectors \_\_\_\_\_.

3. Member's date arrived station and projected tour completion date: \_\_\_\_\_ .

4. Desired effective leased date: (as soon as possible/not later than) \_\_\_\_\_ .

5. Estimated monthly rental costs \_\_\_\_\_ . Utilities costs \_\_\_\_\_ .

Total costs \_\_\_\_\_.

6. I certify adequate private community housing costing less than the established LQEC of \_\_\_\_\_ or government-owned housing is not available within the acceptable travel time of member's duty station. The estimated rental does not exceed a fair market value based on rental costs for comparable quarters located within the acceptable travel time. The quarters will (will not) be rented and occupied by the requester before the desired effective lease date.

7. Remarks.

(Commander's Signature)

Attachment:  
Statement of Understanding

**FURNITURE AND FURNISHINGS FOR LEASED UNACCOMPANIED HOUSING**

**AUTHORIZED.** The items of furniture and furnishings listed below are the maximum allowance per leased unaccompanied housing unit and (or) per member occupying a leased unaccompanied housing unit for which costs may be included in the lease rental fee and for which the government will accept consideration for restoration costs (if applicable). Any of the items listed may be substituted with a like item which will serve the purpose for which the authorized item is intended. All other items provided in leased quarters by the lessor will be provided at the risk of the lessor.

| <b>Item</b>   | <b>Per Individual</b> | <b>Per Leased Unit</b> |
|---|-----------------------|------------------------|
| Bed (innerspring mattress and box springs)                          |                       | 1                      |
| Nightstand  | 1                     |                        |
| Chest   | 1                     |                        |
| Dresser (single or double, with or without mirror)                  | 1                     |                        |
| Barrel back chair   | 1                     |                        |
| Full-length mirror  |                       | 1                      |
| Sofa (two or three cushion where living room provided)              |                       | 1                      |
| Lounge chair  | 1                     |                        |
| Coffee table (where living room provided)                           |                       | 1                      |
| Lamp table (two per sofa, one per lounge chair)                     |                       | (as required)          |
| Desk with chair   |                       | 1                      |
| Table lamp (per table except coffee and kitchen tables)             |                       | (as required)          |
| Desk lamp   |                       | 1                      |
| Floor lamp (per room except kitchen and bathroom)                   |                       | (as required)          |
| Bookcase  |                       | 1                      |
| Draperies   |                       | (as required)          |
| Carpeting/rugs with pad (except kitchen and bathroom)               |                       | (as required)          |
| Range (where kitchen/kitchenette provided)                          |                       | 1                      |
| Kitchen table with four chairs (where kitchen/kitchenette provided) |                       | 1                      |
| Desk fan, circulation (where unit not air conditioned)              |                       | 1                      |
| Smoke detector  |                       | 1                      |

**UNAUTHORIZED.** The items of furniture and furnishings listed below will not be provided in leased unaccompanied quarters at government expense, nor will the government accept any liability or consideration for restoration cost should the lessor intentionally or inadvertently provide or, for any reason, fail to remove such items from quarters leased by the government.

**Item**

Radio  
 Television set  
 Flatware  
 Dishes  
 Kitchen appliances (other than range/refrigerator)  
 Hi-Fi/stereo equipment  
 Cooking Utensils  
 Paintings and wall plaques

**SAMPLE LETTER-REQUEST FOR LEASE ACQUISITION - UNACCOMPANIED HOUSING**

MEMORANDUM FOR US ARMY CORPS OF ENGINEERS, \_\_\_\_\_ DISTRICT \_\_\_\_\_

FROM: HQ AFRS/RSS  
550 D Street West Ste 1  
Randolph AFB TX 78150-4527

SUBJECT: Request for Lease Acquisition - Unaccompanied Housing, 36901

1. References:

- a. AFR 87-15 (AR405-5), paragraph 3, *Army and Air Force Basic Real Estate Agreements*.
- b. AFR 87-1, section C, *Acquisition of Real Property*.
- c. AETCI 32-6001, *Leased Unaccompanied Housing*,

2. Request the quarters described on the attached letter be leased for use by the 369th Air Force Recruiting Squadron, \_\_\_\_\_(address)\_\_\_\_\_, as soon as possible, but not later than (date). The quarters should be leased for 1 year with an option, if obtainable, to renew annually up to 4 additional years at a cost not to exceed either your fair market appraisal or the monthly rental cost specified on the attached letter, whichever is less. You should attempt to obtain a 30-day cancellation clause in favor of the government; however, up to a 60-day clause may be negotiated if necessary to secure the lease. Lease costs will be paid directly to the lessor or agent as specified in the lease by the Air Force Accounting and Finance Office, \_\_\_\_\_(address)\_\_\_\_\_. The fund citation (attachment 6) for lease costs is \_\_\_\_\_(obtain from supporting AFO)\_\_\_\_\_.

(Signature)  
Chief, Support Division

cc: 369 RCS

**EXAMPLE-UTILITY DATA**

Leased Quarters Utilities Data, Case Number:

Lease Number:

Effective Date:

Organization:

Occupant:

Home and Duty Phone:

Lessor/Agent:

Address:

Phone:

Supplier Data:

| Service  | Name and Address   | Phone        | Estimated Charge | Date Start | Date Stop |
|----------|--|--------------|------------------|------------|-----------|
| Electric | Los Angeles Public Elec<br>58 Sesame St, Los Angeles<br>CA | 303-655-8181 |                  |            |           |
| Fuel     | Lessor   |              |                  |            |           |
| Water    | Lessor   |              |                  |            |           |
| Sewer    | Lessor   |              |                  |            |           |
| Trash    | Lessor   |              |                  |            |           |

Total Monthly Cost:

Plus Estimated Utilities:

Total Cost: B