



Housing In-Processing Brief



US ARMY GARRISON HUMPHREYS **Housing Division**















This briefing has been prepared to streamline the process of obtaining off post private rental housing.

Following the guidelines in this briefing will ensure you have a smooth transition into your new home.





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Government First Housing Assignment Policy

Due to a government First Housing Assignment Policy all Service Members are required to reside in military/government family or unaccompanied housing when available.

- ☞ Off Post housing **will only be authorized** if the occupancy rate for government family or unaccompanied housing is **above 95%**.
- ☞ If government family housing is not available, the Service Member can request to be placed on the on post waiting list.
- ☞ Ensure that you check the box on your lease to be/remain on the Army Family Housing (AFH) waitlist.





Housing Request

Required Documents Needed for Housing:

AFH

- ✓ DD Form 1746 – Application for Assignment to Housing
- ✓ PCS/Pin Point/Amendment Orders
- ✓ DA Form 31 – Leave Form
- ✓ DA Form 137-2 – Installation Clearance Form
- ✓ Command Sponsorship Program (CSP) Approval Memorandum with H-XXXX

UPH (Senior Enlist/Officers)

- ✓ PCS/Pin Point/Amendment Orders
- ✓ DA Form 31 – Leave Form
- ✓ DA Form 137-2 – Installation Clearance Form

Off-Post (Civilians/ETP Waiver approved)

- ✓ DD Form 1746 - Application for Assignment to Housing
- ✓ PCS/Pin Point/Amendment Orders
- ✓ DA Form 31 – Leave Form
- ✓ DA Form 137-2 – Installation Clearance Form
- ✓ Command Sponsorship Program (CSP) Approval Memorandum with H-XXXX

Send request to usarmy.Humphreys.imcom-korea.list.usag-Humphreys-housing@mail.mil

- **Include Last name, First name, & Grade on subject line**





Step by Step Guide

1. Google your OHA/LQA RATE

- Defense Travel Site (OHA)
- Civilians Personnel Advisory Center\Department of State Website (LQA)

2. CONTACTING A REALTOR:

- Check the Disclosure List of sanctioned or challenging properties before contacting a Realtor or selecting a property.
- Coordinate how you and your Realtor will meet to be shown properties. Most Realtors do not have base access.
- Inform the Realtor if you have school aged children and have the Realtor show you the school bus stop. Also, please call the USAG-H student transportation Office (756-9444) to confirm that the school buses commute to your area. If you are outside of the commuting area, your child will be on SPACE A.

3. DEPOSITS:

- If a hold deposit is required ensure that you discuss with your realtor if it is refundable/non-refundable. Please annotate on the receipt that “This deposit will go towards my 1st month's rent”, and if it is refundable. Typically, this should be no more than \$200.00.
- Military personnel can expect to pay a security deposit at move in equal to the monthly rental fee, as well as first month's rent.
- At your lease processing appointment, please let the counselor know if you need the Advanced OHA paperwork. If you need additional help with the security deposit, please see the Finance Office directly.

4. SAFETY INSPECTION

- Please ensure that the property you select has been inspected by our office.
- A Safety Inspection must be completed prior to move in if a unit is new. If the unit is not new a safety inspection is conducted every six (6) years. Your realtor will coordinate this with our office.
- Our Housing Safety Inspector will assess the home for safety, security, and amenities (i.e. furnishings).
- Your realtor provides the property deed for the unit which states the living space and Pyong size (SF) of the unit.
- Our Housing Inspectors then load the information into our Fair Market Value (FMV) calculator for the value of the dwelling unit.





Step by Step Guide (cont'd)

4. LEASE SIGNING:

- Your Realtor will fill out the lease and sign their portion in their office.
 - You will NOT sign your lease contract until your lease processing appointment.
 - Ensure that your lease agreement indicates if you are on the government housing waiting list.
- **Send appointment request to usarmy.Humphreys.imcom-korea.list.usag-Humphreys-housing@mail.mil**
 - **Include Last name, First name, & Grade on subject line**
- Do you need Furniture? If so, coordinate with the Housing Furnishings Branch AFTER you have made the lease appointment to ensure delivery dates coordinate with lease start date.
- Ensure that ANY agreements made outside of the standard contract our annotated on the third page of your lease under special agreement.

5. SAFETY INSPECTION

- Please ensure that the property you select has been inspected by our office.
- A Safety Inspection must be completed prior to move in if a unit is new. If the unit is not new a safety inspection is conducted every six (6) years. Your realtor will coordinate with our office.
- Our Housing Safety Inspector will assess the home for safety, security, and amenities (i.e. furnishings).

6. Temporary Lodging Allowance (TLA):

- Processed at the Housing Office. All efforts should be made to secure housing as quickly as possible.
- You will need the Housing TLA memo, zero "0" balance/paid lodging receipt and PCS orders/**USFK Form 122-E** to process at finance.
- **Your Realtor must fill out and stamp the Off Post Search List to validate that you are aggressively seeking housing.**
- You will need a Certificate of Non Availability (CNA) from Humphreys Lodge if staying at Dragon Hill Lodge in Seoul, off post hotel, or Osan Lodge. **NOTE:** If NOT staying at Humphreys Lodge, you will need a Memo signed by 19th HRC Commander & Humphreys Lodging Certificate of Non Availability (CNA). You are only entitled to stay at DHL during the 5 day **POI**. After the 5 days you must make arrangements for lodging in the Humphreys area.





How to Find Out Your Housing Allowance

➤ Service Members:

➤ **Defense Travel Site:**

<https://www.defensetravel.dod.mil/site/ohaCalc.cfm>

- OHA Calculator
- Location Code: KR035
- Pay Grade
- Dependents (Yes or No)

➤ Civilians:

➤ **Civilians Personnel Advisory Center**

➤ **Department of State Website:**

https://aoprals.state.gov/Web920/lqa_all.asp?MenuHide=1

- Location
- With or without dependents
- Group category

Rent is negotiated between the realtor/landlord and the Service Member. Ensure that you know what your housing allowance ceiling is.

If rent is below OHA/LQA ceiling, personnel are not authorized to keep the difference.





When Choosing a Realtor

- ❑ There are over 60 realtors on the Registered Realtor List.
 - ❑ Ensure that there is no language barrier
 - ❑ Will they answer the phone at odd hours, weekends etc.?
 - ❑ Ensure that if you have school aged children that you tell your realtor you need a home on the bus route. (Please contact the school transportation office to verify.)

- ❑ Your realtor acts as your property manager and the direct liaison for your landlord.
 - ❑ They will inform you how to pay your rent/utilities, dispose of trash, etc.
 - ❑ They will inform you of who to call for any maintenance or repair issues.





Fees and Deposits

Brokers Fee and Deposit:

- There is a \$150 brokers fee for Service Members paid by the government one time per PCS.
- It is not necessary to provide a deposit to hold the unit unless you choose to do so.
 - Deposit should be no more than \$200.
 - Discuss with your realtor if the amount is refundable/non-refundable.
 - Ensure that you write on receipt: *“This money will go towards my first month’s rent.”*
- ✓ *Most realtors will require a SECURITY Deposit equal to one month’s rent and the first month’s rental payment at move in for military personnel.*
- ✓ *If you need help with Advanced OHA **please contact to finance directly**; let the counselor know at your lease processing appointment, so they may provide you the documentation.*
- ✓ *For LQA disbursement please speak with your local CPAC/HR office.*





Lease Signing Procedure

- Your Realtor will fill out the lease and sign their portion in their office.
 - You will NOT sign your lease contract until your lease processing appointment and a Housing Counselor has reviewed the document. (We do this to ensure your lease is correct before you sign a binding contract.)

Please contact your designated POC or Housing counselor to schedule your lease processing

- Do not negotiate any property improvements (i.e. decks, fences, sheds, maid service, etc.) as these are not authorized expenses for OHA/LQA.
- Ensure that ANY agreements made outside of the standard contract are annotated on the third page of your lease under special agreement.
 - Such as:
 - Repairs
 - Cleaning
 - Alterations

Verbal agreements cannot be assessed by the Housing office if they are not upheld. Everything needs to be documented in writing!!





Lease Signing Procedure Cont'd

- **Once your lease is signed no alterations or changes can be made as it is a binding contract (unless mutually agreed upon by realtor/landlord and tenant).**
- Maid/cleaning services of your dwelling unit are not covered under OHA and will be at the tenant's expense.
- Please discuss with your realtor the length of your lease term and if your utilities will be included or paid separately.
- **Service Members are encouraged to do a two year lease, to prevent rent increase or lease not being renewed after the first year.**



While Residing in Off Post Housing



- You will be given 7 days from move in to complete your move in condition form (located at the back of your Resident Guide and turn into your Realtor**
 - Ensure you annotate any deficiencies that you may be charged for at move out
 - Be as detailed as possible
 - Ensure that you have signed and dated the bottom
 - We recommend making a copy for housing to keep in your file in the event that you lose your own copy.

- Renters insurance is strongly encouraged. This will cover your personal property in the event of fire, flood, or other natural disaster.**

- Be respectful of your neighbors as you are an ambassador of the US and should act accordingly.**

- Ensure children and pets are monitored closely to ensure no damage to the property or disruption in your neighborhood.**



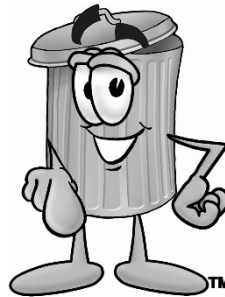


Off Post Waste Collection

Korea is very adamant about proper trash and recycling procedures.

- You will need to buy specific Korean trash bags.
- You can purchase these at Korean grocery stores, convenience stores, etc.
- If you live in Pyeongtaek the orange colored bags are for food waste and white are for traditional trash.
- If you live outside of Pyeongtaek you will utilize different colored bags. Your realtor will inform you of which ones you need per your area and where to purchase.
- Your realtor will instruct you where to dispose of recyclables and how they are to be broken down

**PLEASE DO NOT
BRING YOUR OFF
POST GENERATED
WASTE ONTO THE
INSTALLATION FOR
DISPOSAL!**





Furnishings Support

- Command Sponsored Service Members are authorized 50% of their household goods (HHG) shipment, and will be allowed to keep the government furniture for items they could not ship.
- Civilians are authorized full weight allowance, therefore will only be authorized loaner furniture until HHG arrives.
- On post housing will have loaner furniture when assigned.
- Off post residents need to request temporary furnishings.
- Please coordinate with the Housing Furnishings Branch after your lease processing appointment.
- You are authorized 2 pick ups and 2 deliveries.

- 1st Delivery prior to HHG arrival. 1st Pickup would be when household goods arrive
- 2nd Delivery would be 60 days out from outbound PCS when HHG are picked up
- Off post residents must coordinate the pick up of all furnishing when vacating their home

Civilians are issued furniture for up to 90 days. However, you may request a stove, refrigerator, washer and dryer for the duration of your tour (if not provided by the landlord).

- Please contact the Housing Furnishings Branch to pick up loaner furniture prior to the delivery of your HHG.





Temporary Lodging Allowance

- Service Members are authorized Temporary Lodging Allowance (TLA).
- When processing TLA, the Housing Office will need a copy of your orders and paid lodging receipt with a “zero” balance.
- The Off Post Housing Search List needs to be filled out by your realtor proving that you have been aggressively seeking housing.
- OHA and TLA cannot overlap.
- If moving into a new home while on TLA you must check out of the hotel by 11 AM, so that we can reimburse you for the night prior and begin your OHA the day of move in.
- Civilians should contact their CPAC/HR for information on TQSA to cover lodging costs.



HOUSING POINT OF CONTACT



U.S. ARMY



US ARMY GARRISON HUMPHEYS
Housing Division



Ms. Carter, Desiree

Housing Operations and Customer Service Manager

DSN: 757-1358

COMM:0503-357-1358

