

FILING A TLA CLAIM/EXTENSION

Military Members Only

File TLA in 15 Day Increments: Newly arrived personnel will file their TLA claims in 15-day increments. As a reminder, **Packet 1, Section 3**, Understanding TLA, has preliminary TLA information. That information still applies, but this Section gets into the details for required documentation dependent on your situation.

Assistance: If permanent housing has not been secured after 30 days, necessitating a third 15-day TLA increment, you **must** meet with a Housing Counselor for assistance in securing a house and/or justifying additional TLA claims.

Short Term Lease Contract Option: If you cannot justify TLA approval beyond 60 days, you will be advised to initiate a “short term lease”. DO NOT wait until day 59 to start this process, you need to timely work this option with a housing counselor to ensure a smooth transition is maintained. This short-term lease option allows you to wait for a particular unit or allows you to continue the search for housing that meets your personal preference. With this option, your Overseas Housing Allowance (OHA) at the rental amount or your OHA cap, whichever is lower, plus your utility allowance will start to offset the short-term lease cost. Reimbursement of meals is not authorized while receiving OHA. You should not incur any out-of-pocket expenses. Shop around for best price. Refer to **Packet 3, Section 5** for more detailed information.

How to file a TLA Claim: Provide Housing copy of the hotel PAID RECEIPT showing charges for 15 days. If residing with a friend you can only claim “MEALS ONLY”, meal receipts are NOT required.

- One copy of PCS orders and amendments.
- If staying off Base, copy of Contract Lodging Authorization Sheet issued by 31FSS/SVML (Lodging)
- Quarters Visited form (**Packet 2, Section 1**)

TLA Approval Authority and Extensions: After the initial 60 days, you must have TLA extension approved by 31FW/CC. **Extensions may only be granted in very limited and extreme circumstances beyond your control.** Examples of authorized reasons “beyond the member’s control are:

- Temporary furnishings are not available
- Acts of God, i.e. fire/flood/earthquake, which made the house uninhabitable.
- Unexpected withdrawal of your selected house from the market by the landlord
- Member or dependents are/were hospitalized resulting in curtailment of housing search
- Member’s mission essential duties curtailed housing search
- Suitable/adequate houses are unavailable even with Housing Office assistance

Additional TLA will be granted if the housing manager determines insufficient referral listings are available in the member’s grade/bedroom category or for reasons beyond the member’s control as stated above. For TLA extensions to be approved, it is imperative that you document your search on the Quarter’s Visited form (**Packet 2, Section 1**) and have adequate justifications for declining a unit (refer to DoD Community Housing Acceptability Criteria **Packet 2, Section 1**). TLA cannot be extended for personal reasons: i.e. the landlord will not accept a pet, you want to

rent a single unit, you desire to live in a certain area or within certain commute time, or, if you do not timely schedule appointments with FMS or Home Fuels.

Any request for additional TLA must be submitted to the Housing Office in writing and endorsed by your Squadron Commander, together with copy of the Quarters Visited form (NOTE: this form is mandatory, requests will be returned if this form is not provided). Additional TLA requests must be submitted as soon as possible to allow time for processing. Sample memos are at page [4-5](#) of this Section; one example if adequate quarters are not available and the other example is for reasons beyond a member's control.

<LETTERHEAD>

MEMORANDUM FOR 31 CES/CEIH

FROM: <Your name>

SUBJECT: Additional TLA Request due to Unavailability

1. Request authorization for additional TLA for __ days (from ___ to _____). I arrived at Aviano AB on _____ and have not been able to find available housing. I have aggressively searched. After day 20 of house hunting, I began working with Housing Counselors to secure housing. My Quarters Visited Form is attached and identifies the 12+ homes visited and the various justified reasons for declining each house.

2. Please contact me with any questions or concerns at _____.

<your signature block>

1 Atch
Quarters Visited Form

1st Ind., (squadron commander)

Concur.

<Commander's signature block>

<LETTERHEAD>

MEMORANDUM FOR 31 CES/CEIH

FROM: <Your name>

SUBJECT: Additional TLA Request due to Circumstances beyond my Control

1. Request authorization for TLA extension for __ days (from____ to _____). I arrived at Aviano AB on _____ and have not been able to find available housing due to circumstances beyond my control.

2. <Describe in detail circumstances beyond your control. Examples included:

- Temporary furnishings are not available
- Acts of God, i.e. fire/flood/earthquake, which made the house uninhabitable
- Unexpected withdrawal of your selected house from the market by the landlord
- Member or dependents are/were hospitalized resulting in curtailment of housing search
- Member's mission essential duties curtailed housing search
- Suitable/adequate houses are unavailable even with Housing Office assistance>

3. <Include any other documents you feel necessary to support your request>

4. Attached is my Quarters Visited Form.

5. Please contact me with any questions or concerns at _____.

<your signature block>

1 Atch
Quarters Visited Form

1st Ind., (squadron commander)

Concur.

<Commander's signature block>