

SEARCHING FOR A HOME

Introduction: This Packet will guide you through several processes in preparing you to locate your Italian home and financial information to help make your decision. We have broken the process down into **6** separate Sections to make it easier to follow within the entire process of locating your home.

- Section 1: Searching for a Home – information for help in locating your leased unit and your responsibility for successfully meeting established milestones
- Section 2: Filing a TLA Claim/Extension – information for military about the process for reimbursement and the process/policy when seeking TLA beyond the 60 day standard
- Section 3: Understanding OHA/LQA/Utility Allowance – information about your Overseas Housing Allowance for military; Living Quarters Allowance for civilians; and Utilities Allowance for both
- Section 4: Understanding MIHA-Misc/FTA – information about your Moving-In Housing Allowance-Miscellaneous for military and Foreign Transfer Allowance for civilians
- Section 5: Understanding MIHA-Redecoration – also referred to as MIHA-Paint
- Section 6: Understanding MIHA-Security – information about your MIHA for Security features

REMINDER 1: If you have not already done so, refer back to **Packet 1, Section 1** for the Quick Reference Checklist and **Packet 1, Section 4** for the 60-minute driving map. Both of these documents will help you when finding a home.

REMINDER 2: When you arrive at Aviano Air Base, you will be living in temporary quarters until you occupy permanent housing. To help you offset the cost for living in temporary accommodations, military personnel will be reimbursed by receiving TLA and civilian personnel will be reimbursed by receiving TQSA. DoD guidance requires military members to aggressively search for and secure quarters, and document search by providing list of quarters visited when filing TLA claim every 15 days during initial 60 days. _Civilians are authorized up to 90 days. Refer to **Packet 1, Section 3** for more details.

REMINDER 3: If needed, you will be advised to initiate a “short term lease”. Refer to **Packet 3, Section 5** for more details.

Official Rental Listings: Available units are listed in www.HOMES.mil (see page **5** for details) showing rental price, security deposit, number of bedrooms and other amenities. Create a log in account, aggressively search the site daily for new listings. If your search criteria is not providing adequate number of homes to visit, you need to expand your search criteria reducing personal preferences. For instance, desiring a 2 car garage or even just a garage limits search findings so compromising with a carport opens up multiple more listings. Open your search without limitations first and then you can reduce criteria.

Unofficial Rental Listings: There are also private web sites that can help find you a home, but these are not official sites. You should also talk to people in your squadron as they are a great resource, but always verify information as sometime you can be inadvertently be given inaccurate information.

Real Estate Agency Fees: Since we have a Housing Management Office this expense is not reimbursable at Aviano AB. There are Real Estate Agents that will waive their fee, but you must verify that no charges will be incurred before you make any commitments. Of course, you can decide to enter a **contract** with an agency at your own expense, but do not sign a lease or rental agreement without Housing’s approval. Agencies fees charged are normally equivalent to one month of rent.

Appointments/GPS/Language Barrier: Housing Counselors can assist with landlord appointments. Housing has GPS units that can be checked out for house-hunting. If you have unresolved questions after viewing a unit, due to language barrier, come to Housing Management Office for assistance.

Quarter's Visited Form: It is imperative military document your search on the Quarter's Visited form at page 6 of this Section and you must have adequate justifications for declining a unit (refer to DoD Community Housing Acceptability Criteria at page 7 of this Section). If you have not secured community housing within **30 days**, you **must** see a housing counselor who will assist you in finding houses that can be occupied as soon as possible.

Instructions for completing the Quarter's Visited form:

- Name: self-explanatory
- Phone Number: self-explanatory
- TLA from: enter the first day your TLA starts or the 2nd or 3rd 15 day increment
- TLA to: enter 15 days from the day above (e.g. from 1 May to 15 May; 16 May to 30 May, etc.)
- Box 1-6: the content you provide in each box is for each unit you visit and all are self-explanatory; however, be very specific about why you declined the unit. You will use this information in case you need to get a TLA extension. Writing "house not big enough" will not justify additional TLA.

Timeline: Your goal should be to find a house allowing enough time for processing the lease and completing the process. Depending on the house selected several requirements can take additional time, including house inspection, utility connections and delivery of loaner furniture. Suitable housing is considered adequate even though the available units may not meet your personal preferences: i.e. garage, pets are not allowed, you want to rent a single unit, your desire to live in a certain area, you are searching for a home to purchase, etc.

Transportation: Your sponsor is the key to successful house hunting providing local area knowledge and transportation. There are local low-cost car rentals off base. Housing Counselors may be able to provide transportation service based on staff availability and with prior coordination.

WARNING: Special Considerations and Memo for Record: You need to take the following into consideration when finalizing your lease selection. Failure to consider this criteria can result in a financial hardship to you and your family.

- unit rests within the 60-minute driving map; **Packet 1, Section 4**
- stay at or below your OHA ceiling; **Packet 2, Section 3**
- unit qualifies for tax free utilities; **Packet 3, Section 3**
- if you have school age children make sure the unit is on the bus route; **Packet 3, Section 6**

To keep from incurring increased financial burdens, make sure the unit you are looking at meets the above criteria. However, if you find a home that does not meet any or all of this criteria, but you still want this home (a personal decision), you'll be responsible to make up the difference out of your pocket (refer to **Packet 2, Section 3** for an example of how this can happen). In this case you will be asked to sign a Memo for Record acknowledging your financial obligation (example provided on page **8** below). If you are E6 or below, you must have a MFR signed by your First Sergeant or Commander concurring with your decision (see example provided at page **9** below). In addition, if you move into the house and find that any of the above criteria becomes unacceptable, this does not constitute a hardship and you will NOT be granted a government funded move (remember, it was your decision to not follow the criteria stated). If this warning applies to your situation, consider discussing the financial responsibility with your first sergeant prior to making your final decision.

Searching for a Home: When you are viewing homes, it is EXTREMELY IMPORTANT you have all the following forms with you:

Form (most all forms are in both English and Italian)	Packet	Section	Pages
Letter of Intent	2	1	10-11
Refund Request for Paint	2	5	4
Rental Agreement – 3 original copies will need to be signed	3	1	9-13
Premises Condition/Inventory form – 2 copies will need to be signed	3	1	14-15
Information to the Landlord letter	3	1	16-17
Dichiarazione Atto Notorio form (proof of ownership of the house/copy of landlord ID)	3	1	18
Utilities form	3	3	5-6
Measuring Appliances and Wardrobes form	3	4	9

NOTE: due to the chronological format of this brochure, forms are found in different Packets and Sections. But don't be concerned as the Housing Office will provide you a complete package at Jump Start or the Newcomers Orientation or you can stop by the Housing Office and pick one up. This table is provided so that you know where to locate the instructions for completing the documents.

Contact Information: Provide the prospective landlord with your name and telephone number in case he/she needs to contact you after your visit. Remember, there may be more than one person looking at the house. Refer back to the Quick Reference Checklist.

Comparing Homes: If you find a home but it is just missing a few of your personal preferences, you can always try to negotiate some of the items with the landlord before signing the lease. Ask Housing for comments left by previous tenants about the landlord and the home.

Found Your Home: When you locate the home you want to lease you have two options at hand: Letter of Intent or execute the lease. The Letter of Intent is described below, it's a tool available to secure a home being viewed by other potential tenants. If you want the house and are ready to execute the lease, you will complete all the forms listed above (except the Letter of Intent) which are fully described in **Packet 3**.

Letter of Intent: If you find a house you want to lock in, so you do not miss your opportunity to someone else, you can execute a Letter of Intent (page 10 and 11 of this Section) and pay €150 to the landlord to hold the unit. It is in Italian and English and the instructions are explained below.

- If you follow through with renting this home, the €150 will be returned to you. Page 2 of the Letter states, “The prospective lessee pays as a preliminary agreement deposit the amount of €150 to the agent/owner. The owner or agent will issue a receipt to the prospective lessee as proof of paid deposit. The amount will be returned to the lessee once the lease is finalized.” In addition, if the home does not meet the standards (see page 7 of this Section) when inspected by the Housing Office, the agent/owner must return the deposit within 5 days of the inspection.
- If for some reason you later change your mind on the unit, you will forfeit the €150. The Letter states, “The deposit will be kept by the agent/lessor if the prospective lessee unilaterally breaches this agreement to rent the above mentioned premises.”

Instructions for completing the Letter of Intent:.

- Sig./Sig.Ra: Your name
- Sita in: Town
- Via: Street
- n. House number
- Foglio n., Mappale n., and Subaoterno n. will be provided by the landlord or agent
- Mrs./Mr.: Your name (yes it is completed twice so the landlord as the Italian version)
- Located in: Town
- Via: Street
- n. House number
- Sheet n., Plot n., and Subdivision n. will be provided by the landlord or agent
- Lessee – your name
- Monthly Rent – enter the amount for the rent. Also, you need to write down the date when rental payments will start. Where it states “Accessory fees excluded” that amount (if applicable) will be written in the Condo Fees block.
- Condo Fees – some examples of expense included, but are not limited to; common area cleaning, common area electrical, common area landscaping, etc.
- Security Deposit – write in the amount of one month’s rent
- Duration – when signed, your lease lasts for 4 years; if you stay beyond the 4 years the lease extends itself for another 4 years unless either party decides to end the lease at the first 4 year mark
- Taxes – this is information you acknowledge when you sign page 2 of this letter; refer to **Packet 3, Section 1**, Block 12 and 13 of the Rental Agreement
- Signature – both you and the landlord sign the bottom of page 2

Short Term Lease Contract Option: If you find a unit that is still occupied or under repair/construction and it will not be available during your 60-day TLA period, (but you want to wait for that particular unit to become available) you will be advised to enter into a “short term lease” (see **Packet 3, Section 5**).

HOMES.MIL INFORMATION SHEET

Housing On-line Military Enterprise System is a public-facing computer (IT) system for community rental listings.

- HOMES.mil is used by all Branches of Service
- Provides visibility of community rentals for all Service Members worldwide
- Public Users can access HOMES.mil without an account and conduct searches; cannot select into a listing or contact the housing office without an account
- Services Members may create an account
- Homes.mil requires a valid password to establish an account IAW DOD Password Rules
- Passwords must be changed every 60 days
- An automated email is sent out once account is established



HOMES.mil provides Service Members and Families with home-finding services

- Provides search features and display options that can will allow listings to be saved for future use
- Allows Service Members to compare up to 5 different properties at one time
- Provides Google maps to display closest listings to Service Member's assigned installation and tools to make informed housing decisions

Service Member Accounts

- Service Member Account requires compliance with DoD Password policy
- Service Member receives automatic welcome email to HOMES.mil once account is created
- Service Member can then log into HOMES.mil; options to change installation and/or Update Account to add listing on "Landing Page" tab

Property Listings

- Search for Property Listings by selecting the installation
- Refine search by searching by bedrooms, size, etc. (this limits available units)
- View property details by selecting the listing on Search page
- Contact information can be viewed; you can send email
- Allows view of property in Google Maps



QUARTERS VISITED FORM

(View at least 2 houses during initial 10 TLA day-period, at least 5 each subsequent 10-day period)

NAME: _____ PHONE NUMBER: _____
TLA FROM: _____ TO: _____

1	ADDRESS VISITED _____ TOWN _____ LISTED IN homes.mil: <input type="checkbox"/> YES, UNIT ID _____ NO LANDLORD'S PHONE _____ DATE OF VISIT: _____ NO OF BEDROOMS _____ SIZE (NSF) _____ TAKEN: YES <input type="checkbox"/> NO (Give reason for declined) _____ _____ _____
2	ADDRESS VISITED _____ TOWN _____ LISTED IN homes.mil: <input type="checkbox"/> YES, UNIT ID _____ <input type="checkbox"/> NO LANDLORD'S PHONE _____ DATE OF VISIT: _____ NO OF BEDROOMS _____ SIZE (NSF) _____ TAKEN: YES <input type="checkbox"/> NO (Give reason for declined) _____ _____ _____
3	ADDRESS VISITED _____ TOWN _____ LISTED IN homes.mil: <input type="checkbox"/> YES, UNIT ID _____ <input type="checkbox"/> NO LANDLORD'S PHONE _____ DATE OF VISIT: _____ NO OF BEDROOMS _____ SIZE (NSF) _____ TAKEN: <input type="checkbox"/> YES <input type="checkbox"/> NO (Give reason for declined) _____ _____ _____
4	ADDRESS VISITED _____ TOWN _____ LISTED IN homes.mil: <input type="checkbox"/> YES, UNIT ID _____ NO LANDLORD'S PHONE _____ DATE OF VISIT: _____ NO OF BEDROOMS _____ SIZE (NSF) _____ TAKEN: <input type="checkbox"/> YES <input type="checkbox"/> NO (Give reason declined) _____ _____ _____
5	ADDRESS VISITED _____ TOWN _____ LISTED IN homes.mil: <input type="checkbox"/> YES, UNIT ID _____ NO LANDLORD'S PHONE _____ DATE OF VISIT: _____ NO OF BEDROOMS _____ SIZE (NSF) _____ TAKEN: <input type="checkbox"/> YES <input type="checkbox"/> NO (Give reason declined) _____ _____ _____
6	ADDRESS VISITED _____ TOWN _____ LISTED IN homes.mil: <input type="checkbox"/> YES, UNIT ID _____ <input type="checkbox"/> NO LANDLORD'S PHONE _____ DATE OF VISIT: _____ NO OF BEDROOMS _____ SIZE (NSF) _____ TAKEN: <input type="checkbox"/> YES <input type="checkbox"/> NO (Give reason declined) _____ _____ _____

NOTE: SEE REVERSE SIDE FOR DOD 4165.63-M COMMUNITY HOUSING ACCEPTABILITY CRITERIA

DoD COMMUNITY HOUSING ACCEPTABILITY CRITERIA

ACCEPTABLE CRITERIA FOR A HOUSE (DoD Housing Management Manual 4165.63-M)

- Within 60 minute Commute
- Within maximum allowable OHA
- Well maintained and structurally sound – does not pose a health, safety, or fire hazard
- Complete unit –lockable private entrance, bathroom, kitchen for sole use of occupants
- Kitchen, bathroom, living room, bedrooms entered without passing through bedrooms
- Kitchen has stove/refrigerator connections and space for food preparation
- At least one bathroom has a shower or bathtub, sink, and a flushable toilet
- Adequate utility systems and services, i.e. electrical service (3.3 KW is acceptable)
- Has hot and cold running potable water
- Has sufficient sanitary and sewage disposal
- Must have a permanently installed, adequately vented heating system
- Air Conditioning or a similar cooling system (Unified Facilities Criteria 4-711-01)
- Has adequate services available for television (satellite), internet and telephone

LOCALLY DEVELOPED ACCEPTABLE CRITERIA FOR A HOUSE (from Manual “At foreign locations, installation commanders have greater input in determining the features and criteria that may deem housing units suitable or unsuitable, within the reasonable expectations of the local and military communities.”)

- Washer/Dryer connections or accessible laundry facilities on the premises
- At least one A/C unit in living and sleeping areas; basements and attics are excluded
- Kitchen cabinets, cupboards, sink, countertop (min 1.5 meters = 4.9 feet)
- Light fixtures throughout the house including basement/attic areas
- Illuminated door entrances and house perimeter
- Bathroom storage cabinet(s)
- Safety railings on interior stairs (over 3 steps)

NOT-ACCEPTABLE CRITERIA TO DECLINE A HOUSE (personal preferences not supported by policy or guidance)

- Pets are not allowed
- Commute is too far for member even though it is within 60-minute Housing Market Area
- Not a single unit, i.e. an apartment, 6-plex, 4-plex, duplex, multiplex
- Near Foreign Nationals
- Does not have equipment for television (satellite), internet and telephone
- No private driveway, garage, carport, yard or fenced yard
- Too small for my furnishings
- Landlord lives too close to unit
- House has heating fuel/gasolio not natural gas
- Dislike the neighborhood
- Rent too high/exceeds my OHA (if rental amount was established prior to visiting the house)
- Not nice enough
- No POV to visit available units
- House does not have screens

<use only if you are an E7 or above>

<LETTERHEAD>

FROM: <your name>

MEMORANDUM FOR 31 CES/CEIH

SUBJECT: Exceeding Overseas Housing Allowance (OHA) Ceiling for Economy Housing Contract

1. I am requesting the Housing Office to approve a Rental Agreement that is currently over my authorized maximum OHA for my rank. I acknowledge that I have been briefed by the Housing Office that there is no entitlement to a government-funded move should I later choose to move due to financial hardship.
2. I have analyzed my request and I fully understand that I am accepting this financial responsibility.
3. Attached is my unit's concurrence
3. If you have any questions, please give me a call at _____.

<your signature block>

<use only if you are an E6 or below>

<LETTERHEAD>

FROM: <your unit>

MEMORANDUM FOR 31 CES/CEIH

SUBJECT: Exceeding Overseas Housing Allowance (OHA) Ceiling for Economy Housing Contract

1. Service Member _____ has requested the Housing Office approve a Rental Agreement that is currently over the authorized maximum OHA for their rank. The member has been briefed by the Housing Office that there is no entitlement to a government-funded move should they choose to later move due to financial hardship.
2. The Service Member has discussed this financial decision me and understands fully the financial responsibility.

<First Sergeant or Commander signature block>

Proposta Irrevocabile di Locazione
Letter of Intent for Property Rental

Il Sig./Sig.Ra _____, dichiara di voler prendere in locazione ad uso abitativo l'unità immobiliare costituita dall'abitazione sita in _____ via _____ n. _____, meglio identificata all'Agenzia delle Entrate di Pordenone catasto fabbricati - foglio n. _____ Mappale n. _____ Subalterno n. _____ alle seguenti condizioni:

Mrs./Mr. _____ intends to rent the premises designated as living quarters located in _____ Via _____ n. _____ and identified in the Real Estate Records of Pordenone Province - plot n. _____ sheet n. _____ sub. n. _____ at the conditions stated below:

INTESTAZIONE CONTRATTO: LESSEE:	_____
CANONE MENSILE: MONTHLY RENT:	€ _____ (Euro _____/00) Escluse spese accessorie; Il pagamento dovrà essere effettuato entro i primi 5 giorni del mese. La prima mensilità partirà dal _____ <i>Accessory fees excluded; Rent will be paid within the first five days of each month. Rental payments will start on _____</i>
SPESE COMDOMINIALI: CONDO FEES:	€ _____ (Euro _____/00) Mensili a forfait. <i>Fixed amount due monthly.</i>
DEPOSITO CAUZIONALE: SECURITY DEPOSIT:	1 (una) mensilità pari a - <i>1 (one) month rent:</i> € _____ (Euro _____/00)
DURATA: DURATION:	4 Anni + 4 Anni <i>4 Years + 4 Years</i>
SPESE e TASSE: TAXES:	La tassa di registro sarà a carico di ambo le parti al 50%. In caso di recesso anticipato da parte del conduttore, sarà a carico dello stesso la tassa di risoluzione anticipata al 100% <i>Registration fee (2% of annual rent amount) will be paid in equal shares by the lessor and lessee. Cancellation fees will be paid by the party requesting termination of the lease before contract expiration</i>

A titolo di cauzione per gli impegni assunti con la presente promessa, il promesso conduttore versa in acconto la somma di €150.00 al locatore tramite l'agente immobiliare ove presente. Il locatore o agente Immobiliare rilascerà regolare ricevuta dell'avvenuto versamento. Tale somma sarà restituita al promesso conduttore al perfezionamento del contratto, **Nel caso l'abitazione oggetto della presente proposta non rispondesse alle caratteristiche abitative stabilite dall'Ufficio Alloggi, la cauzione sarà restituita al promesso conduttore entro cinque giorni dall'avvenuta ispezione da parte dell'Ufficio Alloggi.**

The prospective lessee pays as a preliminary agreement deposit the amount of €150.00 to the agent/owner. The owner or agent will issue a receipt to the prospective lessee as proof of paid deposit. The amount will be returned to the lessee once the lease is finalized. If the premises don't meet the living standards set by the housing office, the deposit will be returned to the lessee within five days from the date of the inspection conducted by the housing office.

Tale somma verrà trattenuta dal proprietario in caso di mancato perfezionamento del contratto da parte del conduttore.

The deposit will be kept by the agent/lessor if the prospective lessee unilaterally breaches this agreement to rent the above mentioned premises.

Aviano, Il conduttore -Lessee _____

Aviano, L'agente immobiliare/Proprietario- _____ Lessor/Agent