

UNDERSTANDING MOVE IN HOUSING ALLOWANCE MIHA-REDECORATION (aka MIHA-Paint)

In Reference to Redecoration (painting) Fees: Italian Civil Code requires that premises be returned to the landlord by the tenant in the same condition received at the beginning of occupancy. The customary habit of the local communities is for the interior of rented houses to be freshly painted when handed over to the new tenant. Therefore the tenant will have to return it freshly painted or pay the landlord the cost of restoring the paint. In Italy, walls are painted with water-based paint and cannot be washed as compared to the U.S. where it is common to use latex or enamel paint which can be cleaned instead of repainted. Additionally, the concrete walls are prone to damage from nails or screws and require more repair than U.S. homes. Redecoration is generally defined as painting the interior walls. Refinishing of floors, re-staining of doors and enamel painting of woodwork, garages, basements, etc., is usually not considered a "redecoration" task. If you have doubts, get with the Housing Office personnel.

Civilian Employees: are not authorized MIHA-Redecoration (Paint). It is important to negotiate painting fees with the landlord prior to entering the lease as this will be an out-of-pocket expense you will incur when entering the lease. This is not part of the rental security deposit and is a nonrefundable charge. You should be able to negotiate the fee for one-month's rent and in no case no more than two-month's rent as clearly limited in Block 23 of the lease (see **Packet 3, Section 1**). If the method of painting reimbursement is prorated or a specified time-period that should be clearly specified in the contract at Block 31 "Special Conditions".

Military Members: MIHA-Redecoration (Paint) covers the landlord's cost for interior painting. Typically rental houses in the surrounding communities have their interiors painted every two or three years at the cost of one month's rent.

- This is a one-time payment at the Permanent Duty Station
- This is not part of the rental security deposit and is a nonrefundable charge
- This allowance does not apply to homeowners
- Joint spouse military members and sharers receive only one MIHA Redecoration allowance

Redecoration fees are reimbursed to military members per the Joint Travel Regulation (JTR) and cannot exceed two-months' rent. Block 23, of the lease agreement clearly defines the two-month limit (see **Packet 3, Section 1**). Your landlord is responsible for obtaining the original receipts to give to you. These receipts must be legible, signed and printed on company letterhead documents. In order for you to be reimbursed for the redecoration fees (paint), please use the form attached to this Section (page **3**). Also, the landlord must sign the refund form. If the paint reimbursement cost is less or equal to one month rent, filling out the attached form will suffice. If the amount is between one-month's rent and two months' rent, you must fill out the form and attach the original receipt.

Processing your request for reimbursement:

1. Landlord paints house
2. After the work is accomplished and you have a **refund request** or an actual **receipt** (required if cost is over one-month's rent), request reimbursement by submitting a DD Form 2556, MIHA Claim to the Housing Office, page **4** below.
3. The authorized amount shows up in your pay check

4. It is your responsibility to transfer this money to the landlord as soon as you receive it in your paycheck. It is important to transfer the money as soon as you receive it as the conversion rate can drop causing you out of pocket expenses. You cannot collect this fee and keep the money or give it to anyone other than the landlord.

MIHA-Paint Refund Request Form: This form is an agreement between you and your landlord.

Instructions for completing this form are as follows:

- Landlord's Name: self-explanatory
- Contract Effective Date: this is found in your lease paperwork
- Landlord's Address: self-explanatory
- Landlord's Contact Phone: self-explanatory
- Tenant's Name: write your name
- Tenant's Unit: write your assigned organization (e.g. 31 CES/CEIH)
- Tenant's Address: write in your PSC address
- Tenant's Contact Phone: self-explanatory
- Date Quarter's Painted: date the painting was completed
- Address Quarter's Painted: write the physical address of the unit
- Total Cost: total cost in Euro
- Signatures: both you (tenant) and the landlord sign this form

Instructions for Completing DD Form 2556: The form for getting paint fee reimbursement is found at page 4 below:

- Block 1: self-explanatory
- Block 2: self-explanatory
- Block 3: self-explanatory
- Block 4a-e: self-explanatory
- Block 5: is this the physical address not your PCS address
- Part B: Rent Related Expenses: if you are a homeowner you cannot file this claim
- Expense Items: write Painting
- Amount Claimed: write the amount of Euros requested
- Amount Allowed: filled out by the official certifier
- Block 6: filled out by the official certifier
- Part C: Security Related Expenses
- Expense Items: see **Packet 2, Section 6**
- Amount Claimed: write the amount of your claim; if you paid in Euro you need to convert to US dollars at the actual conversion rate
- Amount Allowed: filled out by the official certifier
- Block 7: filled out by the official certifier
- Block 8: filled out by the official certifier
- Block 9: filled out by the official certifier
- Block 10: filled out by the official certifier
- Block 11a-b: sign and date the form
- Block 12a-e: completed by the housing officer

PAINT REFUND REQUEST

DATE / DATA

(RICHIESTA RIMBORSO SPESE DI PITTURA)

NOME DEL LOCATORE (Landlord's name)

TENANT'S NAME

DATA EFFETTIVA CONTRATTO

TENANT'S UNIT

(Contract effective date)

INDIRIZZO DEL LOCATORE (Landlord's address)

TENANT'S ADDRESS (Street name/City)

NUMERO TEL. _____

CONTACT PHONE _____

(Contact phone)

DATA PRESTAZIONE (DATE QUARTERS PAINTED)	INDIRIZZO DELL'IMMOBILE (ADDRESS QUARTERS PAINTED)	IMPORTO TOTALE (TOTAL COST)
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____/____/____	(Via) _____ (Citta') _____	Euro: _____
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*The tenant will reimburse the painting fees to the Landlord within two months from the moving-in date
Il conduttore rimborsera' le spese di imbiancatura entro due mesi dalla data di inizio contratto.*

FIRMA DEL LOCATORE (Landlord's signature)

TENANT'S SIGNATURE

2017OCT20

MOVE-IN HOUSING ALLOWANCE CLAIM FOR PERSONNEL OCCUPYING PRIVATELY LEASED/OWNED QUARTERS OVERSEAS <i>(Read Warning, Privacy Act Statement, and Instructions on reverse before completion)</i>			INTERAGENCY REPORT CONTROL NUMBER 0370-DOD-AR
			REPORT CONTROL SYMBOL DD-P&R(AR)1834
PART A - SERVICEMEMBER IDENTIFICATION AND RESIDENCE INFORMATION			
1. NAME <i>(Last, First, Middle Initial)</i>		2. GRADE	3. SOCIAL SECURITY NUMBER
4. DUTY LOCATION OR HOMEPORT		b. LOCATION CODE <i>(Official Use)</i>	5. RESIDENCE ADDRESS <i>(Street, Apt. No., City, Country)</i>
a. STATION NAME			
c. CITY	d. COUNTRY	e. DUTY TELEPHONE NO.	
PARTS B - C - EXPENSES ASSOCIATED WITH OCCUPYING RENTED/OWNED QUARTERS			
a. EXPENSE ITEMS <i>(List all expense items in Parts B and C below. Enter "None" if appropriate. If a sharer, only one sharer may report an expense item. Report all amounts in dollars and cents. Refer to Instructions and Appendix N, JFTR, to determine what can and cannot be reported.)</i>		b. AMOUNT CLAIMED <i>(If payment made in foreign currency, convert to dollars at actual conversion rate.)</i>	c. AMOUNT ALLOWED <i>(If certifier excludes any amount, provide explanation on separate sheet.)</i> <i>(Official Use)</i>
PART B - RENT-RELATED EXPENSES <i>(Not applicable to homeowners)</i>			
6. PART B SUBTOTAL <i>(Official Use)</i> →			\$0.00
PART C - SECURITY-RELATED EXPENSES <i>(Allowed only in selected areas. See Appendix N.)</i>			
7. PART C SUBTOTAL <i>(Official Use)</i> →			\$0.00
PART D - REIMBURSEMENT TO MEMBER <i>(Official use only. Servicemember - skip to Part E.)</i>			
8. AMOUNT FROM LINE 6			\$0.00
9. AMOUNT FROM LINE 7			\$0.00
10. AMOUNT DUE MEMBER <i>(Sum of Lines 8 and 9)</i>			0
PART E - CERTIFICATIONS			
11. SERVICEMEMBER. I certify that the information reported in Parts A - C is true and correct.			
a. SIGNATURE		b. DATE SIGNED <i>(YYYYMMDD)</i>	
12. HOUSING OFFICER OR DESIGNATED AUTHORIZING/APPROVING OFFICIAL. I have reviewed this claim and certify that information was properly reported. I have entered monthly rent <i>(in dollars using Part B conversion rate, if appropriate)</i> and total sharers from member's DD Form 2367. <i>(If homeowner, report "rent" as original purchase price divided by 120.)</i>			
a. RENT	b. TOTAL SHARERS	c. TITLE	
d. SIGNATURE		e. DATE SIGNED <i>(YYYYMMDD)</i>	