



Housing Referral Statement of Understanding for Bolling Family Housing

This checklist has been prepared to ensure that you are briefed on the following policies prior to the signing a lease on-base. Please initial to the left of each paragraph acknowledging you understand them and sign at the bottom of the last page.

____ **LIVING ON BASE:** I am interested in living in base housing. I understand that Hunt Companies manages these homes, as housing aboard JBAB with Bolling Family Housing (BFH) is privatized.

____ **HOUSING CATEGORIES:** The Housing Service Center (HSC) can advise me on whether or not I am a non-target or target tenant and their definitions. The HSC can also inform me of the housing area I am authorized to reside as well as what type of unit I may be offered.

____ **HOUSING LOCATED ON DUNCAN AVENUE:** Duncan Avenue residents should be advised that Duncan Avenue is a high traffic area. Accordingly, Duncan Avenue residents are required to take necessary precautions to ensure children and family members play and socialize in a safe outdoor space. For example, all homes have enclosed backyards. Please note that appropriate traffic safety measures have been taken to enforce the traffic laws on the installation.

____ **PET POLICY:** I understand that a pet is considered to be a domesticated animal living in association with a household. Acceptable pets are limited to dogs, cats and birds. No more than two pets per household are allowed. A pet that weighs more than 100 lbs will not be accepted. Certain breeds of dogs are not allowed, including but not limited to Pit Bull Breed Dogs (American Pit Bull Terrier, Stafford Shire Bull Terrier, American Stafford Shire Terrier, etc.), Presa Canario Breed Dogs, Rottweilers, Doberman Pinchers, Wolf hybrids or any other canine breed with dominant traits towards aggression.

____ **PET FEE:** I understand that the privatized owner does require a pet fee of \$100 for Active Duty Service Members who have pets.

____ **RENT:** I understand that my rental payments will be equal to the with-dependent rate for my rank for the Washington D.C. Metro Area. If I am mil to mil, the application and rental payments will be drawn from the senior ranking spouse. I am also aware that rent shall be payable in the arrears. Rent for any partial month shall be prorated for the number of days the Premises is occupied. All pro-rations will be based on a thirty (30) day month. At move-in, Resident will pay the prorated rent for the first month in arrears through the automatic allotment. If Resident's automatic allotment will not pay for the prorated amount upon move-in, Resident must pay the prorated amount by check, money order, cashier's check, or certified funds on or before the first day of the following month.

____ **UTILITY PAYMENTS:** I understand that I will be required to pay my monthly gas and electric bills (with the exception of the Doolittle housing area). Gas and electric service to the residence will be sub metered. Meters will measure the Resident's gas and electric usage and the Resident will be billed based on this usage. The utility allowance is intended to enable occupants to be responsible for the cost of utilities, water and sewer and refuse collection excluded. **Utility Allowance Payment Responsibility** BLBFH will provide members with the monthly utility allowance and members shall begin paying for utilities in accordance with the timing of the transfer of payment responsibility in the BLBFH Transition Plan. Residents will be allowed an allowance of 110% of the amount of the Engineered Benchmark. If the resident's monthly bill exceeds the 110% allowance, then they will be responsible to pay that excess amount for that month. If the resident is under the 110% allowance, the resident will receive a refund of that amount for that month. **(PLEASE REFER TO THE UTILITIES BILLING FAQs ON THE BFH WEBSITE FOR MORE INFORMATION)**

____ **RENTERS INSURANCE:** It is extremely imperative that I obtain renter's insurance to cover costs and expenses should an accident in the home occur.

____ **MOVE-IN INSPECTION:** I understand that prior to moving in it is my responsibility to conduct an initial check-in inspection of the property. A form can be provided by the Bolling Family Housing Office to help facilitate the inspection. When the housing inspection is completed, this document should be signed by both the Landlord (Hunt) and the Tenant. It is also helpful to take pictures. Please keep a copy for your records.

_____**MOVE-OUT INSPECTION:** I understand that it is recommended that my Landlord and I be present at the time of the move-out inspection, so that discrepancies can be addressed as the property is being walked through. A form can be provided by the Bolling Family Housing Office to help facilitate this inspection. This form should be signed by both the Landlord (Hunt) and Tenant. It is also recommended that you take pictures during the inspection and keep them along with the move-out inspection form for your records. If you wish to have HSC present please contact the HSC office 202 404-1840

_____**NON-TEMPORARY STORAGE (NTS):** When you move into housing at Joint Base Anacostia- Bolling, you are entitled to non-temp storage at government expense. This storage option is classified as Non-Temporary, meaning **PERMANENT**. You cannot take items out or put items in storage after it has been stored under funding provided by the Housing Service Center. You can however, request the release of your items at any time and they will be delivered to you, but WILL NOT be re-stored at government expense. ***Coast Guard Active-Duty Members are not authorized NTS according to CG-1332 ADVISORY #002.** Requests for non-temporary storage must be submitted **within 30 days of your move in.** **NTS authority excludes furnishings acquired after move-in.**

For more information on how to take advantage of this program, contact the Housing Service Center at (202) 404-1840.

_____**INTRA-STATION MOVES:** If you apply for Bolling Family Housing (BFH) within 30 days of arrival and BFH is not available when you arrive, you can utilize your PCS move into housing on the economy and remain on the wait list until BFH becomes available. Once you are offered a unit with BFH and accept, JBAB HSC will pay for your secondary move into BFH. **This entitlement is NOT available to members who waited longer than 30 days after reporting to go on the waitlist for BFH.**

_____**JBAB INSTRUCTION 11320.1 BBQ GRILLS SAFETY POLICY:** BBQ grills should be used at least 15 feet from fences and building structures. You should have received and signed a BBQ grill policy issued by the JBAB Command which outlines the safety procedures for using and owning a grill in community spaces and in housing on base when you were sent the request for additional documents from the Housing Service Center. If you require a copy of the policy, please contact the Housing Service Center.

_____**UPDATE INFORMATION:** I will report any changes during my initial lease to the Bolling Housing Office. This includes phone numbers, email addresses, rank changes or dependent changes.

_____**30-DAY NOTICE TO VACATE:** I understand that it could take up to 30 days to stop an allotment. I must provide my Landlord (Hunt) with a 30-day written intent to vacate along with a copy of my PCS orders to terminate my lease agreement.

_____**MILITARY CLAUSE:** Resident may terminate this Lease, without the payment of any penalty or liquidated damages for early termination, if Resident retires, separates from active duty, is transferred (PCS/PCA) beyond a 25 mile radius of Joint Base Anacostia-Bolling, has received temporary duty assignment to another location of ninety (90) days or more, or is ordered to occupy public quarters. In such cases, Resident will furnish Landlord (Hunt) a copy of his/her official orders not less than thirty (30) days before such termination date unless such notification cannot be made at no fault of Resident (i.e., short notice assignment).

_____**DISPUTE RESOLUTION:** I understand that disputes such as landlord/tenant complaints such as maintenance issues, financial disputes, disputes with neighbors can be documented with the Housing Service Center, however, I must first notify the Private Owner (Hunt) , to see if the matter can be rectified before elevating the issue to the Housing Service Center.

_____**HOUSING DISCRIMINATION:** The Department of Defense is committed to obtaining equal opportunity treatment for all DOD personnel seeking housing. If you feel you have been discriminated against regardless of race, color, religion, sex, national origin, age, handicap and/or familial status, please contact the Housing Service Center.

MEMBER'S PRINTED FULL NAME

RANK/BRANCH OF SERVICE

MEMBER'S SIGNATURE OF ACKNOWLEDGEMENT

DATE

Housing Service Center (HSC)
21 MacDill Blvd
JBAB, DC 20032
(202) 404-1840

