

Joint Base Anacostia-Bolling Housing Services Center



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RENTAL PARTNERSHIP PROGRAM STATEMENT OF UNDERSTANDING

1. I, _____, must provide proof of six (6) month or longer active-duty orders for the National Capital Region and Basic Allowance for Housing (BAH) Verification to the Housing Service Center (HSC) to be enrolled into the Rental Partnership Program (RPP) and issued a Letter of Eligibility (LoE).
2. A holding fee may be collected by the Rental Property upon signing a Letter of Intent (LoI), which will be applied to the first month's rent. **All holding fees will be forfeited after 72 hours.**
3. I will return to the HSC within seven (7) business days after signing the LoI to receive allotment processing information.
4. **Until my allotment has taken effect I will pay the Rental Property directly on the first of the month by certified funds (e.g. Cashier's Check or Money Order).**
5. If I fail to process my allotment and payment is not made by the second month of occupancy, my RPP eligibility will be terminated. If I stop my allotment during any time of my lease period, my RPP eligibility will be terminated. **Upon RPP Termination, I will be required to pay the Rental Property all fees previously waived or reduced and be ineligible to re-enroll in RPP for one (1) year.**
6. I will conduct a move-in inspection within 5 business days or the time stated in my lease. Upon termination, I will conduct a move-out inspection with a member of the Rental Property staff. **I may request a HSC Counselor be present at either inspection.**
7. Rental Insurance may be required by some Rental Properties and is highly recommended by the HSC.
8. I must submit written thirty (30) day notice to the Rental Property if I intend to vacate or renew my lease at least thirty (30) days prior to the end of my lease period.
9. The Service member's Civil Relief Act (SCRA) or Military Clause is applicable to this lease. I must submit written thirty (30) day notice and a copy of my PCS, 180-day TDY or separation/retirement orders to the Rental Property in accordance with the SCRA.
10. I cannot break my RPP lease in order to accept Military Family Housing or PPV.
11. **My rental account will stay in good standing throughout my lease while participating in RPP.**
12. I will update all contact information as appropriate with the HSC throughout the duration of my RPP lease.

By signing below, I understand that failure to follow any of the above criteria/requirements my eligibility to participate in the Joint Base Anacostia-Bolling Rental Partnership Program will be rescinded. If eligibility is rescinded, I will be required to pay the Rental Property all fees previously waived or reduced and be ineligible to re-enroll in RPP for one (1) year.

Printed Name

Signature

Date

PRIVACY ACT STATEMENT

PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements
ROUTINE USE: None
DISCLOSURE: Voluntary; however, failure to provide the requested information will result in the inability to assist you.

