



Housing Referral Statement of Understanding for Bolling Family Housing

This checklist has been prepared to ensure that you understand 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 is privatized.

____ **HOUSING CATEGORIES:** As a non-military applicant, you are considered a non-target tenant or Other Eligible Tenant (OET). The type of housing offered depends on the current occupancy rates. I understand that housing availability can change in accordance with the occupancy rate and I may or may not receive housing when desired. The Housing Service Center can inform me of the housing area I am authorized to reside as well as what type of unit I may be offered.

____ **BACKGROUND CHECK/APPLICATION FEE:** I understand that there is a \$50 application fee for all members over the age of 18 that will be residing with me in Bolling Family Housing. This fee covers the cost of the background check which evaluates my credit worthiness, income, identity, rental history and whether or not I have a criminal history. **This fee is NON-REFUNDABLE.**

____ **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 all residents who have pets.

____ **AMENITIES FEE:** I understand that I will be charged a one-time amenities fee of \$200 which is due upon move-in. The fee is required regardless of whether I choose to use community offered amenities such as the Splash Park or the Bolling Family Housing Community Center amenities and facilities.

____ **RENT:** Resident agrees to make rent payable to Landlord or to such other account as Landlord shall designate from time to time in writing. Rent shall be payable in advance, without demand or offset, on or before the first day of each month. Landlord has the right to require that all payments that are not paid by allotment be made by money order, cashier's check, or certified check. 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 advance by check, money order, cashier's check, or certified funds. The prorated rent for the first month's rent is due on the day of move-in.

SECURITY DEPOSIT: Resident is required to pay a security deposit. The security deposit amount is based on the credit worthiness of the applicant. The security deposit will be held as security for the complete and faithful performance of the terms and conditions of this Lease, including but not limited to, the return of the Premises to Landlord at the end of the Lease Term, together with all keys, fixtures, facilities and appliances in the same condition as received, except for normal wear and tear. After termination of this Lease and delivery of possession of the Premises to the Landlord, and after full payment by Resident(s) of all rent or other monies due to the Landlord, the security deposit will be returned to Resident, less any necessary deductions within the parameters of the local law.

____ **UTILITY PAYMENTS:** Rent includes the following utilities during the term of this Lease: water, sewer, gas, electric trash collection and recycling. Resident shall separately pay for certain other utilities or services, such as, telephone, cable television and internet service. Resident shall be responsible for notifying the appropriate companies to arrange for any such utilities or services.

____ **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.

_____**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 or housing eligibility changes (i.e. termination from federal service).

_____**30-DAY NOTICE TO VACATE:** I must provide my Landlord (Hunt) with a 30-day written intent to vacate to terminate my lease agreement. If Resident vacates the Premises on a day other than the last day of the monthly rental period, the daily rental rate due for any resulting partial rental period shall be calculated by dividing the monthly rental rate by thirty (30). Any refund of rent due Resident by Landlord, less any amount owed to Landlord by Resident for damages or other charges allowed under this Lease, will be refunded in accordance with applicable law. Amounts owed to Landlord by Resident that are not paid in accordance with this Lease are subject to being submitted to a collection agency by Landlord for collection.

_____**EVICTIION:** Hunt may terminate a Lease and commence an action for eviction and /or summary possession to recover possession of the Premises in accordance with federal, state and local law for Resident’s failure to pay rent, for any material breach of this Lease, for one or more violations of the Resident Guidelines, or for any other actions that:

- affect or threaten to affect the health or safety of other residents in the community;
- substantially interferes with the right to quiet enjoyment of other residents in the community; or
- cause Resident or any other occupant of the Premises to be denied housing eligibility by the Installation Commander due to sex offender status.

If Resident remains in possession of the Premises without Landlord’s consent after expiration of the term of the Lease, Resident is deemed to be in breach of this Lease and Landlord may commence an eviction and/or summary possession action. On retaining possession beyond the rental period without consent of Landlord, Resident shall be obligated to pay Landlord’s attorney fees, court costs, and any ancillary damages due to the holdover by Resident.

_____**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

GOVERNMENT AFFILIATION

MEMBER’S SIGNATURE OF ACKNOWLEDGEMENT

DATE

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

