

THE HOUSING REFERRALS / SET - ASIDE /RENTAL PARTNERSHIP PROGRAM

Many years back, most of our military and their families lived On-Base in Military Family Housing. However, the demands of the present have altered the situation and Base housing became scarce. Currently, 70-75% of our military now live Off-Base due to non-availability of On-Base Housing. As a result, the Family Housing Office responded to the challenge of meeting housing demands, and in 1997 the Family Housing Office at Port Hueneme adopted and developed the Housing Referrals Set-Aside/Rental Partnership Program (RPP).

Set –Aside / Rental Partnership Program (RPP) was developed to assist service members and their families with Off-Base Housing referrals. Through an agreement between Housing Offices and Property Managers, a number of off-base rental units have been “set-aside” at a fixed rent. This program provides military personnel (both enlisted and officers) with Off - Base Housing which is affordable, safe and suitable, located in reputable apartment communities. In addition, the program brings together the private housing community with service members to help ease the transition and defray moving costs incurred such as security deposits and application fees.

The Set-Aside /RPP has been successfully utilized in many other cities nationwide including Norfolk, Virginia; Annapolis, Maryland; and Everett; Washington. The program has proven to be a “win-win” situation for both the civilian community as well as the Navy.

Currently, at Port Hueneme we have approximately 45 apartments/townhouses complex , and few individually owned condos and houses that signed in with the program. And we have approximately 350 active military (single and married) who are enrolled in the program and its gaining popularity daily through out the civilian economy.

Set-Aside/Rental Partnership Program (RPP) Eligibility Requirements

1. You must be active military.
You must be physically assigned to NBVC area and you must be physically present to enroll to the program. (Spouse Power of Attorney is not an option).
2. You must be able to execute an allotment for the rent.
3. You must have at least a one-year tour to NBVC area and sign a one-year lease.
4. Military clauses apply only if you are going to PCS unexpectedly (deployment is ineligible)
5. E4s and below must have E-7 and above from their command, sign the Verification of Eligibility, and must provide the housing office a copy of financial counseling. If not married, you must provide a copy of approved “**chit**” to live off-base, signed by the barracks officer.

FREQUENTLY ASKED QUESTION

Questions and Answers are base on current successful referral programs

1. **Q: Who is eligible under Set –Aside/RPP?**

A: All military personnel, both married and single, are eligible to participate.

2. **Q. Can an apartment complexes refuse to rent base on rank?**

A: Any rank can rent at the current Set-Aside/RPP rental rate. A member may, however, be turned down for a bad reference from a previous landlord. Credit checks are waived because applicants are approved based on Expiration of Active Obligated Service (EAOS), Projection Rotation Date (PRD and pay guide.

3. **Q: Is an apartment complex obligated to place all units in the referral program?**

A: No. Each apartment complex agrees to provide vacant units when they become available. Management may provide as few or as many units as they choose.

4. **Q: How does military member get approved?**

A: Military members report to housing with their orders and Leave & Earning Statements (LES) for counseling. The military member **MUST** be present to process the Set-Aside/RPP paperwork's and start the allotment for his/her. No power of attorney will be accepted.

A minimum of one year must be remaining on EAOS and PRD. Approval from command may be required before establishing an off-base residence. If required, verification should be noted on the application form.

Once counseled, the military member receives a VOE (verification of eligibility) and a list of apartment complexes. This list will be determined by each military member's qualifications based on his/her Basic Allowance Housing (BAH). The VOE is presented to the rental site selected.

Q: How is rent paid?

A: A MANDATORY monthly allotment will be initiated by finance to the landlord. This allotment may be started on line from housing or the property if MAC is used for processing.

Rent is the military member's responsibility and must be paid directly to the landlord by certified funds or cashiers check until the allotment becomes effective. No personal checks will be accepted under this program.

5. Q: Does an apartment complex have to keep units in the Set-Aside/RPP vacant?

A: No. Properties are not required to hold vacant units for Set-Aside/RPP. Rental properties are only agreeing to the terms of the outlined agreement with housing. However, if you have two applicants for the same unit, one civilian and one military, preference should be given to the military applicant.

6. Q: If the military member is transferred before the 12 month lease is up, does the government honor the remainder of that lease.?

A: No. If the military member must break the lease agreement for any of the reasons outlined in the SAS/RPP agreement, the apartment complex will be given a 30 day notice and must release the military member from this lease. Remember... Housing is required to qualify applicants and will not be referring anyone that does not have at least 12 months remaining on his/her orders.

7. Q. Who is responsible for the lease?

A: Military members are responsible for signing the individual lease with the apartment complex selected. They will be responsible for all rules/regulations and policies that are applicable.

8. Q: How does this program affect the military member's current lease?

A: It is the decision of the individual management companies to release a military member from his/her current lease. However, at the end of the original lease term, the military member can participate in the Set-Aside/RPP by signing a new lease.

If the military member decides to participate in the SAS/RPP, the property manager will refund the security deposits within 30 days.

The security deposits refund may not be used for the first or final month's rent under SAS/RPP on an existing lease agreement. Rent would be based on the negotiated rate.

9. Q: What type of lease does the military member sign?

A: Usually 12 month lease. This lease may be terminated for any of the following reasons:

- a) military orders
- b) discharge orders
- c) retirement

An official copy of orders must be presented along with a 30 day written notice. Liquidated damage charges may apply.

A military member is **NOT** eligible for **SAS/RPP** if short-term housing is needed.

10. Q: What happens if the military member receives PCS orders?

A: If the military member receives **PCS or TAD/TDY** orders in excess of 3 months (not including deployment) and is transferred outside a 35 mile radius, the military member may terminate his/her lease before the end of the lease period.

A member is not eligible for **SAS/RPP** if short term housing is needed.

11. Q: What happens after the lease expires?

A: After the initial term of the lease expired, the military member may continue the **SAS/RPP** on a month-to-month basis or may sign a new lease.

12. Q: Is a deposit required?

A: A deposit is not required under most programs. However, the apartment complex may charge a reservation fee up to \$100.00 This often goes toward the first month's rent. If for some reason the military member **DOES NOT** qualify, the fee will be refunded. If the military member does qualify and changes his/her mind, the fee is forfeited.

13. Q: Is an application fee required?

A: An application fee is not required in most cases. However, the military member must show proper military identification and verification provided by the housing office. In addition, if the property manager decides to run a credit check, the member cannot be turned down for a poor credit history. Only poor rental references verified from a previous landlord can prevent qualification.

14. Q: Is a pet deposit required?

A: Yes. Individual complex rules apply

15. Q: What if the military member disagrees about damages or Apartment conditions?

A: When the military member moves in, it is his responsibility to contact the Housing Office to schedule a check-in inspection. A representative from the Housing Office will accompany the military member and apartment manager on the inspection of the unit.

All damages, repairs needed and the overall condition of the unit, will be noted on the inspection form. Before the military member moves out, a representative from Housing will attend the move-out inspection with the military member and property representative.

16. Q: What are Check-in/ Out requirements?

A: Check-In: The military member is required to call housing to schedule an appointment for a condition inspection WITHIN five (5) days of occupancy. A housing representative, complex manager and occupant (member or spouse) will conduct a joint report. This may eliminate any questions or concerns about the conditions of the rental property prior to moving in. A copy of the condition report will be placed in the folder at the housing office.

CheckOut: It is the military responsibility to coordinate a joint check out condition report with housing and management. At this time, all damages will be identified and negotiated. Management must have a list of charges available.

The Family Housing Referrals Office provides service to all active military and their family, retired military, and newly hired DOD civilians. They can help you find a suitable place to live, aid with your housing inspection, and provide mediation between military and landlord if a problem arises. They can also give you some useful information about renting (deposits, insurance, leases), schools in the area, crime reports, tourist information, and other military clauses.

So, whether you are coming or going, don't forget to visit the Family Housing Referrals Office. For more information and appointments please call 982-4321. We are here to serve you.