



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107-0401

IMSG-PWH

07 July 2015

MEMORANDUM FOR SERVICE MEMBERS ASSIGNED TO USAG STUTTGART

SUBJECT: Realtor Fee Reimbursement

1. References:

a. Joint Federal Travel Regulation (JFTR) Appendix N, Part 1: Move-In Housing Allowance, Paragraph F,

b. AR 420-1, Army Facilities Management, 12 Feb 2008

2. Under normal circumstances, realtor fees at USAG Stuttgart are not approved for reimbursement due to the availability of adequate on and off post housing. Aspen Consulting is the off post housing referral contractor for USAG Stuttgart and has numerous adequate off post housing listings located on the HOMES.mil website (<http://www.homes.mil>). All rental units are typically within commuting distance of USAG Stuttgart facilities, and most within the school bus zone. Service Members must utilize ASPEN Consulting to locate off post accommodations. An aggressive housing search must be performed. NOTE: IAW ref 1(b) above, commuting distance is defined as generally one hour's drive (one way) in rush hour traffic.

3. In order to remain in compliance with the Mandatory Assignment Policy currently in effect throughout IMCOM-Europe, under no circumstances will Realtor Fees be reimbursed when adequate on post housing is, or will become, available within 60 days of arrival at the new Permanent Duty Station (PDS). When an offer is made to a Service Member to reside in adequate government quarters and the offer is rejected and the Service Member elects to live off post, Realtor Fees are not authorized.

4. Realtor fees will not be authorized for special pet needs, specific housing locations, particular school bus zone areas, new construction, and specific housing amenities such as closed stairs, elevators, garages, specific floor plans, one story units or executive style homes. This list is not all inclusive.

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5. Realtor fees to newly arriving families will be given special consideration when all of the below conditions have been met:

a. 10 or more families are currently on the waiting list for a specific BR requirement.

b. Arriving family has been on a waiting list for 30 days or more.

c. Adequate on post housing units are unavailable and are projected to remain unavailable for the next 60 days following the member's arrival date.

6. Realtor fees may be authorized when a member has no other recourse but to rent a unit with realtor fees. In all circumstances, realtor fee reimbursement requests must be submitted in writing as an Exceptions to Policy (ETP) to the USAG Stuttgart Housing Office and approved **in advance** by the Chief, Housing Division. ETP's will be considered for families with a five (5) or more bedroom requirement, special housing needs for exceptional family members enrolled in EFMP, disabled family members requiring an ADA compliant home, or other circumstances that are deemed unique and unusual by the Chief, Housing Division and/or the Garrison Commander. Realtor Fees are limited to 1.5 month cold rent or the Service Member's OHA limit, whichever is less.

7. The point of contact for this action is the undersigned at DSN: 431-2218 or 07031-15-2218 or email: [robert.g.mitchell22.civ@mail.mil](mailto:robert.g.mitchell22.civ@mail.mil).

//original signed//  
GLENN MITCHELL  
Chief, Housing Division  
USAG Stuttgart

