

USAG Stuttgart Newcomers Housing In-processing Checklist

CUSTOMER NAME: _____ DATE: _____

This housing checklist is a tool to assist all newcomers to Stuttgart understand his or her responsibilities concerning each item listed and how to obtain assistance if necessary.

The housing services office (HSO) must explain at least the following items during the housing in-processing brief.

Bring a copy of PCS orders, and application for government housing (DD-1746).

1. Equal opportunity in housing. What to do if you believe you have been discriminated against. _____
2. Restrictive sanctions and non-referral lists. _____
3. Local rental laws; tenant rights and responsibilities; landlord rights and responsibilities. _____
4. What to look for in the HSO contract (for example, military release clause (transfer clause), and redecoration costs, utility costs). _____
5. Assistance available from the HSO, SJA, and other sources. _____
6. Housing allowances (BAH, OHA, and MIHA) and how to get advance OHA. _____
7. How to get utility and telephone service. _____
8. Available Government furniture and appliances, and how to get them. _____
9. Local bus or train service and school bus routes and how to sign up for the school bus. _____
10. TLA procedures (**Copy of orders and statement of non-availability from hotel**) _____
12. Common guidelines for living overseas. _____
13. Rules for Government-funded local moves. _____
14. Residential security, safety, and emergency guidelines checklist (AE Suppl 1 to AR 420-1, fig 3-15). _____