



MILITARY HOUSING OFFICE
Joint Base Pearl Harbor-Hickam
Housing Brief

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

LAST FIRST M.I.

DOD ID#: \_\_\_\_\_ BRANCH OF SERVICE: \_\_\_\_\_

DUTY STATION: \_\_\_\_\_

DUTY PHONE: \_\_\_\_\_ CELLPHONE: \_\_\_\_\_

PERSONAL EMAIL ADDRESS: \_\_\_\_\_

Please initial next to each item acknowledging understanding and receipt of the Military Housing Office Brief:

BASIC ALLOWANCE FOR HOUSING (BAH): The rent value for a PPV home is set at the BAH with dependent rate for Hawaii of the highest paygrade member of a household; this is regardless of what value BAH is actually received.

ELIGIBILITY OF LOCAL MOVE: I understand that if I remove myself from the Navy or Air Force PPV Waitlist I am forfeiting my rights to receive a paid move onto base housing.

LOCAL COMMUNITY HOUSING: PPV is not your only opportunity for quality housing. At any point during this visit or future visits we can help you with your home finding needs.

HOUSEHOLD GOODS STORAGE IN TRANSIT (SIT): Declining an offer of Housing will impact your HHGs SIT and cause you to incur out-of-pocket costs.

LOANER FURNITURE: Temporary loaner furniture is available for family residing in private market or PPV residence.

LOANER CLOSET: Military and Family Support Center, located in Bld. 1105, 655 Vickers Ave., has a loan locker that will meet your needs until your house hold goods arrive.

RENTAL RESOURCES: While the majority of listings are legitimate, please be aware that individuals do post property listings to scam potential renter/buyer.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION FOR ASSIGNMENT TO HOUSING <i>(Before completing form, read Privacy Act Statement and Instructions on reverse)</i>				1. TYPE SERVICE DESIRED <i>(X one or both)</i>	
				a. MILITARY HOUSING	b. HOUSING REFERRAL
<b>SECTION I - APPLICANT INFORMATION</b>					
2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i>		3. PAY GRADE	4. SSN	5. DOD COMPONENT	
6. ADDRESS <i>(Street, City, State, Zip Code)</i>		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT <i>(X one)</i>	
		a. HOME <i>(Area Code)</i>	b. DUTY <i>(DSN)</i>	a. MILITARY MEMBER	c. CIVILIAN
				b. MILITARY SPOUSE	d. FOREIGN NATIONAL
		9. MARITAL STATUS	10. I AM SEPARATED FROM MY DEPENDENTS <i>(X one)</i>		
				a. VOLUNTARILY	b. INVOLUNTARILY
11. I REQUEST HOUSING FOR <i>(X one)</i>			<b>SECTION II - MILITARY CAREER INFORMATION</b> <i>(Civilians skip to Item 15.)</i>		
a. SELF ONLY	b. SELF AND DEPENDENTS		14. DATES <i>(Enter in YYMMDD order)</i>	MILITARY APPLICANT	MILITARY SPOUSE
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM			a. EFFECTIVE RANK/RATE DATE		
			b. ACTIVE DUTY SERVICE COMPUTATION		
			c. TIME REMAINING ON ACTIVE DUTY		
13. INSTALLATION/ORGANIZATION TRANSFERRED TO			d. EFFECTIVE CHANGE IN DUTY STATION		
			e. REPORT DATE		
			f. ESTIMATED FAMILY ARRIVAL DATE		
<b>SECTION III - DEPENDENT DATA</b>					
15. DEPENDENTS RESIDING WITH ME <i>(If more space is needed, continue on plain paper.)</i>					
a. NAME <i>(Last, First, Middle Initial)</i>	b. DATE OF BIRTH <i>(YYMMDD)</i>	c. SEX	d. RELATIONSHIP	e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>	
<b>SECTION IV - HOUSING DATA</b>					
16. COMMUNITY HOUSING DESIRED <i>(X as applicable)</i>					
a. PURCHASE HOUSE	d. RENT HOUSE	g. RENT MOBILE HOME SPACE		j. ROOM AND BOARD	
b. PURCHASE CONDOMINIUM	e. RENT APARTMENT	h. SHARE		k. SUBLET	
c. PURCHASE MOBILE HOME	f. RENT MOBILE HOME	i. RENT ROOM		l. TRANSIENT	
17. AMENITIES DESIRED <i>(X as applicable. Write number in d. and e.)</i>			18. DATE HOUSING NEEDED <i>(YYMMDD)</i>		19. PRICE RANGE <i>(Community Housing)</i>
a. FURNISHED	e. NO. BATHS				
b. UNFURNISHED	f. PETS <i>(Allowed)</i>				
c. AIR CONDITIONING	g. OTHER <i>(Explain)</i>	20. LOCATION PREFERENCE <i>(Community Housing)</i>			
d. NO. BEDROOMS					
21. REMARKS					
22. SIGNATURE OF APPLICANT				23. DATE SUBMITTED <i>(YYMMDD)</i>	
<b>SECTION V - DISPOSITION</b> <i>(To be completed by the Housing Office.)</i>					
24. MILITARY HOUSING					
a. APPLICATION RECEIVED <i>(YYMMDD and time)</i>	b. APPLICATION EFFECTIVE <i>(YYMMDD)</i>	c. DD FORM 1747 PROVIDED <i>(YYMMDD)</i>		d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i>	
e. APPLICANT PLACED ON WAITING LIST	f. EFFECTIVE PLACEMENT <i>(YYMMDD)</i>	g. BEDROOMS REQUIRED		h. DATE UNIT ASSIGNED <i>(YYMMDD)</i>	
<b>SECTION VI - HOUSING REFERRAL CERTIFICATE</b>					
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
			25. SIGNATURE OF APPLICANT		26. DATE SIGNED <i>(YYMMDD)</i>

# APPLICATION FOR ASSIGNMENT TO HOUSING

## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 USC 5911 & 5912.  
**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 our inability to assist you.

## GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. **All items not listed are self-explanatory.** SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

### 1. TYPE SERVICE DESIRED

**Military Applicants:** If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

**Civilian Applicants:** Mark the box "Housing Referral" services in Item 1b, and answer all questions.

### SECTION I - APPLICANT INFORMATION

#### 5. DOD COMPONENT

Army, Navy, Air Force, etc.

#### 6. ADDRESS

Enter complete current address (*street number and name, apartment number, city, state/country and the 9-digit ZIP code*).

#### 12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

#### 13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

### SECTION II - MILITARY CAREER INFORMATION

#### 14. DATES (*Military Applications/Military Spouse Only*)

Enter dates in order of YYMMDD. (*May 17, 1993, would be entered as 930517*).

- Enter the date your current rate/rank was effective.
- Enter your active duty service computation date.
- Enter the time (*in months*) that you have remaining on active duty.
- Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.
- Enter your official report date (*from your PCS orders*).
- Enter your estimated arrival date.

### SECTION III - DEPENDENT DATA

#### 15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; *i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

### SECTION IV - HOUSING DATA

**16 - 21.** Self-explanatory.

#### 22. SIGNATURE

The applicant must sign the DD Form 1746.

#### 23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

### SECTION V - DISPOSITION (*To be completed by the Housing Office*)

#### 24. MILITARY HOUSING

- Application Received.** Enter the year, month, day and time the application was received in the Housing Office.
- Application Effective.** Enter the date of change of duty station (*Line 14d*) or other date that will be the effective (*control*) date.
- DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.
- Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.
- Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.
- Effective Placement.** The effective date and time of the applicant's placement on the list(s).
- Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.
- Date Unit Assigned.** Enter the date the unit was assigned.



DEPARTMENT OF THE AIR FORCE  
647TH AIR BASE GROUP  
JOINT BASE PEARL HARBOR HICKAM HAWAII



MEMORANDUM FOR AIR FORCE PERSONNEL ASSIGNED TO THE ISLAND OF OAHU

FROM: 647 ABG/CC, DJBC-JBPHH

SUBJECT: Temporary Lodging Allowance (TLA) Policy upon Arrival

1. Per the DOD 7000.14-R FMR VOLUME 7A CHAPTER 68, *Temporary Lodging Allowance (TLA)*, the purpose of TLA is to partially reimburse service members for higher-than-normal expenses incurred during the occupancy of temporary lodging upon arrival at an OCONUS Permanent Duty Station. TLA begins on the first day temporary lodging is used and ends on the day before permanent government, privatized, or private-sector housing is occupied, or when the TLA Authority determines the allowance is no longer justified.
2. In order to receive TLA, service members must report to the Military Housing Office (MHO) within 72 hours of arrival on island. Service members and command-sponsored dependents are authorized up to a maximum of 60 days of TLA upon initial arrival while completing arrangements for permanent living accommodations. Members who fail to report to the MHO within 72 hours of arrival and who lack an acceptable reason for noncompliance will forfeit authorized TLA.
3. TLA will be authorized in up to 15-day increments, up to the maximum of 60 days. To maintain eligibility for the allowance, service members must perform a diligent and thorough private housing market search on the Record of Housing Search Form provided. A minimum of 10 listings must be viewed and documented for each increment of TLA. Service members must submit the form to the MHO until permanent on- or off-base housing is obtained, or the 60 days has expired, or the member may lose authorization for TLA.
4. Extensions of TLA beyond 60 days are by exception and only granted for extenuating circumstances beyond the service member's control. Please note that personal inconvenience to a member or dependent(s), or accepting a home offer with an availability date beyond 60 days are not valid justifications to extend TLA.
5. If you have any questions or concerns please call the Military Housing Office at 808-312-0199 or 808-590-1402 or email [jbphh\\_mho@us.navy.mil](mailto:jbphh_mho@us.navy.mil).

  
MICHAEL STAPLES, Colonel, USAF  
Commander

**Arrival Temporary Lodging Allowance (TLA) Brief**

**Name:** \_\_\_\_\_ **TLA Start Date:** \_\_\_\_\_  
(Rank, Last, First)

**Email Address:** \_\_\_\_\_

Upon determination of authorization for initial entitlement to arrival TLA, an individual must conduct an aggressive search for off base housing for each 15-day period of TLA. **Member is responsible to come into the Military Housing Office (MHO) every 15 days to process TLA documents.** Failure to do so will result in loss of authorized TLA. In an effort to assure continued entitlement of TLA for incoming individuals, the following guidelines are provided:

\_\_\_\_\_ 1. Each 15-day period of TLA, at least 10 suitable units must be viewed and placed on the Record of Housing Search form, which includes the requirements for adequate searches.

\_\_\_\_\_ 2. I understand that waiting only for on-base housing is not considered an aggressive search. I must provide the completed Record of Housing Search form or my TLA will not be continued.

\_\_\_\_\_ 3. TLA will end the day prior to the lease start date. Government Loaner Furniture is available and should be utilized by the member if Household Goods have not yet arrived on island. TLA will not be extended if member chooses not to use the Loaner Furniture or if Household Goods delivery is delayed for personal reasons.

\_\_\_\_\_ 4. If I elect to purchase a home, I must inform the MHO of my intent to do so upon arrival. I understand that TLA must end at 60 days or the closing date, whichever comes first. If the closing date is after the 60 days, I must arrange for temporary lodging myself, TLA extensions are not authorized.

\_\_\_\_\_ 5. If I accept on base housing or sign a lease agreement for off base housing with an availability date after 60 days, I must make every effort to find temporary lodging until the lease date. Signing a rental lease with a start date after 60 days of TLA is not a justifiable reason for an extension.

**Statement of Acknowledgement**

I certify that I have been thoroughly briefed on my responsibilities to conduct an aggressive diligent search for housing. I have been given a copy of the definitions of an adequate search and will comply. I understand that submitting a housing search record that is determined to be inadequate may result in the termination of my TLA entitlements.

\_\_\_\_\_  
Service Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MHO Counselor's Signature

\_\_\_\_\_  
Date



**MILITARY HOUSING OFFICE**  
**Joint Base Pearl Harbor-Hickam**  
**Incoming TLA Checklist**

The following hard copy documentation will be provided by the incoming member upon submitting for TLA:

- Orders and any amendments
- Flight itinerary for member and any command sponsored dependents
- Certificate of Non-Availability (CNA) from Navy Lodge or NGIS (if staying in a non-government hotel)
- Itemized zero balance receipt (must show each day and rate)\*
- Housing Search Sheet - completed and signed by member (if no home was secured)\*
- Housing Offer Letter from a Military Privatized Housing Office (Army IPC, Navy OMC, AF Hickam Communities, Marine Corps Housing) a signed rental lease from off-base housing, or a Home Purchase Agreement

\*Member is required to provide these documents to MHO at for every 15 day increment. Please note: **If the documents are incomplete or inadequate, MHO will not accept the documents from the member. Member will need to return to MHO with hardcopy documents on hand.**

Service Member Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Please schedule your return appointment on or around: \_\_\_\_\_

If you have any questions or concerns please contact the Military Housing Office at:

Address: 200 Kokomalei Street, Bldg 6500

Email: [jbphh\\_mho@us.navy.mil](mailto:jbphh_mho@us.navy.mil)

Phone: 808-312-0199 or 808-590-1402

I acknowledge and will submit my TLA documents as stated above. I understand that failure to do so may make me ineligible or delay the processing for me to receive TLA.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# RECORD OF HOUSING SEARCH

*Purpose: To maintain continued eligibility for TLA, every effort must be made to obtain permanent housing. You are required to aggressively search and record your housing search progress in the space provided below, a minimum of 10 each period. This form is required to support each increment of TLA reviewed. Reason for unsuitability must be justified, contact MHO if you have questions at 808-448-0856.*

LAST NAME, FIRST, MI	RANK/RATE	DoDID:	REPORT DATE TO COMMAND:
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**TLA INCREMENT:**

**TLA PERIOD:**      **START DATE:**      **END/RETURN DATE:**      **\*\*Return within 2 business days.**

## LISTINGS PROVIDED THRU REALTORS, WEBSITES & NEWSPAPER ADS

NO.	DATE	ADDRESS: # Street Name, Apt #, City, ZIP Code	PHONE NO.	RENT OR PURCHASE AMT.	REASON FOR UNSUITABILITY
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**COMMENTS:**

I certify that the information given above is true and correct to the best of my knowledge, and I have in good faith been conducting a diligent housing search.

MEMBER'S SIGNATURE	DATE
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MHO APPROVAL SIGNATURE	DATE
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## **ADDITIONAL SOURCES OF RENTALS/SALES**

OFFICIAL DOD RENTAL LISTING WEBSITE	<a href="https://www.homes.mil">https://www.homes.mil</a>
AHRN	<a href="http://ahrn.com">http://ahrn.com</a>
Craigslist	<a href="http://honolulu.craigslist.org">http://honolulu.craigslist.org</a>
Hawaii Rental Ads	<a href="http://www.hawaii rentalads.com">www.hawaii rentalads.com</a>
Hawaiian Humane Society (pet friendly rentals)	<a href="http://hawaiianhumane.org/petsinhousing">http://hawaiianhumane.org/petsinhousing</a>
Honolulu Board of Realtors	<a href="http://www.hicentral.com">http://www.hicentral.com</a>
Honolulu Star Advertiser Newspaper	<a href="http://www.hawaii classifieds.com">http://www.hawaii classifieds.com</a>
Military by Owner	<a href="http://www.militarybyowner.com">http://www.militarybyowner.com</a>
Penny Saver	<a href="http://www.pennysaverhawaii.com">http://www.pennysaverhawaii.com</a>
Rent	<a href="http://www.rent.com">http://www.rent.com</a>
Rentals Illustrated	<a href="http://www.rentalsillustrated.com">http://www.rentalsillustrated.com</a>
Rental Search Hawaii	<a href="http://www.rentalsearchhawaii.com">http://www.rentalsearchhawaii.com</a>
Sarges List	<a href="http://www.sargeslist.com">http://www.sargeslist.com</a>
Trulia	<a href="http://www.trulia.com">http://www.trulia.com</a>
Vacation Rentals by Owner	<a href="http://www.vrbo.com">http://www.vrbo.com</a>
Zillow	<a href="http://www.zillow.com">http://www.zillow.com</a>

### **NOTE:**

While the majority of listings are legitimate, please be aware that individuals do post property listings to scam potential renters/buyers. Remember if it is too good to be true it probably is. Unless you or someone you trust has physically seen a property do not send personal or financial information to a third party. Always deal locally and in person. Do not wire funds via Western Union, MoneyGram or any other wire service.

Contact the Military Housing Office at 808-312-0199 or 808-590-1402 if you suspect a scam.

REVISED 27 May 2022



# BASIC ALLOWANCE FOR HOUSING

## OVERVIEW

Basic Allowance for Housing (BAH) is a U.S.-based allowance that provides uniformed Service members equitable housing compensation based on housing costs in local housing markets when government quarters are not provided. A Service member stationed overseas, who does not have government housing available, is eligible for Overseas Housing Allowance (OHA). Approximately \$21 billion is paid to approximately 1 million members.

## RATES

BAH rates are based on local area rental market data and vary by geographic duty station, pay grade and dependency status. The cost of utilities is also considered.

BAH is based only on rental properties, not homeownership costs like mortgage payments and property taxes.

BAH also includes rate protection. This means, if a member's current BAH rate is less than the previous year, the member receives at least the same amount of BAH as the previous year, provided that the member's duty location, rank and dependency status stays the same. If BAH rates go up, the member will receive the higher BAH rate as long as eligibility is uninterrupted. This ensures that members who have made long-term commitments in the form of a lease or contract are not penalized if the area's housing costs decrease.

## HOUSING

BAH enables Service members to live off-base comparably to their civilian counterparts. It is not designed to cover all housing costs for all members. Some members may have out-of-pocket expenses, because rates are based on the median cost of rent. A member's actual expenses may be higher or lower based on a member's actual choice of housing and where they live.

Because members are free to make housing choices that best suit their needs, a member may choose to use all their housing allowance to rent more expensive housing close to the duty station, or have a longer commute for either a larger or less expensive house in an outlying area.

Visit the DTMO website for more information:

- BAH Calculator
- Frequently Asked Questions
- BAH Service Representatives
- BAH Rates
- BAH Video



Learn more at: [www.defensetravel.dod.mil/site/bah.cfm](http://www.defensetravel.dod.mil/site/bah.cfm)

\*Information current as of 8/2018



DEFENSE TRAVEL MANAGEMENT OFFICE  
The DoD Center for Travel Excellence

www.defensetravel.dod.mil

# MFSC Loan Closet

Whether you have just arrived in or are leaving Hawaii, the MFSC has a loan closet to meet your needs while you're without your household goods. All you need is a copy of your orders and the items are available to you free of charge!

*(Available to active duty Navy and Air Force personnel on PCS orders, active duty Army personnel stationed on Joint Base Pearl Harbor Hickam, Coast Guard and their family members on PCS orders or residing in Navy or Air Force military housing and retired personnel and their family members (except during peak periods from May through October).*

## Types of Items Typically Available

Kitchenware	Dinnerware	Pots & Pans	Can opener	Blender
Rice Cooker	Vaccum	Microwave	Portable fan	Toaster
Highchair	Playpen	Safety Gate	Iron & Ironing Board	

## Hours of Operation

Monday, Wednesday, Friday

*\*\* By appointment only \*\**

8:00 a.m. to 3:30 p.m.

*(Closed for lunch from 11:00 - 12:00)*



655 Vickers Ave (Bldg 1105) | Hickam Side

*Enter Hickam gate & follow O'Malley Blvd to roundabout. Take 4th exit, turn right onto Scott Circle and then left onto Worthington Ave. Our building is right there on the corner of Worthington and Scott. We're in the same building as the Civilian Personnel Office but in the back.*

To schedule an appt, call 808-474-1999



[www.greatlifehawaii.com](http://www.greatlifehawaii.com)



[jbphh.mfsc](https://www.facebook.com/jbphh.mfsc)



[@jbphh\\_mfsc](https://www.instagram.com/jbphh_mfsc)



808-474-1999



[MFSCHawaii@navy.mil](mailto:MFSCHawaii@navy.mil)

# NEED FURNITURE?

## FOR LOANER FURNITURE INQUIRIES



[pearline.olson@tunista.com](mailto:pearline.olson@tunista.com)  
[ruth.hamanaka@tunista.com](mailto:ruth.hamanaka@tunista.com)



**(808) 448-5316**  
**(808) 448-5318**



**OPEN MON-FRI 0700-1530**

**\* CLOSED FOR LUNCH 1130-1230 \***

# HANA-TUNISTA, LLC

510 KUNTZ AVENUE BLDG. 1722 HICKAM FIELD HONOLULU, HI 96818

