



Notice

This is intended for information purpose only.

Information contained can be changed without notice.

Attending Housing Referral Brief is still required even
after reviewing this information



HOUSING WELCOME BRIEF



CFAY Housing Services Center



CFAY Housing Services Center (HSC)

Office Hours

Mon – Fri 0800 - 1600

First Wednesday of the Month

0800 – 1200

(Closed in the afternoon for training)

Housing Referral Section

0800-1600

Closed Weekends & US National Holidays



Temporary Lodging Allowance

UP TO 60 DAYS MAXIMUM!

- Members are **required** to actively seek off-base housing.
- Complete House Viewing Log for all homes viewed and return it to the Housing Referral section every 10 days for TLA verification and endorsement.

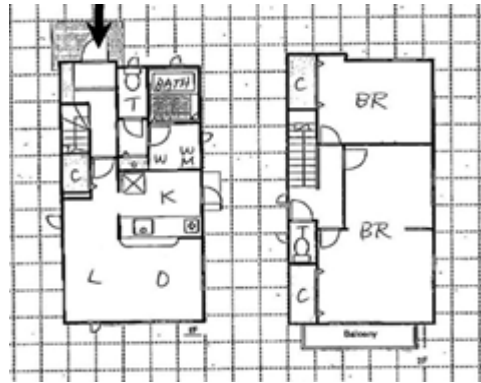


OHA Requirements

- Members must have a Navy Approved lease negotiated through the Housing Services Center (HSC) in order to receive OHA/LQA, loaner appliances/furnishings.
- Amenities such as satellite/cable TV, internet/telephone, bicycle parking, etc. must not be included in your lease.
- We ensure rent is proper for the unit's location, size, conditions and other factors imposed by the Installation.



OHA Certification



- Location – Within 30 miles of CFAY
- Size – Must be Larger than 550 Square Feet
- Conditions – Inspected required within the last 3 years. If a unit requires an inspection that may delay your move-in and could affect your TLA. Please understand we have limited number of inspections and they have other inspection scheduled weeks in advance. **We recommend not to view any home that requires an inspection.**



Sample OHA Chart

YOKOSUKA JP061

This form was updated on 01 JUN 2019

Utilities Allowance:

With Family	100% = \$791.62 /	¥87,102
Bachelors	75% = \$593.72 /	¥65,327
Sharing/roommate	50% = \$395.81 /	¥43,551

MIHA Miscellaneous (\$579.21 / ¥63,731) is a separate, one-time only payment.

These OHA Allowances (YEN) are effective from 1 JUN 2019

Converted at ¥110.03 rate of exchange effective from 1 JUN 2019

PAYGRADE	WITH FAMILY	BACHELORS
O6 TO O10	\$2635.64 / ¥290,000	\$2372.08 / ¥261,000
O5 / W5	\$2544.76 / ¥280,000	\$2290.28 / ¥252,000
O3E/O4/W3/W4	\$2181.22 / ¥240,000	\$1963.10 / ¥216,000
O1E/O2E/O3/W2	\$2120.63 / ¥233,333	\$1908.56 / ¥209,999
O1/O2/W1	\$1908.57 / ¥210,000	\$1717.71 / ¥189,000
E9	\$2181.22 / ¥240,000	\$1963.10 / ¥216,000
E6/E7/E8	\$2120.63 / ¥233,333	\$1908.56 / ¥209,999
E5	\$1908.57 / ¥210,000	\$1717.71 / ¥189,000
E1/E2/E3/E4	\$1817.69 / ¥200,000	\$1635.92 / ¥180,000

These are the maximum OHA allowances. Recommended not to exceed your OHA limit.



Items to consider

Things to consider when looking for a home off base

- Location (Average Traveling Distance and Time)
- Size
- Parking
- Walk to Train Station
- Close to Beach
- Within your Allowances
- Commute Time
- Pets allowed



Off-Base Housing with Navy Lease



- **Open Ended Lease**
- **No cosigner required**
- **Inform HSC of changes to PRD or Command to continue receiving OHA**
- **Lease Termination when you are no longer in CFAY**
- **10-day notice prior to move-out**



Off-Base Housing Fees



- Normal Required fees
(Normally equals 1 month
rent for each)**
- 1 month rent
 - security deposit
 - agent fee
 - owner fee
 - **renter's insurance** -- Is a prohibited item from being included in your rent but most agents require it. Normally is no more than \$250 for two years



Travel Distances and Time

AVERAGE TRAVELING DISTANCE AND TIME (YOKOSUKA CITY)

0 - 0.5 MILES FROM THE BASE: WALKING: DISTANCE

HINODECHO	HONCHO	OGAWACHO	OHTAKICHO SHIOIRI	WAKAMATSUCHO
	YONEGAHAMA			

0.5 - 1.5 MILES FROM THE BASE: 10-15 MINUTES BY CAR (20-30 MINUTES WITH TRAFFIC)

ABEKURA	ANJINDAI	BOYODAI	FUJIMICHO
FUKADADAI	HIGASHI-HEMI	HIRASAKU	IKEGAMI
IRIYAMAZU	KANAYA	KINUGASA	MIHARUCHO
KINUGASA-SAKAECHO	KOYABE	KUGO	SAKAMOTO
MORISAKI	NAGAURA	NISHI-HEMI	TAURA
SANO	SHIOMIDAI	TADODAI	YOSHIKURA
TSURUGAOKA	UWAMACHI	YASUURA	HEISEICHO

2.5 - 6.0 MILES FROM THE BASE: 20-30 MINUTES BY CAR (30-40 MINUTES WITH TRAFFIC)

AWATA	FUNAKOSHI	FUNAKURA	FUTABACHO
HIGASHI-URAGA	HILAND	IKEDACHO	IWATO
KAMOI	KUBIRI	KUMURA NEGISHI	KURIHAMA
MABORI OHTSU	MABORI-KAIGAN	OPPAMA	OBARADAI
OPPAMA-HIGASHI	OHYABE	OPPAMA-MINAMI	YAMASHINADAI
SAKURAGAOKA	OPPAMA-HONCHO	SHONAN TAKATORI	UCHIKAWA
SHONAN-KOKUSAIMURA	SAWARA	TAKE	URAGAOKA
UCHIKAWA SHINDEN	TAKATORICHO	URAGAMIDAI	WAKAMIYADAI
YOSHII	URAGA		

6.0 - 8.0 MILES FROM THE BASE: 30-40 MINUTES BY CAR (40-50 MINUTES WITH TRAFFIC)

AKIYA	ASHINA	KOFUDAI
	NAGASE	NISHI-URAGA
NOBI	OBARADAI	
KURIHAMADAI		

8.0 9.5 MILES FROM THE BASE: 35-45 MINUTES BY CAR (45-60 MINUTES WITH TRAFFIC)

GREEN HEIGHTS	NAGAI	NAGASAKA NAGASAWA	TSUKUI OGINO
HAYASHI	OHTAWA	SAJIMA	

OTHER CITIES: 8.0 MILES AND OVER:

ZUSHI 30-40 MINUTES BY CAR HAYAMA 15-40 MINUTES BY CAR KAMAKURA 30-40 MINUTES BY CAR MIURA 40-60 MINUTES BY CAR YOKOHAMA 15-60 MINUTES BY CAR

(INLAND HAYAMA & ZUSHI ARE CLOSER TO BASE THAN COASTAL HAYAMA & ZUSHI)

(YOKOHAMA SOUTHERN BORDER IS CLOSER TO BASE THAN CENTRAL YOKOHAMA)



Japan Pet Requirements

- All service members and DoD civilians who are pet owners must **complete the pet quarantine process** prior to moving off-base.
- The quarantine process is complete when the Yokosuka Veterinarian signs the Pet Quarantine and Examination Certificate **(MDJ 270) Part IV**. The pet owner will provide a copy of the completed form to the Housing Services Center prior to the off-base contract signing appointment.
- For further assistance, contact The Yokosuka Veterinarian Office @ 243-6820, or via **Yokosuka Veterinary Treatment Facility** Facebook Page.



Type of floor and a doors



Shoji



Fusuma



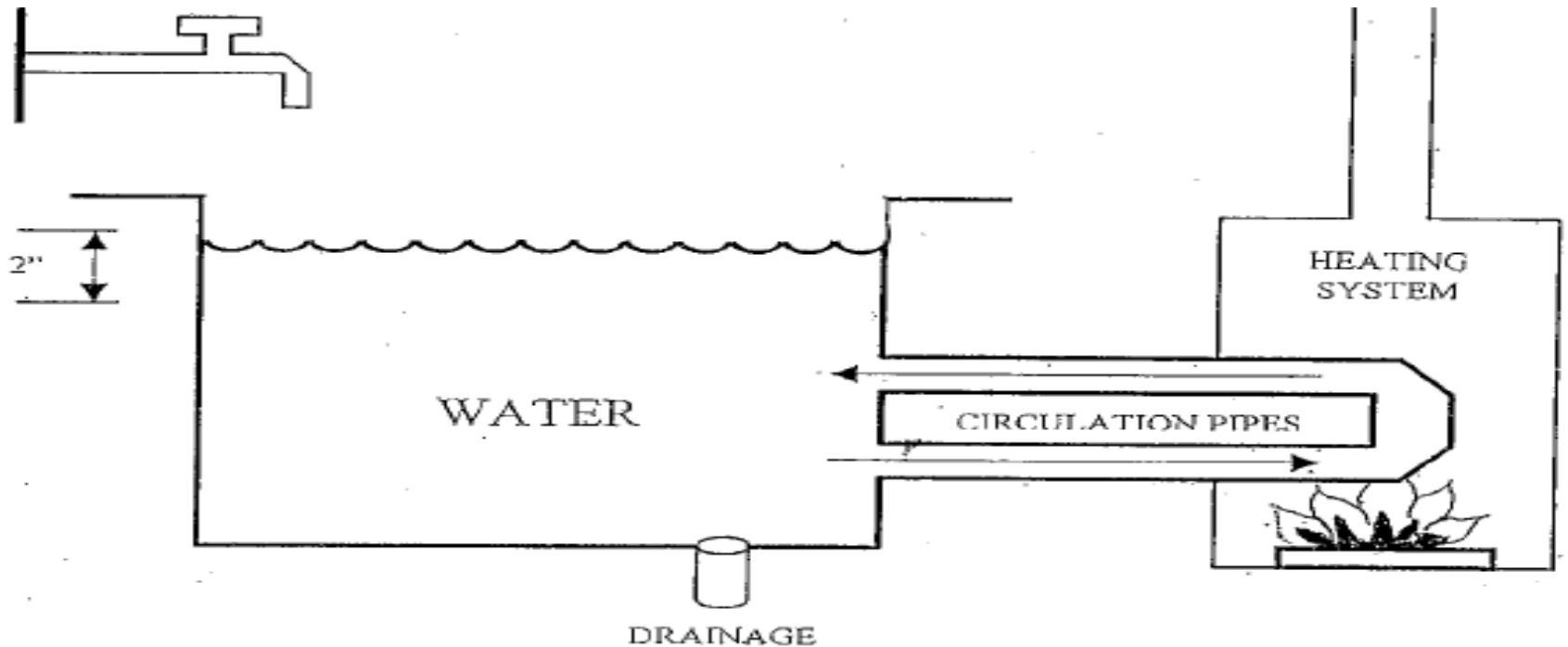
Japanese style Bathroom





Water Circulation Heating System

Please **do not use**
bubble bath, bath oil, or bath salt in bath tub!





3-Burner cooking stove w/ Fish grill





Loaner Appliances

Appliances will be provided by the Housing Office if the rental property is not provided. These appliances are provided until vacating:

- **Washer/Dryer**
- **Refrigerator**
- **Convection / Microwave Oven**



Temp Loan Furniture

Loaner furniture is available for use up to 90 days during your HHG is in transit

- Bed
- Sofa
- Drawers
- Nightstand/Lamps
- Coffee table and end tables
- Dining table and chairs
- Baby crib/High chair
- Computer desk and chair



90 days Return Policy

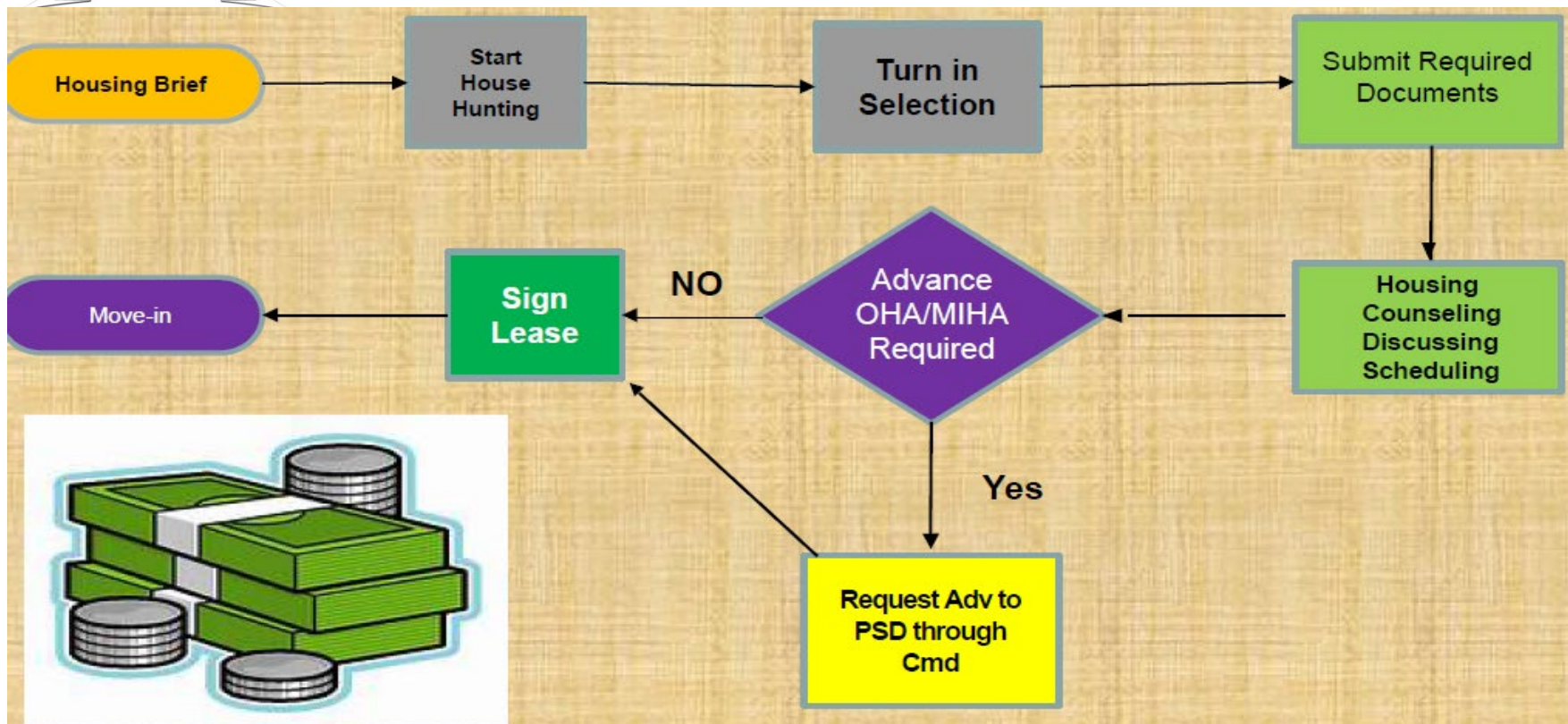
Exceeding the 90 days return policy will result in member being required to do one of the following:

- a) Personally return the furniture to Housing.
- b) Reimburse housing the cost of picking up the furniture.
Housing will complete the DD Form 1131 cash collection voucher and member will take to the PSD Cash Cage and will provide a copy of the receipt to the Housing Office.
- c) Failure to provide payment will result in a pay checkage via a DD Form 139

Note: If unable to return loaner furniture on time due to deployments etc...Please contact Housing office.



Flow Chart for Off base



In order to continue to draw TLA each member is REQUIRED to view 5 listings every 10 days! If not TLA may not be authorized. Extensions beyond 60 days must be fully justified.




House Hunting


Begin House Hunting

- a. Visit www.homes.mil to house hunt online
- b. Visit Housing and review the binders. Remove up to three listings from the binders.
- c. Provide the listings to the interpreter who will verify availability and will help to schedule your viewing appointment(s).



HOMES.mil Sample





Now Mobile-Friendly

A NEW way to sign in to HOMES.mil. [Learn more.](#)

[LOG IN](#)

HOME
ABOUT
SERVICE MEMBERS LEARN MORE
PROPERTY MANAGERS LEARN MORE
HOUSING OFFICE


[< Return](#)






SEASIDE SQUARE NORTH COAST



RENT ¥: 189,000 AVAILABLE: FEBRUARY 15, 2019

APARTMENT 3 Bed 1 Bath (1 Full, 0 3/4, 0 Half) Pets: NO
YOKOSUKA-SHI X

Photos and Floor Plans



Other Features

AGENT FEE ¥:204,120 / OWNER FEE ¥:189,000

Property Details

Property Type: APARTMENT	RPP: NO	Privatized Housing: NO
TLA: NO	Plan: A53203	Bedrooms: 3
Square Feet: 777	Baths, Full: 1 3/4: 0 1/2: 0	Stories: 10
Total Units: 1	Furnished: NO	ADA Friendly: NO
Smoking: NO	Year Built: 2001	Occupied: NO
Date Listed: APRIL 21, 2004	Roommates Allowed: YES	Pets Allowed: NO

Costs & Fees

Contact Information

Listing ID: 53310

Installation Name:
NAVY CFA YOKOSUKA JAPAN

Address:
PSC 473 BOX 131
FPO, AP 96349

Contact Numbers:
Phone: 011-81-46-816-9037
FAX: 011-81-46-816-7415
DSN: 243-9037
DSN FAX: 243-7415

Hours of Operation:
MON - FRI 0800-1630 1ST WED OF MONTH - 1100-1630

[Visit Website](#)

[Send an Email](#)



Listing from Binders

ADDRESS: KIKOBA 1696-4		CITY: HAYAMA		DIVISION/ APARTMENT/ SUITE	
AGENT: MAMMY'S HOUSING		AGENCY PHONE NUMBER: 046-828-3805		DATE AVAILABLE: 27 Sep 16	
EXTERIOR:		Map showing location in Hayama, Yokosuka, near Ikego Housing, Zushi, and Yokosuka Naval Base.			
KITCHEN:		LIVING ROOM:		BED ROOM:	
BATHROOM:		SHOWER ROOM:			
OWNER ALLOWS		CHILDREN		UNACCOMPANIED MEMBER	
PETS: 2 Bed Room		HOUSE		ROOMMATES:	
FLOOR AREA: 1251 ft ² (114.84 m ²)		AC/ HEATER UNITS: 3		40 AMP	
RENT: ¥270,000		BUILT IN: 2016		SECURITY DEPOSIT: + 270,000	
OWNER FEE: + 270,000		ESTIMATED COMMUTE TIME		AGENT FEE: + 291,600	
DISTANCE FROM BASE: 2.3 Miles / 3.7 KM		BY PRIVATE CAR: 15 MIN		BY BUS: 27 MIN	
TOTAL MOVE IN FEES = ¥1,101,600		RENTERS INSURANCE: REQUIRED			
THE NEAREST JR Train Station: KINUGASA		GOV. School bus stop		Public bus stop	
Name of stop: KINUGASA		TO FIND OUT THE NEAREST SCHOOL BUS STOP, PLS TAKE A COPY OF RENTAL UNIT MAP WITH YOU TO STUDENT TRANSPORTATION OFFICE BEFORE SIGNING A SELECTION FORM. PLS CALL 243-9566 IN ADVANCE.		IKEGAMI 6-CHOME	
Distance from unit: 2 Mi / 2.6 km (ABOUT A / N/A MIN WALK)		142 YD / 130 M (ABOUT A / 2 MIN WALK)			
PARKING INFORMATION: 1 SPOT(S)		Unit Amenities: Circulation Bath		Smoke Detector	
SPACE LOCATED NEXT TO UNIT		3 Burner W/ Grill		Washlet Toilet Seal x2	
GOV. ISSUED LOANER FURNISHINGS					
TYPE OF REFRIGERATOR: JAPANESE		Type of Cooking Stove: OWNER PROVIDED		DRYER: NAVY SUPPLIED	
SIZE OF GOV. ISSUED BED: NONE		1F		2F	
NONE		DOUBLE		N/A	
NOTES: * Including Septic tank Maint. Fee		R w 4.5		IT IS POSSIBLE THAT YOU WILL ENCOUNTER THE FOLLOWING IN THE AREA AROUND THIS UNIT	
		-Snakes-		Centipede	

SEE PAGE 2 FOR FLOOR PLAN AND AREA MAP

ADDRESS: [REDACTED]		YOKOSUKA	
Map showing unit location with legend: L=Living, D=Dining, K=Kitchen, C=Closet, BATH=bathtub area, T=Toilet, WM=washer space, W=Wash Basin, TR=Tatami room (1=3'x6', 4.5=9'x9', 6=9'x12', 8=12'x12', Approximate sizes, 1 box=3'x3').		WASHER SPACE:	
NOTE: DUE TO THE VARRIED NATURE OF CONSTRUCTION PRACTICES, THE UNIT DIMENSIONS MIGHT DIFFER SLIGHTLY FROM THE STANDARDIZED ROOM SIZES SPECIFIED ABOVE.			
UNIT UTILITIES: Cooking: Electricity		Bathing: Electricity	
Heating: Electricity			
AREA MAP:			
THE LOCATION INDICATED TO THE RIGHT IS THE CLOSEST TEMPORARY EVACUATION SITE FOR THIS RENTAL UNIT		LOCATION NAME: Jinmei Chugakko "Jinmei Jr. Hi. School"	
DISTANCE FROM UNIT: 1312 YD / 1200 M (ABOUT A / 17 MIN WALK)			
REPORT DATE: 30 JUL 2018	SOURCE: Agent/Owner	PREPARED BY: S. KOSHIMIZU	APPROVED DATE:



Working with an Agent

- Some Real Estate agents have base access and may be able to pick you up at a set location.
- You can visit any agency directly (English Speaking Agent List is in your briefing package).
- Most Real Estate offices open at around 1000 and are open on the weekends. The office hours are posted on their doors.
- Ensure you have your House Viewing Log sheet when you visit the agent.



House Viewing Log

HOUSING VIEWING LOG

Name: (Last, First, M)	Rank/Rate:	Lodging Rm:
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AGENT must complete this form. Must include the exact address.

※不動産業者様: お手数ですが住宅課の記録の為、内見後ご記入お願い致します。

Date 日付	Time 時間	Meeting place 待ち合わせ場所	Agent & Agency name & phone 御社・担当者名	House/apt. address & room # 物件住所	Accept? Yes/No	Remarks 備考
(Sample) 2/25/2018	(Sample) 1300	(Sample) Womble Gate	(Sample) Mr. Tanaka, ABC Home 816-XXXX	(Sample) 1-12 Honcho, Yokosuka	(Sample) No	(Sample) Too close to Train Tracks

If you see any rental units on your own, please have agent complete this form. You must return forms to the Housing Referral Office for validation of TLA extension. Minimum viewing requirements to maintain TLA eligibility = 5 viewings each subsequent 10-day period.

This log must be completed and signed by the agent. Without the agents signature TLA may not be able to be paid.



Selecting a Home

- a. Negotiate Terms, Remember the things that cannot be included in your lease and ensure they are not.
- b. Bring your “**Off Base Rental Selection Form**” to Housing office. A counselor will confirm the costs which will be required when you route your request chit for advance OHA/MIHA.
- c. Once Chits Approved; Housing is in receipt of all required paperwork...Schedule your SPW appointment



Required Documents

Service members

-all-

- a. PCS orders with Command check-in endorsement/stamp
- b. Updated page 2 with new command's CPPA signature

-Accompanied-

- c. Family Entry Approval

-Unaccompanied (E4 shore/ E4 & Frocked E5 over 4 sea duty and above)-

- d. E5/Frocked E6 and below—Approve special request chit to live off base and to receive OHA/MIHA entitlement
- e. E6 and above including officers – Page 13

-If applicable-

- f. Special request chit for Advance OHA/MIHA approved by CO (enlisted)
- g. Advance OHA/MIHA memo signed by CO (officers)

DoD/DoDEA civilian

- a. Travel orders (DD1614)
- b. Transportation agreement (DD1617/DD1616)
- c. Letter of employment



Paperwork Preparation

Housing will assist or will prepare the following:

- Housing can help with preparing the required OHA/MIHA forms for advances.
- Housing will schedule your lease signing appointment which will include:
 - move-in date
 - appliances and/or temp loan furniture delivery
 - information on the amount of funds needed.
 - Provide an advance copy of your lease for your review.



Converting Dollars to YEN

Community Bank

Mon - Thu 0900 - 1600; Fri 0900 - 1700

Please notify Community Bank at least 1 week in advance when exchanging amounts over \$5000

* NFCU – Please notify NFCU at least 2 weeks in advance when withdrawing cash amounts over \$15,000.

Japanese Bank

Mon - Fri 0900-1500

Accepts traveler's check/dollar currency

Main Post Office by City Hall

Mon – Fri 0900-1600

Accepts traveler's check/dollar currency



Signing the LEASE

- Sign all documents with Agent (escort agent if required or take all the documents to your agents office)
 - All payments will be made in Yen, you will receive the keys and receipts.
 - If you sign your lease at the agents office, please bring copies back to the Housing Office.
- Will need to provide copies of all document to your CPPA/Disbursing/Finance office
- Counselor will discuss your responsibilities while living off-base



School Bus Information

Please contact DoDEA to obtain the most current information regarding the commuting areas and where the closest bus stops are located to your residents. If outside the commuting area you will be required to provide your own transportation to and from school or an existing school bus stop within the DoDEA commuting area.

To confirm the location of the bus stops, take your Rental Map to the DoDEA Student Transportation Office located in building 774 in **IKEGO**. DoDEA will provide you the latest information and will require you to certify in writing that you have been advised regarding the commuting areas.

Contact Number
DSN 246-8365





Challenges Residing Off-base

Noise

Parking

Rent and Bill Payment

Your Command will be notified for cases that are reported through the City Office.

Please understand, once your lease is signed, Housing is not allowed to get involved in disputes between you and your agent/neighbors, you can request help from your command in these matters.



Trash/Garbage Separation

The separation of garbage is strictly ENFORCED.
Garbage must be placed in designated trash site only.

Type of trash in Yokosuka

- Burnable (paper and food)
- Plastics (small bags, wrappings)
- Recycle (cans and PET bottles)
- Non-burnable items





- Trash is placed in locations similar to these.
- Trash pick-up days vary by location.
- Different days for burnable, non-burnable, and recycling.
- All trash must be placed in clear see through plastic bags.
- Garbage must be placed outside on designated days only.



Improper Trash Disposal



Consequences: Your Command will be contacted



Rental Partnership Program (RPP)



RPP advantages:

- Requires 1 month rent and renter's insurance.
- Minimum 1 year Lease
- Rapid paperwork with RPP counselor
- Pet friendly/non-friendly is depending on each owner
- 30 day termination notice

RPP requirement:

- Apply for automatic payment service for rent



RENTAL PARTNERSHIP PROGRAM (RPP)

- Sakura Hills/Sakura Residence, located in Ikedacho 20~30 min by Car
- Paledor Yokosuka, located in Wakamatsucho 5~10 min walk to Main Gate
- Coco Palms II, located in Midorigaoka 10~15 min walk to Main Gate
- Clair Karato, located in Miharucho 10~15 min by Car
- Terrace Rose, located in Ikegami & Yonegahama
- Liberty House, located by Womble Gate
- Ume Tower, located in Kurihama
- Houses, in Sakuragaoka, Kinugasasakaecho, Sano



Thank you for attending

- Please keep the Housing Office informed.
- In order to receive TLA you must view five units every 10 days.
- Sign only one selection form.
- Stay in communication with your agent.



Housing Referral Office

Contact Information

DSN line: 243-8834/8848

Commercial: 046-816-8834/8848

CFAY Housing Website:

<https://ffr.cnmc.navy.mil/Navy-Housing/Housing-By-Region/Japan/CFA-Yokosuka/>