

## Email or Fax to the Housing Service Center where you will be stationed

From: \_\_\_\_\_

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

Applicant's Email Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Housing Service Center	Phone	Email Address	Fax
JEB Little Creek-Fort Story, Virginia Beach	757-462-8939	<a href="mailto:LittleCreekHousing@navy.mil">LittleCreekHousing@navy.mil</a>	757-462-1244
Naval Air Station Oceana, Virginia Beach	757-433-3268	<a href="mailto:OceanaHousing@navy.mil">OceanaHousing@navy.mil</a>	757-433-3310
NSA-Hampton Roads, Norfolk Northwest Annex, Chesapeake	757-445-2832	<a href="mailto:NSANorfolkHousing@navy.mil">NSANorfolkHousing@navy.mil</a> <a href="mailto:NWAnnexHousing@navy.mil">NWAnnexHousing@navy.mil</a>	757-445-6935
NAVSTA Norfolk NNSY, Portsmouth	757-445-2832	<a href="mailto:NorfolkHousing@navy.mil">NorfolkHousing@navy.mil</a> <a href="mailto:Portsmouthvhousing@navy.mil">Portsmouthvhousing@navy.mil</a>	757-445-1544
NWS, Yorktown	757-847-7806	<a href="mailto:YorktownHousing@navy.mil">YorktownHousing@navy.mil</a>	757-847-7822

## SUBJ: Rental Partnership Program (RPP) Application Package

Please check documents attached.

\_\_\_ Navy Housing RPP Service Member Application

\_\_\_ Service Member Counseling Sheet

\_\_\_ Permanent Change of Station (PCS) Orders

Most Recent Leave and Earning Statement or if recently married, please provide a copy of marriage certificate

\_\_\_ Approved Basic Allowance for Housing (BAH) Chit signed by E7 or above, if applicable

\_\_\_ Power of Attorney (required if spouse or representative is completing application)



# Service Member Frequently Asked Questions

## Does RPP help me save money?

The RPP offers real cost savings to Service members living in the community. The RPP homes that are available have already been screened and inspected by the local Navy Housing Service Center (HSC).

The program guarantees the Service member reduced rates and reduced or no security deposit and administrative fees.

Also, RPP requires rent be paid by allotment or automatic payment, making it one less bill you have to think about every month.

## What is RPP Housing?

The RPP is designed to provide military personnel, enlisted and officers, with affordable off-base housing. This program is governed by an agreement between Landlords and the local Installation Commanding Officer (CO) or Housing Installation Program Manager (HIPM).

This program exists to ease the transition for our Service members relocating under orders and to help defray some of the costs incurred with moving. Service members receive reduced rental costs, pay reduced or no security deposit and application fees. If state or local laws allow the use of surety bonds, they can be used to satisfy this requirement. Credit checks are minimal as applicants are approved based on End of Active Obligated Service (EAOS), Projected Rotation Date (PRD) and drawing Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA). Applicants must have permanent orders to the area.

This program permits Landlords to voluntarily obligate apartments, houses or townhouses for rent to military personnel. Housing units which are offered to the RPP are evaluated and qualified to meet the Navy's minimum standards.



**Contact Your Local Housing Service Center**  
[www.cnic.navy.mil/contacthousing](http://www.cnic.navy.mil/contacthousing)

## **Will I have to pay additional fees on RPP Housing?**

There are no administrative fees associated with RPP Housing. However, the Landlord may charge a reservation fee of up to \$100 to hold a housing unit. The Landlord may charge up to \$50 per applicant for background checks. The reservation fee will be applied towards the first month's rent. If for some reason the Service member does not qualify, the fee will be returned. If Service member qualifies but decides not to take the rental the reservation fee will be forfeited.

## **Can a Landlord change the rent based on a Service member's rank?**

No, there is an established RPP rate that is not based on rank.

## **I have poor credit; can I still use RPP?**

Yes, you can still participate in the RPP. No one can be denied because of credit history.

## **I have a pet; will I be required to pay additional pet deposits or other associated fees?**

RPP does not dictate Landlord pet policy. Individual Landlords may require additional pet fees.

## **Am I eligible for housing in the RPP?**

All active-duty Service members are eligible, either accompanied or unaccompanied, with a minimum of six months to one year (at Landlords discretion) remaining prior to EAOS and PRD.

## **How do I get approved for RPP?**

The Service member must provide orders and Leave and Earnings Statement (LES) to the HSC. The Service member must have a minimum of six months to one year remaining prior to EAOS and PRD. The Service member must complete a counseling session in person or over the phone with the HSC. When counseling has been completed, the Service member will receive a letter of eligibility, which is presented to the Landlord, authorizing participation in the RPP.

## **I am currently in a lease; when can I get into RPP?**

It is up to the individual management companies to release a member from their current lease to participate in this program. The Service member can participate in the RPP at the end of the original lease term by signing a new lease. If the Service member decides to participate in the RPP, the Landlord must refund the difference in security deposit within 30 days. The rental rate must be the discounted RPP rate.

## **Can I enter into an RPP lease with roommates?**

Service members may enter into an RPP lease with roommates. All Service member roommates must complete the RPP Addendum. Additionally, each Service member must complete all RPP Requirements and be aware of their rights and responsibilities under the Service Members Civil Relief Act (SCRA).

## **Are RPP properties inspected?**

All RPP properties have been inspected for adherence to program requirements by the HSC. Additionally, the Service member and Landlord are responsible for doing a move-in and move-out inspection. Contact your HSC for information and inspection forms: [www.cnic.navy.mil/housingquickreference](http://www.cnic.navy.mil/housingquickreference).

## How do I pay rent?

The Service member must initiate an allotment or automatic payment for payment of rent.

## What happens after my lease expires?

After the initial term of the lease has expired, the Service member may continue under the Rental Partnership Program on a month-to-month basis or may sign a new lease.

## What happens if I receive orders during my lease?

If the Service member receives orders in excess of 90 days and is transferred from his current permanent duty station (per the SCRA guidelines), the Service member may terminate the lease before the end of the lease period under the military clause. The Service member must present a copy of their orders to the Landlord along with a 30 day written notice.

## What happens if I break my lease outside of the SCRA?

A Service member is bound by the lease and provisions for all other types of termination apply.

## What if I have a problem with the Landlord or property?

The Service member may contact the HSC directly if they are having difficulty resolving a problem with the RPP lease, RPP property or other Landlord/tenant dispute. The HSC will perform Issue Resolution Services as an independent third party.

Additionally, the HSC will monitor the number of valid complaints related to a Landlord. In the event a Landlord receives three valid complaints that are not corrected in a timely manner the Landlord will be removed from RPP.

## Definition of Common Terms

**Administrative Fees/Application Fees:** Additional fees that are collected by a Landlord, but do not go towards rent. These fees are not allowed as part of the RPP.

**Background Check:** May include a criminal background check, work history and rental history, but may not include a credit check.

**Credit Check:** A search of person's credit history, usually a credit score.

**Reservation Fee:** A deposit of up to \$100 collected by the Landlord to hold housing for an applicant. This fee must be put towards the first month's rent. This fee will be returned in full if the Service member does not qualify for the housing. The fee will be forfeited if the Service member qualifies for the housing, but does not accept.

**Surety Bond:** Purchased for a small fee from a third party, it guarantees the landlord payment of any damages at the end of the lease. Surety bonds are usually a small fraction of a security deposit alleviating the burden of coming up with a full security deposit (often 1-2 months rent) prior to move-in. The fee from a surety bond is not returned at the end of a lease.



<b>FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE</b>			
<b>NAVY HOUSING RPP SERVICE MEMBER APPLICATION</b>			
Name (Last, First, Middle Initial)		Branch of Service	SSN#
Marital Status Family <input type="checkbox"/> Bachelor <input type="checkbox"/> Single w/Dep <input type="checkbox"/>	Pay Grade	Rate/Rank	Date of Rate/Rank (mm/dd/yy)
UIC	Command Name		Report Date (mm/dd/yy)
PRD (mm/dd/yy)	EAOS/ETS (mm/dd/yy)		Service Start Date (mm/dd/yy)
Work Phone	Home Phone	Cell Phone	
Home Email Address		Emergency Phone	
Work Email Address			
Have you ever lived or are you currently residing under the RPP/PPV? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide lease expiration or move-out date: _____			
Complex name and your address:			
APPLICANT'S SIGNATURE		DATE	

**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 the inability to assist you.

<b>COUNSELOR USE ONLY</b>	
Does member record exist in eMH? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is Service Member Release Form provided (if applicable)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	
Application Taken by:	Date
Pending application checked by:	Date



**Contact Your Local Housing Service Center**  
[www.cnic.navy.mil/contacthousing](http://www.cnic.navy.mil/contacthousing)



# Service Member Counseling Sheet

## Eligibility

- To participate in this program, I must be on active duty stationed in Hampton Roads.
- Service member or spouse with Power of Attorney (general, special or financial upon local requirements) is applying for RPP.
- Service member must have a minimum of six months to one year remaining before End of Active Obligated Service (EAOS) and Projected Rotation Date (PRD) at the discretion of the Landlord.
- Service member has presented the Housing Service Center (HSC) with a copy of his/her orders, Leave and Earnings Statement (LES) and approved Basic Allowance for Housing (BAH) chit, if applicable.
- The HSC will inform Service members that:
  - No Landlord can refuse to rent to any rank at the current RPP rental rate.
  - Service members cannot be turned down unless a bad reference has been received from a previous Landlord.
  - Service members cannot be turned down for poor credit.
- If I meet qualifications for the program, I will be issued a Verification of Eligibility which terminates sixty (60) days from date of issuance.
- It is my responsibility to visit each community I am interested in before making a final selection. Policies, rules and/or regulations may vary with each community. Once I make a selection, I understand I must give my Verification of Eligibility to the landlord.



**Contact Your Local Housing Service Center**  
[www.cnmc.navy.mil/contacthousing](http://www.cnmc.navy.mil/contacthousing)

## Requirements

- Credit checks will not be performed as service members are approved based on EAOS, PRD and drawing Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA).
- If the amount of Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA) the Service member receives does not cover the entire rent, it is at the landlord's discretion to use additional financial information, including that of spouses and roommates. Only in this case may a credit check fee apply to the spouse or roommate.
- The Service member must authorize their current or prior Landlord to release information regarding their tenancy to include, but not limited to, rent payment, proper lease termination, unit sanitation issues and appropriate conduct.
- After the initial term of the lease has expired, the Service member may continue under the RPP on a month-to-month basis or may sign a new lease but must notify the HSC of this action.
  - The Service member will provide the HSC with a Renewal Notice of Intent for a RPP renewal.
  - The Service member will not stop their existing allotment or automatic payment.
  - The Service member will increase/decrease their existing allotment or automatic payment based on new rental rate.

## Policy

- All state and Federal laws apply.
- Service members must be informed of the provisions of the Service Members Civil Relief Act (SCRA) and applicable state Landlord/tenant laws in an effort to limit issues and problems during the lease period. More detailed information can be provided to all parties via the following link:  
[www.justice.gov/crt/spec\\_topics/military/scratext.pdf](http://www.justice.gov/crt/spec_topics/military/scratext.pdf)
- A Landlord may charge a reservation fee up to \$100 which is applied toward the first month's rent. If for some reason the Service member does not qualify, the fee will be returned. If the Service member qualifies but decides not to take the rental the reservation fee will be forfeited.
- It is mandatory that the Service member initiate an allotment or automatic payment for payment of the monthly rent to the Landlord. Interim rent is the Service member's responsibility and must be paid in advance directly to the Landlord until the allotment or automatic payment becomes effective.
- Should the Service member stop the allotment or automatic payment, they are no longer covered under the RPP lease. The Landlord may charge a deposit and convert the lease to a conventional lease for the market rate based on the original market rate of the initial RPP lease. The Landlord may also charge the Service member the difference for the past months of the lease (market rate vice RPP discounted rate).

Notwithstanding the foregoing, when a Service member terminates an allotment based upon a right or entitlement under state or local law to withhold rent due to uninhabitability of the premises, the landlord may not require a security deposit, nor end the rent reduction benefit, nor assert a charge for the payment of past rent discounts, unless and until the matter is adjudicated under state or local law or otherwise compromised and settled by the parties. The Service member and the landlord each have recourse to HSC for fact-finding and moderation assistance as a means of amicably resolving issues relating to habitability of properties and payment of rent.

- A RPP participating Landlord cannot refuse to rent to a Service member based upon rank or poor credit history but may turn them down for poor rental references as verified from a previous Landlord.
- In the event the Service member experiences discrimination, they will notify the HSC and will be counseled on how to file a complaint.
- It is the responsibility of the Service member to obtain a Letter of Intent from the Landlord which must be returned to the HSC.
- A previous inspection performed by HSC does not guarantee systems, appliances or other aspects of the property.
- Service member and Landlord are responsible for completing the move-in inspection. A copy of the RPP Inspection Criteria and Checklist is available and will be provided to the Service member.
- Regardless of whether the HSC has or has not inspected a specific unit, ultimate responsibility and acceptance of unit belongs with the Service Member as the signee of the lease.
- The Service member will be required to sign a rental lease agreement.
- The Service member must provide the Landlord two items in order to receive keys to the unit:  
(1) Proof the allotment or automatic payment was initiated; (2) the pro-rata rent due at move-in.
- I will complete a move in inspection within 5 calendar days of acceptance of keys. It is strongly recommended that I be present at the move out inspection with the property representative. I may request a housing representative to be present at the move in or move out inspection. I will be responsible for any damages found during the check-out inspection. I am required to leave a forwarding address at the time of termination.

## **Lease Termination and Eviction**

- It is mandatory to notify the NHSC when terminating my RPP lease.
- Service member may terminate the lease with PCS orders, discharge orders, retirement or deployment for more than 90 days or by mutual agreement.
- In accordance with the Service Members Civil Relief Act, if a Service member receives Permanent Change of Station (PCS) orders, deployment orders or temporary duty (TAD/ TDY) orders for a period in excess of ninety (90) days, any liability of the person for rent under the lease may not exceed thirty (30) days after the date the next rental payment is due for the number of days allowed by state law, whichever is less. Member will provide Landlord with a copy of his/her orders or letter from Commanding Officer.



- In order to terminate the lease, the Service member must submit a thirty (30) day written notice. A copy of the official orders must be provided prior to the vacate date.
- If the Service member chooses to terminate their RPP lease before the lease termination date for reasons other than those covered by the State Residential Landlord Tenant Act or SCRA, the Landlord has the legal right to charge a termination fee (a monetary penalty). To determine the cost of this penalty, the Service member must contact their Landlord.
- Before the Service member moves out, he/she is responsible for coordinating a joint final check-out inspection with the Landlord. The inspection must be requested in writing from the Service member to the Landlord and must be conducted no more than 72 hours prior to the termination date.
- Evictions are at the discretion of the Landlord. All Federal, state and local laws must be adhered to and the HSC must be notified of any pending evictions.
- Should the Service member leave owing money, the Landlord can present to the HSC an itemized list of charges owed to the Landlord. This list must contain a final total and the Landlord's signature. The HSC will assist the Landlord by forwarding documentation to the Service member's Command.

Per paragraph 2.b of the MILPERSMAN, the extent to which Installation Commanding Officers may cooperate with creditors is limited to administrative referral of correspondence to the Service member. If the Service member is separating from the service and leaves owing money it will be up to the complex to use their normal collection procedure, using state and local laws.

- A Housing Counselor may be notified to act as a third party to any unresolved issues.

**By signing this document, I \_\_\_\_\_, acknowledge that I have read and understand everything herein.**

**X**

\_\_\_\_\_  
Service Member Signature

\_\_\_\_\_  
Date

**X**

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

## HOUSING MEMORANDUM

From: Navy Housing Service Center  
To: Community and Privatized Housing Residents

Subj: RENTERS AND LIABILITY INSURANCE

1. The Navy recommends that tenants living in privatized family housing and in the community seriously consider the issue of insurance.
2. There are two types of insurance of which you should be aware: renter's insurance and liability insurance.

**Renter's insurance** covers your personal property and will normally replace items if they are damaged or stolen. If you live in privatized family housing, your rent includes a \$10,000 personal property policy. You should review this amount of coverage to determine if it is sufficient to replace your belongings. If it is not, you should consider purchasing additional coverage.

**Liability insurance** covers damage to the structure you are renting. Some examples include a stove fire, a fire caused by a candle, or flooding due to a leaky waterbed. Liability insurance also covers you in the case of a lawsuit if someone should be injured in the structure you are renting due to your negligence. An example includes an injury due to a fall by someone due to a wet floor. Please be aware that some insurance policies provide both personal property coverage and liability coverage at a slightly increased premium.

3. All families are encouraged to take both renters and liability insurance seriously. An accident which results in fire or flood damage could result in monetary damages, which could become a financial burden to you for the rest of your life. A general liability policy is inexpensive and well worth the cost.
4. If you have any questions or need further information, please feel free to contact the Navy Housing Service Center at:

NSA Hampton Roads – Northwest Annex (757) 445-2832  
Naval Station Norfolk  
NNSY Portsmouth

Joint Expeditionary Base Little Creek-Fort Story (757) 462-8939

Naval Station Oceana – Dam Neck Annex (757) 433-3368

Naval Weapons Station Yorktown (757) 847-7806