



HOUSING SERVICE CENTER

COMMANDER FLEET ACTIVITIES CHINHAE

PSC 479 FPO AP 96269-1100

CHINHAE HSC DSN 762-5454

BUSAN FFSC COMM 051-714-0843

MEMORANDUM: FOR THOSE WISHING TO RESIDE IN COMMERCIAL HOUSES OFF-BASE

SUBJECT : Guidelines For Renting Places Off-Base

Housing Service Center (HSC)'s Responsibilities :

Members who are authorized to reside off-base, MUST process all lease documents through the Housing Service Center. The HSC will provide Housing Referral Services (HRS) to active duty and U.S DoD employees for quality off-base housing and related services.

HSC Will Offer The Following Services:

- Maintain and update the listing of rental properties.
- Provide showing service.
- Review and process rental contract.
- Process paperwork for lease contract in English and Korean / Overseas Housing Allowance (OHA)
- Provide interpretation services in dealing with landlords.
- Perform property inspection.
- Issues Resolution.

How are Housing Referral Service (HRS) Processed?

- Stop by the HSC to be briefed about HRS during an orientation.
- Members have 3 options to find a property:
 - 1) On your own
 - 2) Showing service from HSC
 - 3) Through realtors
- Schedule appointments to look around houses or apartments.
- If selected, the lease agreement/special agreement and OHA Report for service member shall be completed. The HSC will assist in completing the necessary documentation.
- Housing Director reviews and approves the necessary documentation.
- Forward the completed documentation to the applicable CPPA for Service members or to HRO for DoD civilian personnel.

Referral Processing Requirements (Military / Civilian)

- The Service member's PCS order / Civilian's TCS order (DD Form 1614) or Transportation Agreement (DD Form 1617).
- Housing Application Form (DD Form 1746).
- Sex Offender Policy Acknowledgement and Disclosure (CNIC 11103/1) Form.
- Command Sponsorship for their dependents
- CNA (Certificate Of Non Availability)

How is Termination Processed? (Military / Civilian)

- Report to HSC 30 days in advance
- HSC sends "Lease Agreement Termination Notice" to the landlord and checks the remaining rent and utilities with the landlord.
- HSC Sets Up & Conducts a termination inspection with Landlord / Realtor
- Move out of off base housing
- HSC forwards a termination letter to the CPPA and provides a copy to a member.

Rental Payment For Military Members

- Payment will be made in the local currency to prevent members from losing money as a result of currency exchange-rate fluctuation.
- A lump sum payment is not allowed. Only month to month payments are authorized.
- Utilities and Rent shall be made separately.
- Rent Money shall be set up based on fair market value so DON'T negotiate anything with a landlord until you inform the HSC of your lease contract.
- There are two methods of paying monthly rent: direct payment and electric transfer.
- Service members and DoD civilians must submit a written termination to their landlords at least 30 days in advance before their moving out date.
- Members should use the rent receipt provided by the HSC for each payment and submit a copy of the receipt to the HSC.
- Regarding delinquent rent or utility payment, HSC contacts the member's chain of command along with proving documents.
- Landlords shall provide the following service without increase to the rent.
 - Extra Transformers (3EA),
 - 2 water bottles per month with a water dispenser
 - Window Treatment (Blind or Curtain) for outside windows only
 - Cable TV (Basic Channels only) and Internet service
- Most new apartments in Busan have been furnished with individual A/C units, stove, washer and refrigerator.

DoD Civilian Contract

- Payment will be made in US Dollars to prevent members from the losing money as a result of currency exchange-rate fluctuation. However, it can be changed according to each organization's policy and instruction.
 - For CFAC (NAVY): One year Living Quarters Allowance (LQA) payment is authorized.
 - For DCMA: Monthly payment basis and Local currency payment are recommended.
- If members leave earlier than the original lease term due to official orders, remaining advance payment can and will be returned to members.
- It is highly recommend that leases should be made within 90% of your authorized LQA. We're not responsible for possible complications resulting from using the maximum amount of LQA authorized.
- You should submit one copy of the LQA payment receipt to a landlord and one to the FHSC

Sub-Lease Contract

HSC has experienced customers who have chosen to sub-lease off-base housing units even though we've informed them of possible complications.

SUB-LEASE CONTRACTS ARE PROHIBITED.

Management Fees (Gwan-Ri-Bi)

- All high rise style apartments and Villa (5 Story) require charges of "management fees (Gwan-Ri-Bi)".
Management Fees are composed of as follows:
 - Basic Management Fees : Cleaning of common areas, use of elevators, access area lighting, security, parking and related expenses
 - Actual Utilities Usage: Electricity, water, gas) use by the resident.
- Bottom line: **Management Fees = Basic Management Fees + Actual Utilities**
- Basic Management fee is fixed for units with same size and varied by the size of units.
- These variable charges, if incurred, must be paid with the "Utilities Allowance" portion of service members' entitlements. Not part of Rent of OHA.
- Management fees must be paid on a month to month basis.
- Most of the apartments in Korea require the hire of an elevator for moving.
The amount will range from approximately 50,000KRW-100,000KRW, depending on apartments.

Loaner Furniture

- In order to minimize Temporary Lodging Allowance (TLA), Commander Fleet Activities, Chinhae (CFAC) will provide temporary loaner furniture support.
- Loaner furnishings and appliances may be issued for:
 - 90 days to eligible in-bound personnel
 - 60 days to eligible out-bound personnel

- CFAC will schedule a pick up appointment within 90 days from the date of issue. Under no circumstances are personnel allowed to have government loaned furnishings beyond 90 days. Exceptions or waivers should be approved by CFAC Housing Director through CFAC Furniture Program Manager.
- Members will be supported with loaner furnishings :
 Supplied by the CFAC FH team for Family Members
 POC : Mr. Sin DSN 315-762-5291(Chong.II.Sin.KS@fe.navy.mil)
 Supplied by the CFAC BH team for Single Members
 POC : Mr. Yun DSN 315-762-5336 (Song.Hwan.Yun.KS@fe.navy.mil)
- **Gas Dryer: All costs associated with the installation of appliances shall be paid for by the user.**
Extra Refrigerator: Members can request an extra refrigerator at the Family HSC, only if the family size is 5 or more including a member.

Electric Bill Estimate

The Utilities or Electric cost for Korea Electric Power Company (KEPCO), Off-Base housing works like this: KEPCO imposes 3 different base rates per KWh/h according to how much electricity you use. The resident may check Progressive Electricity Tariff on the back of bill statement you receive every month. Also, the rates differ according to whether you are a residential or commercial customer.

Q: What is progressive tariff?

Residential Service (Low-voltage)

- **Trump Marin/ Trump II/Centum Star**

The date of application : 2016/ 12/ 01

Demand charge (won/household)		Energy charge (won/kWh)	
1 ~ 200kWh	910	1 ~ 200kWh	93.3
201 ~ 400kWh	1,600	201 ~ 400kWh	187.9
400kWh ~	7,300	400kWh ~	280.6

Residential Service (High-voltage)

- **World Mark Haeundae/ World Mark Marine/ Poseidon Hanundea/ Zenith/ I- Park Haeundae**

Demand charge (won/household)		Energy charge (won/kWh)	
1 ~ 200kWh	730	1 ~ 200kWh	78.3

Demand charge (won/household)		Energy charge (won/kWh)	
201 ~ 400kWh	1,260	201 ~ 400kWh	147.3
400kWh ~	6,060	400kWh ~	215.6

Electric Bill Estimate = Demand Charge (basic fee by usage) + Energy Charge (the use of electricity)

For example: one member uses 300kWh of electricity in Trump Marin Apt.

- Demand Charge : 1,600Won
- Energy Charge : 200kWh*93.3Won (1 ~ 200kWh)+100kWh * 187.9Won (201 ~ 400kWh)
- Total : 1,600 +37,450 =39,050Won

- **Pyong**

Sizes of apartments may be given in Pyong

1 pyong = 36 SF

30 pyong = 1080 SF

40 pyong = 1440 SF

Most 30 or 40 pyong Off-Base houses use 300 to 400 KWh per month without A/C. With A/C, it can add up to 500 KWh or above very easily. Electricity in Korea tends to be very expensive. If you don't conserve wisely you may find yourself paying the excess out of pocket.

The electrical costs stated above are only an estimate. The power company establishes rates based upon a graduated table of usage. Expect increased rates for usage during peak electrical periods Mid-Summer and Mid-Winter. Moreover, higher usage may result in higher rates. The cost per KWH increases incrementally to reward conservative users while penalizing over use.

Using Standard Plastic Garbage Bags

First: Please use regulation garbage bags when you throw away general garbage.

Second: When it comes to recycling waste, please separate and put them in recycling cans.

Third: When it comes to food waste, please remove the liquid from the food waste as much as you can before you throw it away by using a standard plastic garbage bag.

- If you do not separate your garbage, citizens/residents will be shouldering the extra treatment cost.
- You may be fined with one million (over \$ 1,000) won or less, if you throw away garbage illegally
- Do not put food trash in regulation garbage bags (SS-RAE-KI-BONG-TU) except the following: Fish, Crab, Shellfish and Animal bone, Seeds, Herb remedy trash (Compost) and Fruit peelings.
- Do not put vinyl bag or non food trash in food trash collection can.

- Regulation garbage bags (SS-RAE-KI-BONG-TU) may be purchased from local markets, cigarette stores, etc. Your landlord or realtor should be able to identify the closest store to your APT/House. Trash collectors do not collect mixed food and normal trash.
- All trash and garbage must be segregated into recyclable and disposable trash must be placed in designated trash collection points or bins.

Temporary Lodging Allowance (TLA) Information

TLA begins when member and dependents arrive at the Permanent Duty Station and government quarters are not available. Member has to report to Command Pay Processing Administrator (CPPA) prior to payment of TLA.

On arrival: All Temporary Lodging Facilities (TLF) must be within the vicinity of Permanent Duty Station (PDS). Members will be advised to aggressively seek permanent quarters, keep an accurate record of expenses for lodging and to register and inform HSC at least every 10days of progress in obtaining permanent quarters.

The initial entitlement to arrival TLA is based on the member's arrival date in Korea and is not to exceed the 60 day limitation. If member exceeds 60 days approval from Regional Commander (CNFK) is required.

On Departure: Payment of TLA upon departure from the permanent duty station where Government Quarters are Available will not exceed 1 day. For Non-Govt Quarters TLA will not exceed 10 days.

How TLA is processed

- HSC receives application form from the member and puts the information in eMH (enterprise Military Housing).
- Member shall provide TLA application form along with a lodging receipt to HSC for a review every 10 days.
- TLA application form signed by HSC will be forwarding to the CPPA so that they can upload it in TOPS (Transaction Online Processing System).

Rental Insurance

It is highly recommended via U.S. carriers to get rental insurance to protect yourself/Household goods. Contact American Insurance or local Insurance Companies.

Mold

Check for Mold. Routinely check for leaks under the bathroom and kitchen sinks. Dripping water can cause floor damages due to soft wood. Windows may not be sealed very and the lack of insulation in some closets and walls can increase mold.

It's your responsibility to keep your place clean and free from mold. Please contact HSC if you have a mold issue.

Pet

Inform the landlords if you have pets prior to the lease. It is their right to lease or not, you are responsible for any damages caused to the unit, furniture, appliances, carpet or grounds by your pet.

Cable TV

The majority of programs on Korean cable are in Korean. We are seeing more and more English Programming such as FOX; CNN; National Geographic; Animal Planet; the HISTORY Channel, and even Golf Channel. It just depends on the provider that services your area and the equipment they provide.

The landlord provides one set-top box installation and basic CATV Channels.

If you would like additional set-top boxes or watch pay-per-view channels, additional costs are charged to the member.

The interlayer noise

Interlayer noise is a common problem in all high rise buildings, and is difficult to accurately identify the source and cause of the occurrence.

If you have problems with the interlayer noise, please notify the HSC to solve the problem with all parties involved. Please note that an Interlayer noise is not a cause for termination of the contract.

Disaster Management

Disaster affects hundreds of thousands of people every year. It may happen at your local Navy Installation.

Please explore the links on the below to find information and tools to help you and your family prepare for emergency situations that could arise any time without warning.

http://www.cnic.navy.mil/om/emergency_management.html

For more information, please contact the Emergency Management (EM) office at (DSN)762-5293 or (COMM)055-540-5293.

Typhoon (Equivalent Of Tropical Storm) Information

TROPICAL CYCLONE CONDITIONS OF READINESS (TCCOR) RESIDENT INFORMATION

1. Tropical Cyclone Conditions of Readiness (TCCOR).

Tropical cyclone warnings are identified as TCCOR. TCCOR 1 through 4 alert CFAC personnel to the wind speed and arrival time, of a tropical cyclone. TCCORs are graduated states of readiness based on the forecast onset of 50 knot (57 mph) winds. TCCOR declarations are orders: take them seriously! Conditions may not look bad where you are, but they can change fast, and you can get caught in a violent storm without warning.

2. Residents Action

- All Clear: No tropical storms are threatening Korea

Exists from the end of November to the first of June every year unless a storm moves into the area.

Keep your disaster supply kit together and rotate canned goods and water as needed.

- TCCOR 4 (TC 4): A storm could cause destructive winds of 50 knots (57 mph) or greater within 72 hours.

Chinhae remains in TC 4 from 1 July to 31 November.

Keep preparatory actions up to date and ensure you and your family know what to do if we go to higher TCCORs.

- TCCOR 3 (TC 3): A storm is in the area and is forecast to cause destructive winds within the next 48 hours.

Take the following preparatory actions:

Inventory your emergency supplies.

- Replace expired or used items.
- Ensure you have adequate water for yourself and your family.
- Check your flashlights and batteries and ensure everything works.
- Make sure your gas tanks (car and house) are full.

Secure the larger, more difficult items in your yard.

- Children's play sets
- Trampolines
- Kiddie Pools
- Picnic tables
- Gas Grills
- Trash Cans and Recycle Bins
- Lawnmowers

Monitor the storm's progress

- Be prepared to finish your storm preparations quickly.
- The storm could intensify or increase its movement quickly, pushing Chinhae into a lower TCCOR than previously forecasted.

- TCCOR 2 (TC 2): A storm is approaching and is forecast to cause destructive winds within the next 24 hours.

Take the following preparatory actions:

Ensure all preparatory actions for TCCOR 3 are complete.

Secure any loose items in your yard.

- Lawn Decorations
- Flower pots
- Anything else that could cause debris.

Withdraw emergency cash you will need before the storm. If electricity is down, cash machines will not work after the storm.

- TCCOR 1 (TC 1): A storm is approaching and is forecast to cause destructive winds within the next 12 hours. Take the following preparatory actions:

Ensure all preparatory actions for TCCOR 3 & 2 are complete.

Fill water containers for fire fighting, sanitation, and drinking as needed.

- Two quarts per person per day for drinking.
- A gallon per person per day is a good amount to keep on hand for sanitation.

Turn the temperature of your refrigerator/freezer to the coolest point and minimize the amount you open and close it. If power goes off, perishable foods will keep longer if they start at colder temperatures.

Have a plan for your children.

All CFAC and tenant staff still report for work, unless authorized by the base CO.

- TCCOR 1 Monitor (TC 1M). Destructive winds, greater than or equal to 50 knots (including gusts) are forecasted to affect the designated area(s) within 12 hours, however weather is not progressing as forecast and current conditions do not affect operations.

Do not undo any preparations made, continue to monitor weather updates. Monitor email and Facebook for the most current direction.

- TCCOR 1 Caution (TC 1C): Hazardous winds will likely occur within the next 12 hours, and winds of 34 - 49 knots (including gusts) are occurring. Take the following actions:

Secure all doors and windows in your home and workplace if not already done.

All personnel must stay inside until the Commander declares Storm Watch, or a lower TCCOR. (Note: This applies to all SOFA status personnel and their dependents, whether they live on base or off base. Personnel are to stay inside during TC-1C, TC-1E and TC-R.) Rapidly changing storm patterns could cause the island to move into TC 1 Emergency before previously forecast.

- TCCOR 1 Emergency (TC 1E): 50 knot or greater winds and other dangerous conditions are present. All personnel must stay inside until Commander declares Storm Watch, or a lower TCCOR.

Keep your emergency supplies handy. Your battery-powered radio and flashlights will be needed immediately if power goes out.

STAY INSIDE!!! Continue monitoring the storm's progress and be prepared to remain in quarters for the duration of the storm. The storm could intensify or decrease its movement, subjecting the island to dangerous conditions longer than previously forecast.

Anti-Terrorism and Force Protection (AT/FP)

The links on the below provide detailed information

http://www.cnic.navy.mil/om/operating_forces_support/force_protection.html

For more information, please contact the Security Office at DSN (315)762-5345.

HHG moving

-Outbound Section

DSN : 768-0719 (POC : Mr. Pak, Chong-Chun)

E-mail : chongchun.pak.ln@mail.mil

-Inbound Section

DSN : 768-6794 (POC: Ms. Yi, Hyang Hui)

E-mail : hyang.h.yi.ln@mail.mil

Whom To Contact

HSC Chinhae (DSN) 762-5454 or (Comm) 055) 540-5454

FFSC Busan (Comm) 051) 714-0483

Education

There are two DoDEA certified schools in Busan. Approval for attendance is via the Non-DoD Schools Program (NDSP) <http://www.dodea.edu/nondod>; there are currently students from Navy families enrolled in each school.

Links to the schools are:

Busan Foreign School: <http://www.busanforeignschool.org/>


Busan International Foreign School: <http://www.bifskorea.org/>

I fully understand the content of this memorandum. (Off-base Guidebook)

(Print Full Name / Signature)

(Date)

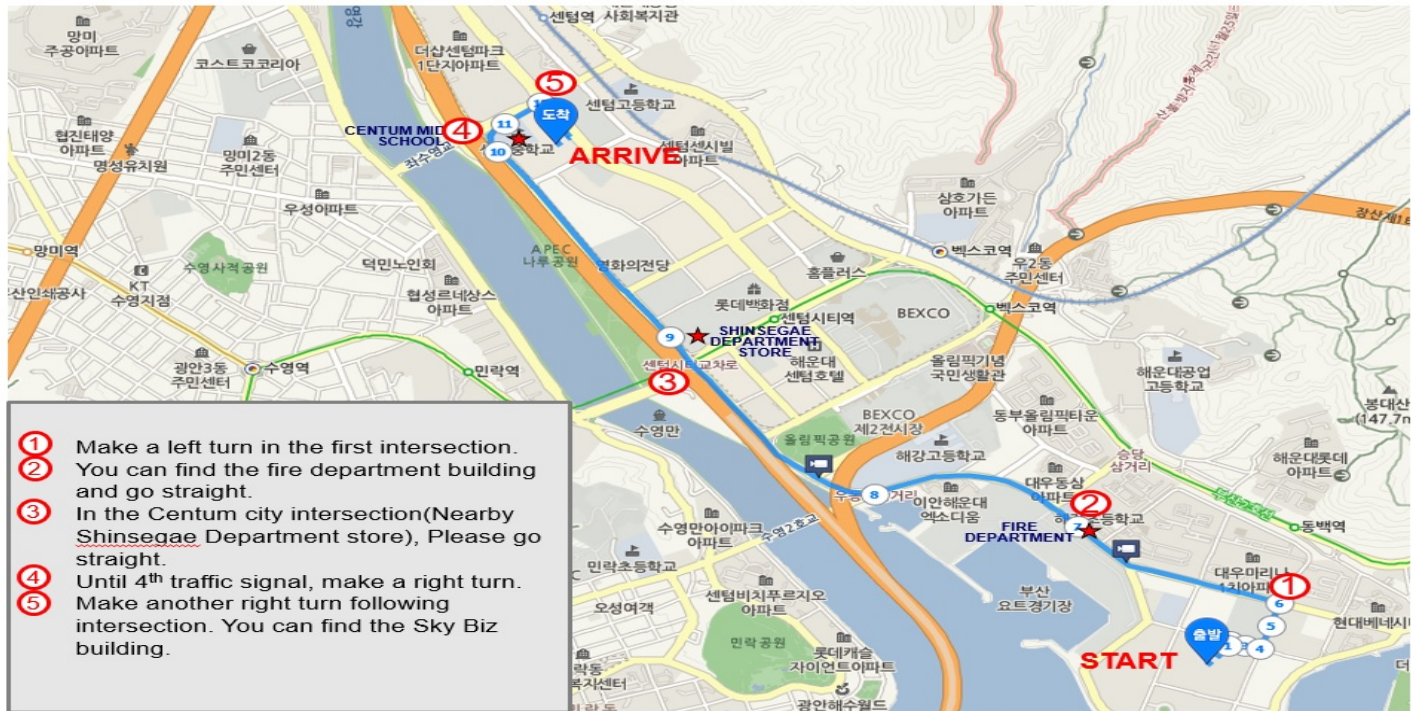
How to find Busan Fleet & Family Support Center (FFSC) & Housing from CNFK HQ

- ① Take the Gwanan Bridge
 - ② Go straight thru the Suyoung Riverside Tollgate(Not for BEXCO tollgate)
 - ③ Take the fourth-lane of the roads after going straight thru the Suyoung Riverside Tollgate.
- 
- ④ There is a big building for TWOSOME CAFÉ, make a right turn when you see the TWOSOME CAFÉ.
 - ⑤ Make another right turn with first side road. (Not to the Main street)
 - ⑥ When you find Centum Elementary School, make a right turn in that intersection. And make a left turn with the corner of Centum Elementary School.
 - ⑦ Go straight and you can find the Sky Biz building on the right.



For Navigation Address : 97, Centum jungang-ro, Haeundae-gu, Busan, Korea (Tower A, Room#501, 503)

How to find Busan Fleet & Family Support Center (FFSC) & Housing from Marine City



- ① Make a left turn in the first intersection.
- ② You can find the fire department building and go straight.
- ③ In the Centum city intersection (Nearby Shinsegae Department store), Please go straight.
- ④ Until 4th traffic signal, make a right turn.
- ⑤ Make another right turn following intersection. You can find the Sky Biz building.

For Navigation Address : 97, Centum jungang-ro, Haeundae-gu, Busan, Korea (Tower A, Room#501, 503)