

Housing Service Center Inbound Brief



Mitchel Manor

Office: (860) 694-3851 Fax: (860) 694-3154

Toll Free: (877) 843-5236

Email: MitchelHousing@navy.mil

Helpful Websites and Phone Numbers:

Balfour Beatty Communities - <http://www.mitchelhomes.com>

Personal Property Shipping Office:

Primary – (718) 630-4039 Alternate – (718) 630-4857

Fax – (718) 630-4149

ATTENTION: Assistance with your housing needs for the Mitchel Manor PPV and surrounding community are handled through the Naval Submarine Base New London Housing Service Center located in Groton CT. Our team of dedicated professionals will be able to answer all your questions and assist you with the required paperwork. We can be reached through the phone, fax or email information listed on the front cover of this brief. Please mention you are inquiring about housing at Mitchel Manor.

PUBLIC PRIVATE VENTURE (PPV) RENTAL PROGRAM

Balfour Beatty Communities is the property management company for all former Navy housing neighborhoods at Mitchel Manor. If you are interested in renting a home with Balfour Beatty Communities, you must provide the Housing Service Center (HSC) with the following documents:

- Housing Information Release Form
- DD 1746 – Application for Housing
- Sex Offender Disclosure Form (filled out and signed)
- Current Orders
- Record of Emergency Data (NAVPERS 1070/602, DD FORM 93)
- Courtesy Move Entitlement (CME) document filled out and signed
- Detaching Endorsement/Approved Transfer Date

IMPORTANT INFORMATION

Dity Move: If you are moving yourself please be advised that there are vehicle restrictions in the surrounding area as follows. Holland Tunnel - Height 12'6". Commercial vehicles in classes 4, 5 and 6 (four-, five- and six-axle trucks) are prohibited from using the Holland Tunnel. Please use the Lincoln Tunnel or George Washington Bridge instead.

Commercial vehicles in classes 1, 2 and 3 (two- and three-axle single-unit trucks) may use the Holland Tunnel in either direction.

Tractor-trailers and trucks in classes 4, 5 and 6 (four-, five- and six-axle trucks) are prohibited from using the tunnel in either direction at all times.

Trailers and towed vehicles are prohibited from using the tunnel in either direction at all times.

Lincoln Tunnel - Height 13'

Southern State Parkway - No commercial vehicles allowed.

Courtesy Move Entitlement: The Navy provides a courtesy move for active duty families moving from the community into PPV housing under the following circumstances:

- You must apply for housing and check in with the Mitchel Manor Housing Service Center (HSC) within 30 days of reporting aboard. If PPV housing is not available at that time and you have to find housing in the local community, you will be eligible for a courtesy move into PPV housing when it becomes available after the date you specified at the time of your application. (This date is usually based on your community lease expiration date.)

Courtesy Move Forfeit: Based on Command Navy Installation Command (CNIC) policy, your entitlement to a courtesy move will be forfeited under the following circumstances:

- You fail to apply and/or check in with the Housing Service Center within 30 days of reporting in to your Command.
- You are contacted for referral to Balfour Beatty Communities for a PPV home and turn down the home.
- You are contacted for referral to Balfour Beatty Communities for a PPV home and indicate that you are going to sign another lease with your landlord, but are still interested in remaining on the waiting list for consideration in the future.

Power of Attorney (POA): A special/specific POA will be required by Balfour Beatty Communities for someone other than the service member to handle housing matters in their absence.

Liaison Assistance: Once you have moved into your home, your landlord should manage all of your needs. Should any concerns arise, you should address them in writing directly with your landlord and retain a copy for your records. Please ensure you go through the maintenance department first, and then the Community Manager if you require further assistance. The Housing Service Center will be happy to assist you in a liaison capacity if your needs have not been met.



RECP – stands for *Resident Energy Conservation Program*. The Office of the Secretary of Defense (OSD) mandated this program to encourage families to conserve energy when residing in PPV housing. Balfour Beatty Communities at Mitchel Manor does not currently participate in this program. However, active duty residents will receive a mock bill each month so that you can monitor your usage. Affiliated residents should speak to a BBC representative on how utilities work.

We ask everyone to help conserve energy.

For more information, please contact the Housing Service Center.

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. You should determine the amount of coverage that is sufficient to replace your belongings.

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:

Naval Submarine Base New London (860) 694-3851

COMMUNITY LIVING

COMMUNITY REFERRAL PROGRAM

The Housing Service Center can provide a list of Local Housing Market and Community Resources to assist in your search for a rental in the area. Long Island is a very high cost area with upfront costs frequently equivalent to three times the monthly rent. This upfront amount would typically consist of first month's rent, security deposit, and a broker's fee which is normally equal to one month's rent.

For additional information please call the Housing Service Center at the Naval Submarine Base New London at (860) 694-3851 or email MitchelHousing@navy.mil.

DEPOSITS AND FEES

You may incur the expense of various deposits and/or fees when renting in the community. Keep in mind...**deposits are returned; fees are kept!**

- Application Fee – Administrative charge for processing an application.
- Credit Check Fee – Administrative charge for doing a credit check.
- Pet Fee – A monthly or one-time charge for the landlord accepting your pet.
- Security Deposit – Can be equal to or less than one month's rent but may not be more than two month's rent. The deposit is NOT RENT and cannot be applied to rent. It is intended to cover the cost of any repairs, cleaning or damages for which you are responsible when you vacate. It is important that you do a walk through inspection with the Landlord, summarizing the condition of the rental unit on a checklist. Each party should keep a copy of the checklist.
- Pet Deposit – Acts like a security deposit and is intended to cover the cost of any repairs, cleaning or damages caused by your pet.

LEASE COUNSELING AND REVIEW SERVICES

- **Lease Counseling:** Knowing how to read and understand your lease is the first step toward a pleasant rental experience. Our counselors are able to provide one-on-one or group educational sessions to broaden your rental knowledge. Know what to ask and what to look for when searching for a home.
- **Lease Review:** Once your lease is signed it becomes a legal contract between you and your Landlord. We strongly encourage you to provide a copy of the lease to the Housing Service Center for review PRIOR to signing it. Let us go over it with you to evaluate your obligations and responsibilities as a tenant.

SERVICE MEMBER’S CIVIL RELIEF ACT (SCRA)

- As a military member you are afforded protection under the SCRA for terminating residential leases in conjunction with transfer orders, deployment orders in excess of 90 days, Change of Homeport, separation under honorable conditions, and retirement. Please speak to a Housing Counselor or Navy Legal Services Representative to get the full information on this entitlement as well as what is required of you.

Local Housing Market and Community Resources



www.HOMES.mil



www.mlsli.com



Automated Housing
Referral Network

www.AHRN.com



www.Apartments.com



www.HomeSnap.com



www.MilitaryByOwner.com



www.Rent.com

Disclaimer: Please be advised that neither the SUBASE New London Housing Service Center nor the Dept of the Navy endorse the listings obtained from the above sites. Listings provided by the Housing Service Center are strictly for informational purposes and in no way guarantees satisfaction with properties and/or Landlords. The service member must take full responsibility for any choices made in accepting and occupying accommodations in the civilian community.

How was your experience with Mitchel Complex Housing?

Please visit the Interactive Customer Evaluation (ICE) online and let us know. Go online or scan the QR code to the right →

<https://ice.disa.mil/index.cfm?fa=card&sp=113077>



*Navy
Housing*



**HOUSING SERVICE CENTER (HSC)
SUBASE New London/Mitchel Manor**

82B Mitchel Avenue
East Meadow, NY 11554-2266

Phone: (860) 694-3851

Toll free: (877) 843-5236

Fax: (860) 694-3154

Email: MitchelHousing@navy.mil