

USAG BAVARIA HOUSING DIVISION CHECKLIST FOR ARMY FAMILY AND PRIVATE RENTAL HOUSING CUSTOMER'S

1. Process the Application

- a. Complete set of orders _____
- b. Verify orders for eligibility _____
- c. Service Member In-processing (UCAS) _____
 - (1) Concurrent or Deferred Travel (Accompanied or Unaccompanied) _____
 - (2) Deferred Travel (Note: When in a deferred travel status, TLA is not authorized under no circumstances, no reimbursement) SM initials _____
 - (3) Command Sponsored (Note: TLA not authorized) _____
 - (4) Time remaining on current tour _____
 - (5) On-Post to Off-Post (ETP) _____
 - (6) Off-Post to On-Post _____
 - (a) Certificate of Non-Availability Issued _____
 - (b) Date Certificate of Non-Availability expires _____
 - (7) TLA Authorized Yes/No _____
 - (a) Initial TLA certificate issued _____
 - (b) Period covered _____

2. Brief Regarding Waiting Time for AFH/Private Rental Quarters

- a. Waiting list by rank and bedroom requirement _____
- b. Special requirement (EFMP/Medical) SM initials _____
- c. Date quarters will be available for assignment _____

3. Brief regarding Temporary Lodging Allowances (TLA)

- a. Brief regarding how TLA is paid _____
 - (1) Guest House _____
 - (2) Economy Hotel _____
- b. SM **must report** to Housing every 10 days for TLA paperwork _____

4. Hand-out to Soldiers

- a. TLA _____
- b. AE Reg 37-4, page 10 (TLA procedures) _____

5. Realtor fees are not reimbursable SM initial _____

6. Pets

Yes/No _____ dogs _____ cats _____

(SM's SIGNATURE & DATE)

(A&T COUNSELOR & DATE)

(SM's printed Name)