WELCOME TO FORT SILL . . . YOUR RELOCATION PILOT

FIRST STOP . . . REPORT TO THE HOUSING SERVICES OFFICE (HSO)

Arriving personnel authorized to draw BAH are required to report to the HSO prior to entering into any lease, rental or purchase agreement. We will assist Servicemembers, DoD Civilians and their Families looking for a place to call home or needing relocation assistance.

WHO CAN LIVE OFF-POST?

You have the option to reside on-post or off-post housing if you are married, or single with primary custody of dependents. All single E-6's and above are required to live off-post. If you are an E-5 and below and considered a single Servicemember you may have certain circumstances that require you to live off-post. You have to have an approved exception to policy which will allow you to draw BAH at the single rate accompanied by a Certificate of Non Availability (CNA). If you have any questions regarding Unaccompanied Personnel Housing (UPH/Barracks) their contact information is 580-442-3740. If you have issues with furnishings/appliances in the Barracks you would need to contact Furnish Management Office at 580-442-5037/5102. UPH and FMO are located Bldg 4700 Mow-Way Road 3rd Floor (Welcome Center).

ON-POST HOUSING (PICERNE MILITARY HOUSING)

Picerne Military Housing is NOT available for single Servicemembers with no Dependents. They are located Bldg 4700 Mow-Way Road 3rd Floor (Welcome Center), at 580-581-2144/www.picernemilitaryhousing.com.

TEMPORARY LODGING EXPENSE (TLE)

TLE is a reimbursable entitlement payable at the gaining station after signing in; reimbursements are up to 10 days when traveling CONUS to CONUS. TLE is for expenses incurred in the vicinity of the old or new permanent duty station, entitlements include the daily lodging rate and subsistence allowance, original paid lodging receipt and one set of PCS orders are required, which are submitted at the local Finance Office/Defense Military Pay Office (DMPO). If you have any questions contact the local DMPO located 4700 Mow-Way Road 1st Floor (Welcome Center).

BASIC ALLOWANCE FOR HOUSING (BAH)

Before entering into any off-post rental agreement you should know what you're BAH is/www.defensetravel.dod.mil/site/bah.cfm. The intent of Basic Allowance for Housing (BAH) is to provide Servicemembers equitable housing compensation based on housing costs in local housing markets. BAH is based on duty location, pay grade, and dependency status. Depending on the housing chosen by the military member BAH may not fully cover the costs of housing, utilities, and renters insurance; expenses above and beyond the services member BAH is the responsibility of the service member.

ADVANCE STATION HOUSING ALLOWANCE (ASHA)

ASHA is authorized for Servicemembers moving into a house or apartment to cover the first month's rent/deposit, and required utility deposits. Department of the Army (DA) Form 4187 must be submitted through the Servicemember's chain of command or In-Out Processing Section for Servicemember's that are new to the Installation. A copy of the rental agreement or a Letter of Intent to rent must be attached to verify all associated expenses. After approval by the Commander or In-Out Processing Section, the Servicemember is directed to the Defense Military Pay Office (DMPO) to submit DA Form 4187 for processing. If you have any questions contact the local DMPO.

PERMISSIVE TDY (PTDY)

You are required to physically report to the HSO in order to validate PTDY for house hunting purposes. In accordance with AR 600-8-10 Servicemembers who are authorized ten (10) days PTDY for house hunting must have the DA form 31 dated, stamped and signed by a member of the HSO staff the first available duty day of the PTDY. Failure to do so will result in the Servicemember being charged regular leave for the entire period. The DA Form 31 must be approved by a Lieutenant Colonel or above.

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AUTOMATED HOUSING REFERRAL NETWORK (AHRN)

AHRN program is sponsored by Department of Defense and all Service Branches to assist military members and their families to locate available housing at their duty station. www.ahrn.com provides military members with access to information on available housing from anywhere in the world 24\7\365.

NEGOTIATE YOUR LEASE/RENTAL AGREEMENT

An important item to remember, all things are negotiable. Rent, security deposits and the term of the lease are open items for discussion.

CALL THE LAWTON POLICE

Before signing a lease/rental agreement, call the Police Department (580-581-3259) to inquire of any offense that have occurred for a particular area, or visit www.crimereports.com

REVIEW YOUR LEASE

This cannot be stressed enough. It is extremely important that terms of the lease (i.e. 3/6 months or 1 year), late fees, security deposit, authorized occupants, tenant's duties and responsibilities, landlord duties and responsibilities, move-in inspection, termination and move-out procedures, return of deposits, and pets policies, are to be clear and understood. DO NOT SKIM reading your lease. Understand that a lease/rental agreement is a binding contract, as long it doesn't violate federal, state or local laws. It is important to keep a copy of your signed lease.

UTILITIES

Fort Sill does not have a deposit waiver program, however if you have good credit or provide proof that utilities have been paid on time in the past you may not be required to furnish a deposit. The local gas company will waive a deposit if you provide a LES and a copy of your military orders.

RENTERS INSURANCE

Renters insurance protects you in situations that everyone can face: fire, theft, water damage and other unforeseen circumstances and situations your landlord's owner's policy doesn't cover. This option is highly recommended as it is relatively inexpensive and should be considered whether living on or off post.

SCHOOL INFORMATION

A good source of information regarding schools can be obtained at the http://www.greatschools.org/find-schools/ or www.lawtonps.org for Lawton Public Schools.

HOUSING DISCRIMINATION COMPLAINTS

The law makes illegal to discriminate in housing sales or rentals or in housing lending and insurance on the basics of race, color, national origin, familial status, disability, sex, and religion, If you believe you have been discriminated against you must contact your HSO immediately.

SERVICEMEMBERS CIVIL RELIEF ACT (SCRA)

The SCRA makes provisions to allow a Servicemember to terminate a lease agreement upon receipt of military orders or certification by the Servicemember's Commanding Officer. For month to month rentals, the termination becomes effective 30 days after the first date on which the next rental payment is due subsequent to the date when the notice of termination is delivered. For example, if the rent is due on the first day of each month, and notice is mailed on Aug 1, then the next rental payment is due and payable on Sep 1. Thirty days after that date would be Oct 1, the effective date of termination. For more information contact your HSO or Legal Assistance Office.

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OFF-POST HOUSING CHECK LIST WHEN DEPARTING

- Provide a written notice at least 30- days before the date upon which the termination is to become effective, to the landlord. (effective date may vary, refer to your lease)
- If you are in a month-to- month lease you are still required to give a 30-day notice to vacate.
- The landlord shall return the security deposit without interest within 30 days after the termination of tenancy by a written demand from tenant (provide the landlord with a valid forwarding address). The landlord must provide itemized list of deductions from deposit.
- Understand what the clearing and cleaning process is; ensure all keys & garage door openers are turned in.
- How to terminate leases under the Servicemembers Civil Relief Act (SCRA). The military tenant who terminates a lease under the SCRA must do so by giving the landlord written notice to terminate the lease, accompanied by a copy of the military tenant's orders or certification by the Servicemember's Commanding Officer. The notice must be "delivered" to the landlord by hand, private business carrier, or by U.S. mail, return receipt requested. The lease terminates "30 days after the first date on which the next rental payment is due and payable after the date on which the notice…is delivered." For example, if a tenant delivers notice to the landlord on the 20th of the January, and normally pays rent on the 1st of each month, the lease ends on 1 March, (the tenant must pay for February's rent).

OTHER HOUSING CLEARING INFORMATION

- Lieutenants and Captains (not in student status) are required to clear Furnishing Management Office (FMO), located in Bldg 4700 Mow-Way Road 3rd Floor, Fort Sill, OK.
- Soldiers that live in the barracks are required to clear Unaccompanied Personnel Housing (UPH).
- If you reside on-post with Picerne Military Housing you will need to clear with your neighborhood office. For more information please call Picerne at 580-581-2144.

THINGS TO CONSIDER WHEN RE-LOCATING/BEFORE SIGNING A LEASE AT YOUR NEXT DUTY STATION

- HSO can review your lease
- Register with www.ahrn.com
- Set your budget i.e. first month's rent, deposit & applications fees
- Have proof of income

HSO validates PTDY
Inspect potential rental properties
Negotiate your lease
**Obtain renters insurance
Read your lease (don't skim)

- Understand that a lease agreement is a binding contract, as long as it does not violate federal, state or local laws.
- If you have a pet (s) or are intending to get a pet (s) understand pet policies, a landlord may prohibit all pets in a rental unit. A landlord may not prohibit a disabled individual relying on a service animal.

IMPORTANT THINGS TO KNOW

- Personnel authorized to draw BAH are required to report to the HSO prior to entering into any lease, rental or purchase agreement and HSO will assist in the relocation and home finding process.
- You may be entitled to temporary lodging expense (TLE/TLA), Permissive TDY (PTDY) and Advance Station Housing Allowance (ASHA) when relocating.

WEBSITES . . . ON LINE HELP

www.ahrn.com - indentifying currently available properties in the local area.
www.militaryhomefront.dod.mil - comprehensive information on every aspect of military life.
https://www.housing.army.mil/ah/ - Army's official website for Soldiers and their Families looking for housing contacts CONUS or OCONUS.