FORT SILL HOUSING SERVICES OFFICE
FREQUENTLY ASKED QUESTIONS

Q. I have just received my PCS orders sending me to Fort Sill. I have never been to the Fort Sill area before. How do I locate information about available and affordable off-post rentals that are close to the post and located in a suitable neighborhood?

A. First, contact the Fort Sill Housing Services Office at (580) 442-5190/2813/6819/3778 or view our available rental listings at www.ahrn.com Upon arrival, please visit our office at Bldg 4700 Mow Way Road, 3rd floor for assistance in finding a rental that meets your needs. You are required to do this before you sign any lease contracts or deposit any funds to secure a rental.

Q. What is the AHRN?

A. AHRN is the Automated Housing Referral Network. This is a DOD sponsored website for home finding which provides a database of currently available local rental housing. All DoD personnel & property managers may list their rental properties in AHRN free of charge. The website, www.ahrn.com is available worldwide. This network also links personnel who need assistance with selling and purchasing a home to an experienced counselor through the "Moving Stations" link.

Q. I was granted Permissive TDY by my losing command. How do I get this validated so that I am not charged regular leave?

A. All military members must physically report to the Housing Services Office on the first available duty day beginning his/her Permissive TDY (PTDY) and receive a Housing Stamp and on the DA Form 31 (leave form). Failure to secure this validation may result in you being charged regular leave for the entire PTDY period you use for house hunting.

Q. I have located a prospective rental unit however I have questions regarding some basic health and safety items with the rental unit. Who do I contact for assistance?

A. You should contact the Housing Services Office before you sign a lease agreement. We have qualified staff to assist you with the necessary steps in conducting a walk through inspection.

Q. I am considering renting a house and the landlord has offered me a discount on my monthly rental fee if I agree to do any required repairs and upgrades to the house myself. Should I accept this arrangement?

A. If you accept this offer, you and the landlord should put everything you agree in writing, i.e., what will be fixed and when. You and the landlord must both sign the paper. Keep a copy for your records.

Q. What is a military clause and should I have one in my lease agreement?

A. A military clause provides additional and generally specific information for the service member to terminate the lease early when on a Permanent Change of Duty Station (PCS), or when being deployed for more than 90 days. A written 30-Day notice is required with a copy of documentation showing your change of duty status is still (Official orders).

Q. What is the purpose of a security deposit?

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A. A security deposit is money you pay to your prospective landlord to secure the rental unit. It is generally refunded in full to you at the end of the lease agreement, assuming no damages above and beyond fair wear and tear. Ensure that the amount you pay as a "security deposit" is annotated in your lease. DO NOT pay a security deposit unless you are positive you want to rent the dwelling unit. Landlords are not required to refund the deposit if after signing the lease and you decide not to rent the unit. You should never plan to use your security deposit as payment for the last month rent. In most cases, the security deposit is returned to you within 30 days of the final termination inspection. The exception being, when there are assessed damages, and repairs must be made to the rental dwelling.

Q. I have a pet and the Landlord wants a pet deposit.

A. Essentially, pets pose additional liability to the Landlord. If you are a pet owner, you may be asked to pay a *"nonrefundable"* pet fee. If you own a pet that is considered an "aggressive breed" you should expect that it will be challenging to find a suitable rental unit due to the associated liability to the Landlord. Most local lease agreements will have a list of the breeds that they are unwilling to accept.

Q. I want to terminate my lease agreement. What actions must I take?

A. A written 30-Day Notice must be submitted to your landlord. If you are PCS'ing or deploying, provide the landlord with official documentation. Make sure a final inspection of the rental property is completed with the landlord/owner before you vacate. The Housing Services Office can provide assistance. Remember to always provide the Landlord with a forwarding address, especially, if you are anticipating a security deposit refund. Always retain a copy of all paperwork for your records.

Q. I have been notified that on-post housing is now available to me. However, I am still in a lease agreement off post. What actions do I take with on post housing?

A. You must notify on- post housing that you have an off-post lease commitment. You CAN NOT break your lease to move into on-post housing. The on-post housing office will place you in a "hold status" until your lease agreement is terminated. Of utmost importance, it is your responsibility to notify on-post housing at least 30 to 45 days prior to your lease expiration date so that you can come out of the "hold status". You must also give your landlord at least 30 days written notice.

Q. I live off-post on the local economy. How do I file a complaint against my Landlord or Property Manager?

A. The first step is to contact the Landlord or Property Manager and try to resolve the issue. If your Landlord or Property Manager fails to resolve your issue in the allotted time as promised, you can visit with the Fort Sill Housing Services Office at BLDG 4700 Mow Way Road, 3RD floor (580) 442-2813/5190/6819/3778. We will assist you in resolving/mediating the potential complaint.

Q. I am a single Soldier and I live in the barracks. My First Sergeant has verbally authorized me to move off post. How do I apply for a Certificate of Non-Availability?

A. Call or visit BLDG 4700 Mow Way Road, Housing Office, 3rd floor (580) 442-3626 and receive instructions and a sample CNA packet. Single SSG (E6) and above do not require a Certificate of Non-Availability to reside off post.