

Housing Office - Out Processing Housing

FREQUENTLY ASKED QUESTIONS

- **Question 1:** When do I notify my Landlord about my imminent PCS?
- **Answer 1:** Notify your landlord as soon as you have orders.
- **Question 2:** How do I notify my landlord? Is there a timeline to notify my Landlord?
- **Answer 2:** Notification can be sent via registered mail, or hand carried (obtain Landlord signature for receipt/acknowledgement when hand carried). The contract requires a minimum of 30 days due to PCS, or 6 months for any other personal reason.
- **Question 3:** Where do I get the contract termination notification form?
- **Answer 3:** Available to download from QR code provided at Plan My Move Briefing, and at the Housing Office.
- **Question 4:** Will housing staff assist during the prefinal and final inspections?
- **Answer 4:** Housing staff will not assist during termination inspections (unless serious disputes arises requiring Housing and member Leadership assistance) .
- **Question 5:** When and how my security deposit will be returned?
- **Answer 5:** Security deposit will be returned via EFT or cash once the house is returned to the Landlord, granted no outstanding damages or pending bills.
- **Question 6:** What do I need to provide Housing to stop Overseas Housing Allowances?
- **Answer 6:** Contract release letter signed by the Landlord (Available to download from QR code provided at Plan My Move Briefing, and at the Housing Office).
- **Question 7:** How many days of TLA I'm allowed?
- **Answers 7:** Upon departure max TLA allowed is 10 days if residing in community housing, 3 days if residing in government-controlled family housing.
- **Question 8:** Can I start my departure TLA, then stop the TLA and go on vacation, and use the remaining allowed days before departure?
- **Answer 8:** NO! IAW Financial Management Regulation departure TLA must be the last 10 consecutive days before departure in accordance with PCS orders.
- **Question 9:** How and when do I file my departure TLA?
- **Answer 9:** To file your departure TLA claim you must provide Housing with copy of your PCS orders, Lodging paid receipt, N/A if staying off base. To save a trip to the Housing Office, recommend filing your departure TLA along with the contract release letter.
- **Question 10:** Why do I have to pay contract termination fees when closing my housing contract?
- **Answer 10:** In accordance with Italian Rental Law the party requesting termination is responsible to pay the termination fees (67 Euros).