

31st Fighter Wing

Housing



31 CES/CEIH

Bldg 1409

Mon-Fri 0830-1630

3rd Thursday of the month 0830-1200

“Return With Honor”



Housing FMS Check-In Online

- Aviano Housing Office features online check-in kiosk allowing customers to the option to check-in online at link or QR Code below:
- <https://qkonline.queuekiosk.com/?QID=65&QTKN=avh83kk8s3jh32>
 - Must report to Housing and validate online check-in at Kiosk within 30 minutes to retain priority!
- Housing can also be contacted at email below:
 - 31fw.housing@us.af.mil
- The link is also available under Amn & Families/Housing on the Aviano App





Agenda

- **Packet 5 and Checklist**
- **Termination of Lease**
- **Trash Disposal**
- **Utility Closures (Home Fuels)**
- **Virtual MPF**
- **Temporary Lodging Allowance (TLA) – Outbound**
- **Advance Application**
- **Furnishings (FMS)**



Packet 5

- <https://www.aviano.af.mil/Housing-Information/>
- Checklist
- **Section 1: Termination of Lease** – info about mandated clearing documentation
- **Section 2: Termination of Utilities** – info about ending your utility services
- **Section 3: Departure TLA/TQSA** – info about your Temporary Lodging Allowance for military and Temporary Quarters Subsistence Allowance for civilians
- **Section 4: Furnishings Management Services** – offers short-term furnishings and process for returning all short and long-term furnishings/appliances



Termination of Lease, Section 1

- Lease requires a minimum of **30 days** written termination notice to be provided to the Landlord by registered mail or hand-carried. See **Section 1**
 - Highly recommend notifying your landlord as soon as you have orders and arrange a pre-termination walk through immediately after notification to allow time to resolve any discrepancies identified
 - Lease Termination Notice to landlord is provided in **Section 1**
 - If hand-carried, be sure to get landlord's signature indicating date/time of receipt (keep a copy for yourself)
 - Do not use your deposit to pay your last months rent
 - Contact the Housing Office for any questions or concerns
- Prepare the house (remove personal belongings, clean) for the Final Inspection
- **If a Power of Attorney to terminate the lease is issued, immediately notify the Housing Office and provide appointee information**



Termination of Lease ***(cont'd)***

- **If you anticipate problems, contact the Housing Office right away so we can assist in resolving any issues**
 - **Tenant is required to pay lease termination fee of 67 Euro (Not a reimbursable expense)**
 - **Return all keys and remotes**
 - **Housing will NOT sign any out-processing paperwork without a landlord release letter**
 - **Damages or outstanding debt**
 - **Failure to settle debts on or before your final inspection could result in a delay of your departure**
 - **Landlord will return your security deposit granted debts, damages, and bills are settled before the final inspection**
 - **Keep your international bank account open until you receive deposit**
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Trash Disposal

- **Trash Disposal – Plan Ahead**
- **Use your town Ecological Platform to dispose of bulky items or large quantities at no cost.**
 - **If you don't have transportation and need pick-up services provided by Municipality contractors, please contact Mrs. Giovanna Coppola at 632-2511 at least 30 days before service is required. Please be aware services may be at cost.**
- **Do NOT bring trash from off base and attempt to dispose it in base dumpsters--large fines could apply**
 - **Recycling is required by Italian Law and Aviano Instruction**
 - **www.aviano.af.mil**
 - **Click on Recycling on the Right**
 - **Select your town for specific information**



Home Fuels Utility Closures

- **Contact Home Fuels a minimum of 2 weeks prior to final inspection to schedule utility closures. See **Section 2**, for detailed instructions**
- **Home Fuels Contacts:**
 - **DSN:632-5083 - Comm. 0434-305083 – Option 1**
 - **<https://www.avianohomefuels.com>**



Virtual MPF

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- **The Housing Office will clear members from Virtual MPF upon receipt of landlord release letter**
 - **Exceptions - members not in Virtual MPF must bring an out processing checklist to the Housing Office to be signed/stamped**



Temporary Lodging Allowance *(TLA)*

- DoD 7000.14-R Financial Management Regulation Volume 7A Chapter 68, and USAFE-USAF AF Instruction 65-104 regulates Outbound TLA. **See Section 3**
- The TLA period upon departure should not exceed the last 10 days **(3 days if residing in government leased housing)** before the day the member departs the PDS in compliance with a PCS orders
- **EFFECTIVE DATE OF PCS ORDER:**
 - Separating or retiring: the last day of active duty
 - The date the member is required to begin travel from the old PDS to new PDS, home, on the date authorized by the transportation mode authorized and/or used.
- Ensure you have all required valid documents for yourself and your dependents on hand (Orders, Passport, VISA, when required) prior to terminating your house contract and move in TLA



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- **When the authorized TLA period has begun and actual departure is delayed through no fault of the Service member or dependent, additional TLA may be authorized or approved**
 - **Extensions for more than 3/10 days must be approved by 31 FW/CC**
 - **TLA claims (see Section 3)**
 - **Filed prior to departure at the Housing Office (CONUS installations do not process TLA claims)**
 - **Each claim must include the following**
 - **1 copy of PAID hotel/Lodging receipt**
 - **1 copy of orders**
 - **Base Lodging Contract Quarters Authorization Sheet if staying off-base (Military)**




“HEAT”

Housing Early Assistance Tool

- **HEAT allows you to begin the process of applying form Military Housing, Privatized Housing and to get information on local community housing at your next Duty Station.**
 - **HEAT is available at:**
<https://homes.mil/heat/DispatchServlet/HeatEntry>
or accessible through: www.homes.mil
 - **When you submit the housing application through HEAT, you will receive an email from the selected Military Housing Office (MHO) that will include an information sheet containing specific housing and local information.**
 - **Unless you opted out when you submitted your HEAT request, you will be contacted by the MHO within two business days.**
 - **Please note: An advance application does not put you on the active waiting list**
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Furnishings Management Section ***(FMS)***

- **FMS Goal: Provide excellent professional service - door to door**
 - Entitlement: 1 Delivery & 1 Pickup of FMS items
 - Schedule your delivery/pickup via email org box or in-person
 - Temp Items: Beds/Kitchen Table w/chairs, Couch etc...
 - Minimum of 10 days/max 90 days (Extension w/C/C approval)
 - **MANDATORY APPT** / 0800 – 1700 / 72-hour notice to cancel
 - Call FMS Warehouse 1 day prior- morning/afternoon (AF Connect)
 - **\$300 Missed Appt Fee – Late Morning/Afternoon**
- Transfers – case by case basis
- Cleaning fees: Pics via email/CCV or pay ded.  Virtual Out-process
- Contact Information: **31CES.CEIHF.FMS@us.af.mil / 632-2272**
- FMS Customer Service Location: Area F Building 1409
- **FMS Warehouse Location: Via Monte Colombera #1, 33081 Aviano PN**



Appliance Cleaning Services

- Eli Pulizie – Servizi di Pulizia

- **Via Nazario Sauro, 33**
- **33070 Brugnera, PN, Italy**
- **39 346 031 7388**

- Ciclat San Marco S.C.

- **Via Arno, 102**
- **Sesto Fiorentino, PN, Italy**
- **055.0981607**

- Rover Clean SRL

- **Via Dei Serviti, 14**
- **33080, Porcia, PN, Italy**
- **39 3935 84 4444**

- Beautiful Sanificazione & Cleaning S.R.L.

- **Via Genova, 1**
- **33080, Porcia, PN, Italy**



Contacts

HOUSING MANAGEMENT OFFICE:

632-2272

Global: Aviano/Housing
Email: 31fw.housing@us.af.mil



ONLINE CHECK-IN

<https://qkonline.queuekiosk.com/?QID=65&QTKN=avh83kk8s3jh32>

FURNISHING MANAGEMENT SECTION: 632-2272

Global: 31 CES/CEIHF FMS
Email: 31ces.ceihf.fms@us.af.mil

NOTE: Aviano Air Force Net does not always allow/deliver emails from personal accounts, please verify receipt in case you don't receive a timely response