

For use of this form, see USMEPCOM Reg 210-4

I, _____, HAVE READ, HAD EXPLAINED TO ME, AND FULLY UNDERSTAND THE FOLLOWING REGARDING GOVERNMENT-LEASED HOUSING:

1. Leases negotiated for USMEPCOM personnel normally include all utilities, except telephone, which I must pay from my own funds. In the event that all or part of the cost of authorized utilities (electricity, gas, garbage service, etc.) could not be included in the lease, these costs will be borne by HQ USMEPCOM separately. In this case, I will be furnished a maximum average cost limit for utilities which I will not exceed.
2. I will not make any private (under-the-table) arrangement with a lessor to separately pay him or her money in addition to the Government's monthly payment. I understand that violation of this principle may serve as a basis for my commander to withdraw my leasing privilege.
3. I can expect considerable administrative delay from the time I initiate my housing request for Government-leased quarters until the district engineer executes a lease.
4. Although I may find what appears to be acceptable quarters, this does not mean the district engineer will approve the quarters for Government leasing.
5. Government-leased housing, and the identification of apparently acceptable quarters for Government leasing, must be reviewed and forwarded by my MEPS, through HQ USMEPCOM, to the district engineer. Only the district engineer can negotiate and execute a lease between the Government and a lessor.
6. If I elect to move into quarters that I have requested to be leased by the Government for assignment to me before the district engineer has executed a lease, and before I have been assigned to the quarters, I do so voluntarily without official approval, and I am personally obligated to the terms of the lease I make with the lessor.
7. If a Government lease is executed for the quarters, it will be my responsibility to recoup from the lessor any rent I paid after the lease was in effect. If a Government lease is not executed for the quarters, I will be personally liable for the remainder of the period for which I lease the quarters.
8. My basic allowance for quarters (BAQ) will not be terminated until I am assigned to quarters, in writing, by my unit. Due to the timelag between application and assignment, I will manage my finances carefully since finance and accounting will make a lump sum collection of any BAQ over payment made since the effective date of the lease.
9. I am responsible for notifying my unit commander or unit housing representative (UHR) if my BAQ is not terminated when I occupy Government-leased quarters and likewise to notify him or her if it is not reinstated when I depart Government-leased quarters.
10. Once I am assigned to Government-leased quarters, I will be required to remain in those quarters unless:
 - a. The lease terminates under its own terms.
 - b. I become ineligible under criteria established by DA or HQ USMEPCOM.
 - c. I am assigned out of the area.
 - d. I am directed to move because of Government necessity (i.e., acceptable Government-owned quarters became available).
 - e. The lease is terminated for the convenience of the Government.
11. If I desire to terminate Government-leased quarters, my request will not be considered unless one of the following conditions exists:
 - a. I have occupied the leased unit for a minimum of 1 year.
 - b. The lease for the unit will terminate under the conditions of the lease (termination date).
 - c. The unit will be assigned to another military member within 30 days.
 - d. I have received appropriate Service approval for separation.
12. I will be responsible for housekeeping, maintenance, minor repair, and related servicing of the dwelling unit, equipment, and furnishings; and for the maintenance of grounds as would be expected of a tenant in private housing of similar type and value.

13. I will permit entry of the UHR, or appointed inspector, for assignment, change of occupant, pretermination, and termination inspections for the quarters.
14. I will report to the UHR, in writing, any emergency or requirement for repairs and maintenance which cannot be resolved by direct contact with the lessor or his or her representative.
15. I will not permit occupancy by anyone, except for bona fide short visits of relatives/friends. I understand violation of this principle is sufficient cause for the commander to withdraw the leasing privilege.
16. I will notify the UHR, in writing, at least 60 days prior to date desired for vacating the quarters. In the event PCS orders are received in a shorter timeframe, the UHR will be notified as soon as possible.
17. I fully understand and agree that I will accept the quarters leased for my use as Government-controlled housing by the US Army Corps of Engineers in accordance with standards prescribed for such quarters.
18. When I vacate leased quarters, I am responsible to see that it is clean and free of trash in a manner which would be acceptable if I were vacating on-post quarters.
19. I understand that my assignment to Government-leased quarters may be terminated at the discretion of the Commander, HQ USMEPCOM for misconduct on the part of myself, relatives, or friends, because of misuse or illegal use of the quarters, or other misconduct contrary to safety, health, or morals.
20. I may be held financially liable to reimburse the Government for damage to Government-leased quarters (and, in the case of Government-leased bachelor quarters, to any Government furnishings) resulting from negligence or willful acts on the part of myself or my guests.
21. The liability of the Government to the lessor for damage to the Government-leased premises will be determined in accordance with the lease provisions.

(Signature of Service Member)

(Typed Name, Rank/Grade, SSN)

(Date of Signature)