

# *East Anglian Regional Housing Office*



Welcome to the East Anglian Regional Housing Office at RAF Lakenheath/Mildenhall. We are committed to giving our customers excellent service, providing the military family and single member, housing on or off-base that will suit their needs. There are six housing locations, serving the RAF Lakenheath, Mildenhall and Feltwell base personnel. With new kitchen and bath renovations, exterior enhancements, whole house renovations, and new construction, the quality of life for base housing is always being improved. Housing professionals are available to answer all your questions about on and off-base housing. Housing floor plans, area maps and local rental listings are available at the housing offices located in Building 429 at RAF Lakenheath and Building 231 at RAF Mildenhall. Loaner furniture and appliances are available from our Furnishings Management Office (FMO) located in Building 429 at RAF Lakenheath.

Operating Hours and Telephone Numbers are:

- **Housing Office RAF Lakenheath BLDG 429**
  - **0800 – 1600: Mon, Tues and Wed**
  - **0930 – 1600: Thur**
  - **0800 – 1530: Fri**
  - **US Holidays: Open**
  - **UK and MOD Holidays: Closed**
  
  - **Assistance (TLA/OHA/MFH Wait Lists): 226-2000**
  - **Referral (Community Housing): 226-2063**
  - **Facilities (MFH Inspections / Maintenance): 226-2064**
  - **Dialing from Off-Base: 01638-52 XXXX**
  
- **FMO RAF Lakenheath BLDG 429**
  - **0800 – 1600: Mon, Tues and Wed**
  - **0930 – 1600: Thur**
  - **0800 – 1530: Fri**
  - **US Holidays: Open**
  - **UK and MOD Holidays: Closed**
  
  - **Customer Service: 226-7030**
  - **Dialing from Off-Base: 01638-527030**



## **Temporary Lodging Allowance (TLA)**

TLA partially reimburses you for expenses while in temporary lodging (including transient facilities) and cost of meals. TLA is based primarily on permanent change of station (PCS) moves and non-availability of government-controlled quarters (other than transient quarters). Lodging expenses are not reimbursable when you stay with friends, relatives, coworkers, or associates. In these cases, only meals are reimbursed. ***You must report to the Housing Office within 5 duty days after the reporting date to the permanent duty station (PDS) to register for permanent housing.*** The Housing Office will inform you of the availability of government quarters and advise you on how to find private rental housing.

Upon arrival (reporting) at a USAFE PDS, service members will be authorized up to 30 days TLA to facilitate in-processing and determination of housing options. **When government-controlled quarters are available in your category and bedroom requirement, you will receive an offer for government-controlled quarters; no area preferences are taken into consideration.** If you refuse to occupy available government-controlled quarters, **TLA is terminated the first date Furnishings Management Office (FMO) can deliver loaner furnishings based on the date quarters are available.**

If government-controlled quarters **are not available** in your category and bedroom requirement and you elect to process a rental contract on a house, or purchase a house which is not ready for occupancy within 30 days, you will receive **no more than 30 days of TLA.** Where available, you can elect to initiate a temporary short-term rental contract in order to commence OHA while searching for, or awaiting other permanent housing.

Aggressive search criteria must be documented in 10-day increments. For the first ten days, a minimum of two documented house visits to secure permanent off-base housing is required. Subsequent ten-day increments will require five documented house visits.

***Please contact your housing office representative for more information on TLA requirements.***

## **Overseas Housing Allowance (OHA)**

OHA is paid at your maximum rental allowance or the maximum rent of the property, whichever is lower. Rental payment over and above the amount of your OHA entitlement is not paid to you. Try and ensure you get value for your money and make allowances for possible future rent increases. It is not always advisable to maximize your OHA. If your situation or circumstances change, it must be reflected in your OHA.

**Utility Allowance** will be provided to you for the payment of electricity, heating and water. In almost all cases these payments are your responsibility when renting a home off-base. Legislation exists in the UK to ensure you are provided with the **Energy Efficiency** of a property before you make a choice to rent it. This is provided to you in the form of an Energy Performance Certificate (**EPC**). Homes are rated from **A to G**, with **A** being the most efficient, **G** being the least.

**Move In Housing Allowance (MIHA)** is a one time payment to assist you with additional costs you may incur on your move into off-base housing.

Your OHA will start and your TLA will stop on the effective date of your lease agreement. Ensure the time between when you sign your lease and the effective start date is sufficient to process your OHA allowance paperwork, and the funds you need will be on hand to pay to your landlord.

You can apply for **Advance Overseas Housing Allowance (AOHA)** which is a loan up to three times your rent amount or maximum rent allowance. You will need to produce a signed lease in order to apply for AOHA and have signed approval from your commander. (Repayment is made over 12 months by automatic pay deduction. Alternatively you can defer repayment of your deposit advance until year 2 or the end of your tour).

### **Military Family Housing Availability**

Military Family Housing (MFH) consists of one, two and three story units. East Anglian Regional Housing Office has 6 separate housing areas located both on base and in the surrounding communities. MFH areas range from on base up to 18 miles away from base. The waiting times are approximate and change on a monthly basis. Please check with the housing office for current waiting times.

Providing you submit an application for housing within 30 days of your arrival, your effective placement date on the waiting list will be the departure date from your losing installation. Please note that credit for a remote tour (UDR) must be claimed within 30 days of your arrival.

### **The Local Area**

The area surrounding RAF Lakenheath and RAF Mildenhall is very rural and comprised of many small towns and villages. Ensure you carefully consider the type of roads you will have to drive when choosing a home. *When looking at the drive to the home of your choice, consider the changing daylight hours and weather, depending on the season.*

### **Renting in the Community**

It is a command decision to involve housing in all community letting to ensure basic safety prior to approving Overseas Housing Allowance (OHA), referred to as our Adequacy Standards Program. This program has greatly increased the influence of the Housing Office to your benefit when renting homes off-base.

***A current Adequacy Standards inspection must be conducted prior to you signing a lease or committing yourself in any financial way. Check to make sure this has been accomplished prior to signing a lease. Any deficiencies found at the property will prevent approval of OHA until remedy and further inspection.***

Listings of available off-base rental properties are available on computers in the housing reception area at RAF Lakenheath and RAF Mildenhall. Photos are presented with the listing where possible. For a larger amount of available rentals, visit [www.rightmove.co.uk](http://www.rightmove.co.uk).

### **Rental Advice**

Always verify the **available date**, preferably before viewing the property, to ensure you will be able to occupy the property within your TLA Allowance. Please be aware that a change in an available date on a property **is not justification for a Temporary Living Allowance (TLA) extension.**

The Housing Office provides a standard lease for you to use when renting a home off-base and we encourage its use whenever possible. If you are presented with another lease, ensure you take the time to review it properly and ask for clarification if needed. Being familiar with your lease will enable you to fully appreciate your rights and obligations when renting your home. The **military clause** in the standard housing contract allows you to give 30 days notice to terminate a lease for a military reason (i.e., take up an offer of MFH or PCS, etc.). If another lease is signed you should ensure that at a minimum it contains a military clause identical or similar to that

contained in the Housing Office lease. **Please have the Housing Office review your military clause before signing your lease.**

It is common practice for rental agents in the UK to charge a tenant rental fees for setting up the tenancy. Beware, as **agent fees are not reimbursable**. Ask up front if there are fees and if so what they will be. Many landlords and agents do not make administration charges in the case of USAF personnel.

Although your concern at present is finding a home, you may need to move again in the near or distant future. Notice to end your tenancy must always be in writing and in accordance with how your lease states you should serve notice. If you have any questions, please ask the housing office in advance. **Security deposits** are nearly always required before possession of the property will be given, normally equivalent to at least one months rent. Security deposits may be used by the landlord for any outstanding obligations when the tenancy comes to an end.

To minimize disputes regarding the condition of your property and your security deposit, you should ensure a comprehensive condition inventory of the property is completed at the beginning of the tenancy and signed by both parties. The Housing Office provides an example inventory for your use. The condition of all aspects relating to the property should be referred to on the condition inventory otherwise it is simply a matter of your word against the landlord's at the end of the tenancy. Any landlord/agent taking a deposit from you in connection with a rental contract, are required to register your deposit in one of the UK government approved schemes. UK law expects tenants to police landlord compliance with this legislation. **If you have not received instructions from your landlord/agent as to where your deposit is registered within 30 days**, query this with your landlord or contact the Housing Office.

### **Purchasing in the Community**

If you choose to purchase a home, TLA reimbursement will be limited to 30 days. This may be insufficient to cover you for the time period needed to complete the purchase. In such a case it will be necessary to find a short term rental in the meantime. Attempt to do as much research as possible through local agents and financial brokers. The UK home buying market is very competitive.

### **Furnishings Management Office (FMO)**

Temporary loaner furniture is available from FMO for off-base and on-base residents for up to 90 days, prior to the delivery of your household goods. A temporary loaner kit consists of beds, dressers, sofas, tables and chairs. Requests should be delivered within five to seven duty days. Please ensure you process your request at least ten days prior to the effective date of your move, in order to allow time for delivery.

Duration of tour (DOT) items are available for off-base residents. Items include wardrobes, washer/dryer, stove, refrigerator, microwave, dishwasher, and transformers **WHERE NOT PROVIDED BY THE LANDLORD**. A landlord/ tenant statement must be provided to FMO with any application for appliances. Stipulate available space and relevant connections available.

It is important that you report any damages to your property on delivery prior to signing for receipt of item on AF Form 228. Any damage to the landlord's property will be taken from your security deposit so recording of damages is essential to ensure you can utilize the reimbursement process.

***Please contact the FMO customer service desk for more detailed information.***

## Important Information and Checklist for all Newcomers

- Report to the Housing Office within 5 duty days of arrival to receive information on housing options and Temporary Lodging Allowance (TLA) reimbursement
- When securing economy rentals; please verify if the rental has passed an Adequacy Standards Inspection or an appointment has been scheduled
- **DO NOT** sign a lease until the property has passed an Adequacy Standards Inspection
- Processing Advance Overseas Housing Allowance (AOHA) requires additional days between applying for AOHA and the lease effective date

### The Following is Required to File TLA / OHA Paperwork

#### TLA Arrival

- 1 copy of orders for each claim
- Fully itemized receipt from lodging for nights claimed
- House Search Form: Must be completed for each claim, until housing is secured
  - 1<sup>st</sup> Claim – if housing hasn't been secured, you will need to list at least 2 houses you have looked at and reasons why you haven't accepted these houses
  - 2<sup>nd</sup> Claim - if housing hasn't been secured, you will need to list at least 5 houses you have looked at and reasons why you haven't accepted these houses
- Off-base lodging: requires a letter of non-availability from lodging
- Staying with friends: confirmation of lodging letter from friends

#### Advance OHA

- 1 copy of signed lease (housing unable to make copies)
- 1 copy of orders (only needed for deferring repayments)

#### OHA Start

- 1 copy of orders
- 1 copy of signed lease (housing unable to make copies)

**\*\*\*\*\*PLEASE NOTE\*\*\*\*\***

**In accordance with JFTR, U9150, TLA is provided to partially reimburse a member for more than normal expenses incurred while occupying temporary lodging. If there are government-controlled housing available, accompanied members will be offered the next available unit. In accordance with the HQ USAFE/A7D, 2a: If a service member refuses to occupy available government-controlled quarters, TLA is terminated the first date Furnishings Management Office (FMO) can deliver loaner furnishings based on the date quarters are available.**

***Sign Understanding at the Completion of Arrival Briefing***

## **Tenants Break Clause**

2.5.3 *Notwithstanding the express terms contained herein this tenancy may be terminated earlier by the Tenant for reasons of military necessity as defined in paragraph 2.5.4. subject to the Tenant giving the Landlord/Agent not less than 30 (thirty) days notice in writing, such written notice to be served personally or by Receipted Post by the Tenant upon the Landlord/Agent additionally Tenant may terminate this tenancy early but must reside at the property for 6 (six) months of this tenancy if the Tenant voluntarily accepts an offer of accommodation provided by the United States Air Force or its agents, subject to the Tenant giving the Landlord/Agent not less than 30 (thirty) days notice in writing, such written notice to be served Personally or by Receipted post by the Tenant upon the Landlord/Agent. If Tenant properly effects an early termination under this clause, Landlord/Agent shall not require from Tenant any charge, levy, penalty, or other payment whatsoever by reason of such termination.*

2.5.4 *Military necessity generally includes but is not limited to the following circumstances.*

2.5.4.1 *Tenant is officially directed by the United States Air Force to a permanent duty location that is at least 10 (ten) miles greater in distance from the leased premises than the Tenant's duty location when the tenancy was entered into, this includes Permanent Change of Station (PCS) and Permanent Change of Assignment (PCA); or*

2.5.4.2 *Tenant is directed by the United States Air Force to occupy quarters or accommodations provided by the United States Air Force or its agents; or*

2.5.4.3 *Tenant, spouse and/or dependents are no longer permitted to remain in England or Wales, or are required to return to the United States (or place of origin other than England or Wales) for a protracted period of time (e.g. loss of command sponsorship, military necessity, illness or death); or if the United Kingdom or the United States become party to a war; or*

2.5.4.4 *Tenant is directed to deploy to a temporary duty location for a period in excess of 90 (ninety) days; or*

2.5.4.5 *Tenant leaves the United States military or civilian service for any reason.*

**\*\* If a release clause in a lease offered to you differs from the above, please ensure you establish the full implication of any change by inquiring with the housing office at 226-2000.**



## East Anglia Regional Housing Office



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## Office Hours/Telephone Numbers & Website

- **Housing Office RAF Lakenheath BLDG 429**
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  - Assistance (TLA/OHA/MFH Wait Lists): 226-2000
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[www.housing.af.mil/raflakenheath](http://www.housing.af.mil/raflakenheath)  
[www.facebook.com/RAFLakenheathHousingManagementOffice](https://www.facebook.com/RAFLakenheathHousingManagementOffice)

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## RAFL



Liberty Village, RAFL



Lords Walk, RAFL

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## RAFM



10 – 12 Minute Drive from RAFL

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## RAFF



12-15 Minute Drive from RAFL

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## RAFE



**RAFE HOUSING**  
 2-3 bdrm JNCO, 3 bdrm SNCO, 2-3 bdrm CGO, homes are located 30-35 minutes from RAFL

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## Resident Energy Efficiency Program (REEP)

- RAF Lakenheath utilities cost \$6.2M per year
- REEP is the USAFE energy program to reduce utility costs by 10%
- Liberty Village units installed with energy monitor at move in
  - All MFH units to receive energy savings pack & monitor during 2014



- Contact Helen Kenyon DSN:226-2749 or James Coulter DSN: 226-2795 for more information

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## Television/AFN

- TV License - TV, Cell Phone, Tablet, Laptop etc. ([www.tvlicensing.co.uk](http://www.tvlicensing.co.uk))
- Off-Base Housing – Freeview, Sky, BT etc.
- RAF Feltwell, RAF Mildenhall, RAF Lakenheath (exc Lords Walk)
  - AFN available with additional UK Freeview channels
  - Sky, BT etc.
- RAF ELY
  - AFN decoder box required, 48 Comm Squadron can sign out a decoder box
  - Sky, BT etc.
- DECT 6 devices – Illegal in the UK, £5000 fine

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## Temporary Lodging Allowance (TLA)

- TLA entitlement – Up to 30 days
  - TLA is based upon the availability of Military Family Housing (MFH)
- Refusal to occupy MFH will result in TLA entitlements stopping from the date the house is available for occupancy (delivery of FMO loaner furniture)
  - No government funded moves will be available at a later date to a member who refuses MFH
- Mandatory requirement – Report to the Housing Office within 5 duty days of arrival
- Appointments for TLA arrival claims
- Assignment counselors

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## House Search Form

5. House Search Record (additional houses may be listed on a separate sheet of paper)

Date Viewed	Full Address (includes Post Code)	Reason for Non-Acceptance (Please be specific)

Generalization is insufficient such as:  
 Too Small,  
 Too Far,  
 Lacking facilities,  
 Too expensive  
 Stipulations, (children, pets)

6. Maximum Temporary Lodging Allowance (TLA) for Home Return: The maximum TLA authorized is the average TLA days for RAF Lakenheath & RAF Mildenhall. The housefinder is to still actively seek temporary accommodations in a short-term lease, while waiting for purchase to be complete. All CES/CC may grant extensions beyond the average period if justification warrants. Please note that a person is not entitled to TLA when he/she intends to permanently reside in the dwelling (as evidenced by his or her plan to purchase the residence).

1\* Housing Counselor Verification:  
 \_\_\_ Your Incoming TLA Entitlement Application is acceptable.  
 \_\_\_ Your Incoming TLA Entitlement Application is not acceptable for the following reason:

Reasons for non-acceptance for highlighted houses are not acceptable and may jeopardize future claims.

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## Overseas Housing Allowance (OHA)

- OHA payment / Start date
- Utility allowance
- Move In Housing Allowance (MIHA)
- Council Tax

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## OHA Key Facts (JFTR)

- "The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location."
- "OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes."
- "OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent."
- "Disciplinary action addressed in JFTR par. U1035 applies when housing allowances are used for other than the purpose intended." (i.e. gardening, window cleaning, housekeeping, laundry or ANY other extra personal service besides rent)

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## Advance Overseas Housing Allowance (AOHA)

- Interest free loan
- Repayment over 12 months
- Forms available at Housing Office
- Must have signed approval from Commander
- Paid up to 3 days prior to tenancy start date

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## Renting In The Community

- **Step 1** - Adequacy Standards Checklist required before OHA approval. Landlord/Agent will complete checklist and submit to Housing
- **Step 2** - Housing will arrange with Landlord/Agent to inspect the property
- **Step 3** - Once Housing have inspected and approved the property, you can sign your lease
- **DO NOT** sign a lease until the property is approved

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## Referral Counselling

- Assistance Request available to help with Landlord/Tenant disputes
- Referral Counselors are available to provide information on local standards of conduct, availability of housing and investigate/mediate complaints
- Use Rightmove.co.uk to find properties
  - Housing Office also advertise a small amount of properties in the office

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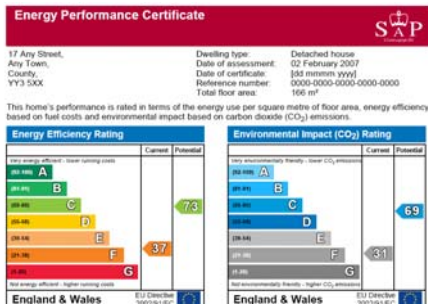
## Rental Advice

- Verify date available for occupancy
- Call for Adequacy Standards Checklist result DSN:226-2063
- Lease & Military Clause (MANDATORY)
- Renewals
- Notice
- Agent Fees are Non Reimbursable
- "Russell's Lettings" Cambridge
- Security Deposits
- Condition Inventories
- DODDS School Bus Commuting areas
- Residential Security Checklist (MANDATORY)
- Legal Documents in UK served via mail box
- Non Temp Storage is ONLY allowed for MFH

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## Energy Performance Certificate (EPC)



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## Residential Security Checklist

- Required document for all Military members residing "off-base" per AFI 10-248 (Military housing off-base i.e. Feltwell, Lords Walk, are considered on base housing and need not complete)
- \*\*\*\*Utilize form when searching for off-base dwelling, complete and return to your Group ATO\*\*\*\*
  - 48 FW - Mr. Keith Carter 226-4523
  - 48 MDG - SSgt Johnathon Brock 226-8654
  - 48 MSG - MSgt Mark Fitzgibbons 226-1901
  - 48 MXG - TSgt Eric Battley 226-6352
  - 48 OG - SSgt Alfred Upton 226-3753/ MSgt Leonard Jackson 226-3753

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## Short Term Lease

- Short term lease's are available Off-Base
  - Lease's from 1 week to several months
  - Fully furnished units
  - OHA authorized for short term lease (OHA change must be completed after moving into permanent housing)
  - Bridge the gap between TLA stopping and moving into permanent housing
- Short term lease's must be approved by the Housing Office
  - List of approved units can be found at the Housing Office
  - **DO NOT** enter into a short term lease which has not been approved by the Housing Office

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## Furnishings Management Office (FMO)

### Customer Service located on RAF Lakenheath Building 429

0800 – 1600: Mon, Tues and Wed  
 0930 – 1600: Thur  
 0800 – 1530: Fri  
 US Holidays: Open  
 UK and MOD Holidays: Closed  
 Customer Service: 226-7030  
 Dialing from Off-Base: 01638-527030

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## Furnishings Management Office (FMO)

- Delivery Requests
- Loaner Furniture - 90-Days
- US & UK Appliances
- Damages

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## Landlord Tenant Statement

LANDLORD (AGENTS) - TENANT STATEMENT  
 SUBGOVERNMENT LOANER FURNITURE/APPLIANCES

Printed Name (Last, First, Middle) and Signature \_\_\_\_\_

Current Address, including Post Code and Telephone Number \_\_\_\_\_

To Whom It May Concern:

I, the undersigned, hereby certify that the information furnished herein is true and correct. I am a member of the United States Armed Forces and am currently stationed at RAF Lakenheath. The information furnished herein is for the purpose of providing the necessary information for the issuance of a loaner furniture/appliance. I understand that the information furnished herein is subject to the same policies and procedures as other information furnished to the FMO.

PLEASE INDICATE CURRENT APPLIANCE AND HEIGHT OF AVAILABLE SPACE AND LIST ALL APPLIANCES WHICH APPLIANCE SLOTS WILL BE REQUIRED FOR APPROXIMATE 60 DAYS

APPLIANCE	HEIGHT	TYPE	REMARKS
1. REFRIGERATOR	48" High	60" Wide	
2. FREEZER	48" High	60" Wide	
3. WASH DRYER	36" High	60" Wide	
4. DRYER	36" High	60" Wide	
5. DISHWASHER	36" High	60" Wide	
6. REFRIGERATOR	48" High	60" Wide	
7. REFRIGERATOR	48" High	60" Wide	
8. WASH DRYER	36" High	60" Wide	

Landlord Agent Name, Title and Signature \_\_\_\_\_  
 Address and Telephone Number \_\_\_\_\_

FOR OFFICIAL USE ONLY: This information is for official use only. Do not disseminate to the public. This information is for official use only. Do not disseminate to the public.

Please Return STATEMENT (200-300) Form To: FURNISHINGS MANAGEMENT OFFICE (FMO), RAF LAKENHEATH, GB 2596  
 Email: [fmo@lakenheath.af.mil](mailto:fmo@lakenheath.af.mil)

Measurement of appliance slots required before appliances can be issued

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### Questions?

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## Before Leaving

- Please complete and hand in the following:
  - Inbound Briefing Questionnaire
  - Certificate of Understanding
  - Critique Form
  - 1 Copy of PCS Orders

People with children please stay behind

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## SCHOOL BUS COMMUTING AREAS

Effective 29 Aug 2014

The following villages are provided with school bus service. Sponsors with school-age children should use this list as a guide when securing a home. *Services are subject to change. Call the School Bus Office prior to deciding on a home.*

Lakenheath Complex School Bus Office Registration - 01638-52-7013 (226-7013)

[www.isle-dso.eu.dodea.edu/trans](http://www.isle-dso.eu.dodea.edu/trans)

Barton Mills	Freckenham	*RAF Feltwell
***Beck Row	Hengrave	RAF Lakenheath
*Boughton	*Hilgay	**RAF Mildenhall
*Brandon	*Hockwold	Red Lodge
*Brookville	***Holywell Row	*Santon Downham
Burwell	Icklingham	Soham
Bury St. Edmunds	Isleham	*Southery
*Crimplesham	Lackford	*Stoke Ferry
Chippenham	Lakenheath	*Thetford
*Downham Market	*Little Cressingham	Tuddenham
*Ely	*Littleport	*Watton
Eriswell	*Methwold	*Weeting
*Feltwell	Mildenhall	*Wereham
Fordham	Moulton	West Row
Fornham All Saints	*Mundford	Worlington
Fornham St. Martin	Newmarket	
	*Northwold	

\* Elementary students from these areas attend Feltwell Elementary School

\*\* Students in grades Kindergarten through 5<sup>th</sup>, located on RAF Mildenhall Base, will attend Feltwell Elementary School

\*\*\* Kindergarten and Grade 1 students from Holywell Row and Beck Row will attend Feltwell Elementary School. (Parents have the option to keep 2<sup>nd</sup>-5<sup>th</sup> grade siblings where they attended last year or change to Feltwell Elementary School)





# RESIDENTIAL SECURITY/EMERGENCY MANAGEMENT CHECKLIST

**For your safety, consider the following when selecting your off-installation housing:**

- Give preference to residences that maximize safety and security while minimizing the need for security upgrades.
- For single family residences, preference should be given to those with a perimeter barrier, such as a wall or fence that deters access to the property.
- Preference should be given to residences with off-street parking, and ideally secured in some manner.
- Entrance areas and apartment hallways should be illuminated.
- Entrances should have a substantial door.
- Each entrance should allow the occupant to identify visitors without opening the door.
- Each entrance should have a deadbolt lock or a secondary locking mechanism.
- Accessible windows/openings should have a latching or locking mechanism.
- Residences having multiple access routes to arterial roads should be given preference.
- Grounds adjacent to the building façade and all entrance areas and apartment hallways should be illuminated.
- Residences should be alarmed to protect accessible windows/openings and doors.
- Consider designating a safe haven within the house, along with a meeting place outside in case of emergency.
- Update AtHoc regularly, make sure home telephone number is included for recall and emergency notification.
- Maintain an emergency supply kit. See attached list

***Always remember to lock your car and your home!***

I certify that I have reviewed the Residential Security / Emergency Management Checklist and have taken it under advisement when selecting and maintaining this residence:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Residential Address \_\_\_\_\_





### Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from [www.ready.gov](http://www.ready.gov)
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children



# Ready

Prepare. Plan. Stay Informed.®



## Emergency Supply List



# FEMA

[www.ready.gov](http://www.ready.gov)



## Recommended Items to Include in a Basic Emergency Supply Kit:

**Water, one gallon of water per person per day for at least three days, for drinking and sanitation**

**Food, at least a three-day supply of non-perishable food**

**Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both**

**Flashlight and extra batteries**

**First aid kit**

**Whistle to signal for help**

**Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place**

**Moist towelettes, garbage bags and plastic ties for personal sanitation**

**Wrench or pliers to turn off utilities**

**Can opener for food (if kit contains canned food)**

**Local maps**

Through its **Ready Campaign**, the Federal Emergency Management Agency educates and empowers Americans to take some simple steps to prepare for and respond to potential emergencies, including natural disasters and terrorist attacks. **Ready** asks individuals to do three key things: get an emergency supply kit, make a family emergency plan, and be informed about the different types of emergencies that could occur and their appropriate responses.

All Americans should have some basic supplies on hand in order to survive for at least three days if an emergency occurs. Following is a listing of some basic items that every emergency supply kit should include. However, it is important that individuals review this list and consider where they live and the unique needs of their family in order to create an emergency supply kit that will meet these needs. Individuals should also consider having at least two emergency supply kits, one full kit at home and smaller portable kits in their workplace, vehicle or other places they spend time.



**Federal Emergency Management Agency**  
Washington, DC 20472



**LANDLORD (AGENT) – TENANT STATEMENT  
US GOVERNMENT LOANER FURNITURE/APPLIANCES**

\_\_\_\_\_  
**Tenant Printed Name (Last, First, Middle) and Signature**

\_\_\_\_\_  
**Economy Address, including Post Code and Telephone Number**

**To Whom it may concern:**

The landlord/Agent agrees that all US Government property/supplies will not be held in lieu of any debts incurred by the tenant. Further, in cases of emergency, the landlord/agent agrees to permit a government representative to enter the premises and remove such US Government property. The landlord/agent hereby authorizes the installation of the following Government Owned Appliances at the above address, **provided they are not furnished by the landlord IAW AFI32-6004 Para.8.6.3/8.6.3.2** and certifies that connections are available for the appliances(s) listed.

**PLEASE MEASURE CAREFULLY WIDTH AND HEIGHT OF AVAILABLE SPACE AND ALSO ANY DOORWAYS THROUGH WHICH APPLIANCES WILL BE MOVED TO CHECK FOR APPROPRIATE FIT.**

APPLIANCE	SELECT TYPE	SPACE AVAILABLE Height/Width
1. REFRIGERATOR	UK Model      or      US Model	
2. ELECTRIC COOKER	Various sizes, please measure carefully	
3. WASHER	UK Model	
4. DRYER	UK Model	
5. DISHWASHER	UK Standard    or    UK Slimline	
6. MICROWAVE	Tick box if required	<input type="checkbox"/>
7. TRANSFORMERS	Quantity requested	<input type="text"/>
8. WARDROBES	Quantity requested	<input type="text"/>

Landlord/Agent Name: Print and Sign \_\_\_\_\_

Address and Telephone  
 Number \_\_\_\_\_

**FURNISHINGS MANAGEMENT OFFICE**

For CUSTOMER SERVICE, THE HOUSING OFFICE, BLDG 429, RAF LAKENHEATH  
 For Self Help Pick up or Drop off, BLDG 73, SCAMPTON ROAD, RAF FELTWELL

Phone 01638 527030/DSN 226 7030

Fax 01638 522046/DSN 226 2046

Email: [48ces.ceacf@us.af.mil](mailto:48ces.ceacf@us.af.mil)





DEPARTMENT OF THE AIR FORCE  
48TH FIGHTER WING (USAF)

MEMORANDUM FOR 48 CES/CEIHH

FROM: Service Member (SM) Applying for Temporary Lodging Allowance (TLA)

SUBJECT: Incoming Temporary Lodging Allowance Entitlement (TLA) Application

1. **This form will determine your current TLA entitlement and will be used as supporting documentation for any TLA extensions required. Failure to fill out this form correctly could jeopardize your continued entitlement to TLA.**

2. Name: \_\_\_\_\_ Grade: \_\_\_\_\_ SSN#: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Duty Station: \_\_\_\_\_ Date of Arrival: \_\_\_\_\_

Circle which request for TLA this application is for: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

**Note 1:** If you have accepted government quarters and will need an extension beyond the 30 days, you will require 48CES/CC approval before entering your extension period. Failure to get this approval could jeopardize your TLA extension. **At least 10 days will be required to process all extension requests.**

3. Temporary accommodations (s) were occupied by:  
\_\_\_\_ SM only \_\_\_\_ SM /Family Members \_\_\_\_ Family Members only

Name of Accommodations (s): \_\_\_\_\_

Stove (yes/no) Refrigerator (yes/no) Kitchen Sink (yes/no) Counter Top (yes/no) Cooking/eating utensils (yes/no)

**Note 2:** If you occupied off-base accommodation, a non-availability letter for that period must accompany this claim. Non-availability letters must be for no more than 10 increments and be obtained prior to staying off-base.

**Note 3:** If your temporary accommodation has all the above facilities except cooking/eating utensils, you will be required to go to the Airman Family Readiness Center (AFRC) at your respective base and sign out cooking/eating utensils. If the Airman Family Readiness Center (AFRC) do not have the cooking/eating utensils, an Airman Family Readiness staff member must sign the following statement.

I verify the non-availability of cooking/eating utensils for the above member: \_\_\_\_\_ Date: \_\_\_\_\_

4. I understand the following conditions may terminate my TLA Entitlement:

- a. Refuse to occupy available adequate housing.
- b. Sign for permanent Government quarters or enter into a lease or a mortgage and received household goods at those permanent quarters.
- c. Do not occupy temporary lodging at personal expense.
- d. Fail to comply with regulatory requirements.
- e. Request late delivery of household goods for personal reasons.
- f. Go on leave outside the Permanent Duty Station.
- g. Request to be bypassed on the quarters' list for personal reasons.

- h. **Are offered single quarters when the TLA eligibility is based on non-availability of bachelor quarters and seek family quarters to accommodate non command-sponsored dependents.**
- i. **Refuse private rental housing because the potential landlord does not allow pets, the housing is not large enough for your furniture, or the housing is not in your preferred school district.**

5. House Search Record (additional houses may be listed on a separate sheet of paper):

Date Viewed	Full Address (minus Post Code)	Reason for Non-Acceptance (Please be specific)

**6. Maximum Temporary Lodging Allowance (TLA) for Home Buyers:** The maximum TLA authorized is the **average TLA** days for RAF Lakenheath & RAF Mildenhall. The homebuyer is to still actively seek temporary accommodations in a short-term lease, while waiting for purchase to be complete. 48 CES/CC may grant extensions beyond the average period if justification warrants. **Please note that a person is not entitled to TLA when he/she intends to permanently reside in the dwelling (as evidenced by his or her plan to purchase the residence).**

1<sup>st</sup> Housing Counselor Verification

\_\_\_ Your Incoming TLA Entitlement Application is acceptable.

\_\_\_ Your Incoming TLA Entitlement Application is not acceptable for the following reason:

Reasons for non-acceptance for highlighted houses are not acceptable and may jeopardize future claims.

**Acknowledgements:**

\_\_\_ 1. For Lodging reimbursement expenses, I am required to list two properties that I have viewed on my 1<sup>st</sup> claim and at least five properties on all other claims unless I have accepted a property. If I have not accepted a property by my 2<sup>nd</sup> claim I will be required to speak to Housing Management.

\_\_\_ 2. I have been advised that TLA will not be extended past \_\_\_\_\_ and that I should seek a Short Term Lease (if available) or identify a property which will be available before my TLA entitlements ends.

\_\_\_ 3. If I refuse two MFH offers and move off-base then decide in the future to apply for Military Family Housing, this move will be considered a voluntary move and will be at my own expense. (IAW Policy Letter Changes to Military Family Housing (MFH) Priorities and Local Drayage Moves Dated 19 Feb 14).

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
TLA Clerk's Signature

\_\_\_\_\_  
Service Member's Signature

RAF LAKENHEATH / RAF MILDENHALL				UK352			
Effective Date		1-Dec-14					
MIHA (\$)		431.27		£272			
Exchange Rate		1.58554					
Util Acc/Mil to Mil		841.92		£531			
Unacc		631.44		£398.25			
With Dependent				Without Dependent			
Max Rent		Max Rent		Max Rent		Max Rent	
in Pounds		In Dollars		in Pounds		in Dollars	
Rank			LES	Rank			LES
E1	1000.00	1585.54	2427.46	E1	900.00	1426.99	2058.43
E2	1000.00	1585.54	2427.46	E2	900.00	1426.99	2058.43
E3	1000.00	1585.54	2427.46	E3	900.00	1426.99	2058.43
E4	1000.00	1585.54	2427.46	E4	900.00	1426.99	2058.43
E5	1150.00	1823.37	2665.29	E5	1035.00	1641.03	2272.47
E6	1350.00	2140.48	2982.40	E6	1215.00	1926.43	2557.87
E7	1350.00	2140.48	2982.40	E7	1215.00	1926.43	2557.87
E8	1350.00	2140.48	2982.40	E8	1215.00	1926.43	2557.87
E9	1,650.00	2616.14	3458.06	E9	1485.00	2354.53	2985.97
O1	1150.00	1823.37	2665.29	O1	1035.00	1641.03	2272.47
O1E	1350.00	2140.48	2982.40	O1E	1215.00	1926.43	2557.87
O2	1150.00	1823.37	2665.29	O2	1035.00	1641.03	2272.47
O2E	1350.00	2140.48	2982.40	O2E	1215.00	1926.43	2557.87
O3	1350.00	2140.48	2982.40	O3	1215.00	1926.43	2557.87
O3E	1650.00	2616.14	3458.06	O3E	1485.00	2354.53	2985.97
O4	1650.00	2616.14	3458.06	O4	1485.00	2354.53	2985.97
O5	1900.00	3012.53	3854.45	O5	1710.00	2711.27	3342.71
O6	1900.00	3012.53	3854.45	O6	1710.00	2711.27	3342.71

Visit : <http://www.defensetravel.dod.mil/site/ohaCalc.cfm>



**THIS INFORMATION IS SUBJECT TO THE PRIVACY ACT OF 1974**

**INBOUND BRIEFING QUESTIONNAIRE**

**(PLEASE PRINT ALL INFORMATION CLEARLY)**

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ SSN: \_\_\_\_\_

DATE DEPARTED LAST DUTY STATION: \_\_\_\_\_ DATE OF ARRIVAL: \_\_\_\_\_

DATE OF RANK: \_\_\_\_\_ DATE OF SEPARATION: \_\_\_\_\_

FIRST DATE OF ACTIVE DUTY: \_\_\_\_\_ DEROS: \_\_\_\_\_

SQUADRON: \_\_\_\_\_ DATE OF MARRIAGE: \_\_\_\_\_

DUTY PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

WORK E-MAIL ADDRESS: \_\_\_\_\_@us.af.mil

HOME E-MAIL ADDRESS: \_\_\_\_\_

ACCOMPANIED TOUR: YES / NO – IF YES COMPLETE BELOW:

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>SEX</u>	<u>DATE OF ARRIVAL</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LODGING:      GATEWAY INN       LIBERTY LODGE       OFF BASE HOTEL   
                  RAF MILDENHALL                      RAF LAKENHEATH

**IMPORTANT**

**MEMBERS MUST READ THE STATEMENT BELOW AND SIGN.**

In accordance with JFTR, U9150, TLA is provided to partially reimburse a member for more than normal expenses incurred while occupying temporary lodging.

If there are government-controlled housing available, accompanied members will be offered the next available unit in accordance with the HQ USAFE/A7D, 2a. If a service member refuses to occupy available government-controlled quarters, TLA is terminated the first date Furnishings Management Office (FMO) can deliver loaner furnishings based on the date quarters are available.

I understand, if I refuse two Military Family Housing (MFH) offers or request to be removed from the waiting list after I refuse my first offer (considered refusal of second offer), any future moves back to MFH will be considered voluntary and will not be a government paid move.

SIGNED: \_\_\_\_\_ DATE OF BRIEFING: \_\_\_\_\_

## CERTIFICATE OF UNDERSTANDING

I \_\_\_\_\_ certify that I have been advised by the installation commander or designee of the commuting areas for transportation to schools serving the RAF Lakenheath, RAF Mildenhall and RAF Feltwell communities. I understand that school bus transportation is provided only within the commuting area. I acknowledge that if I obtain family housing outside this area, I must transport my dependent student(s) between my residence and the school or an existing school bus stop with the commuting area, at my expense.

I acknowledge receipt of the Resident Security Checklist and understand that I am responsible for completing the form if I rent/purchase a property in the local community. I confirm that I will submit the form to ATO for any property I rent/purchase in the local community during my tour.

I also acknowledge, per the JFTR, "The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent. Disciplinary action addressed in JFTR par. U1035 applies when housing allowances are used for other than the purpose intended" (*i.e. gardening, window cleaning, housekeeping, laundry or ANY other extra personal service besides rent*).

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(Signature of Member)

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(Date Signed)