



## HOUSING SERVICE CENTERS

**FAX** (Please FAX to one office only)

**From:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_

Number of Pages including cover sheet: \_\_\_\_\_

Housing Service Center	Phone	Fax
JEB Little Creek-Fort Story	757-462-8939	757-462-1244
NAS Oceana	757-433-3268	757-433-3310
NSA-Hampton Roads	757-445-2832	757-445-6818
NAVSTA Norfolk	757-445-2832	757-445-6818
NWS Yorktown	757-847-7806	757-847-7822

### **SUBJ: Rental Partnership Program (RPP) Application Package**

Please check documents attached.

- \_\_\_ Application for the Rental Partnership Program
- \_\_\_ Statement of Understanding
- \_\_\_ Permanent Change of Station (PCS) Orders
- \_\_\_ Most Recent Leave and Earning Statement or if recently married, please provide a copy of marriage certificate
- \_\_\_ Chit signed by E7 or above authorizing you to live off base  
(Applies to Single E4 and below without dependents only)
- \_\_\_ Power of Attorney (required if spouse or representative is completing application)



## RENTAL PARTNERSHIP PROGRAM STATEMENT OF UNDERSTANDING

1. In the event I experience discrimination, I will notify the Navy Housing Service Center (NHSC) and I will be counseled on how to file a complaint.	INITIAL
2. To participate in this program, I must be on active duty stationed in Hampton Roads.	
3. If I meet qualifications for the program, I will be issued a Verification of Eligibility which terminates sixty (60) days from date of issuance.	
4. It is my responsibility to visit each community I am interested in before making a final selection. Policies, rules and/or regulations may vary with each community. Once I make a selection, I understand I must give my Verification of Eligibility to the landlord.	
5. The landlord will give me a Letter of Intent which I must return to the NHSC, to verify accuracy of rent amount, tracking and recordkeeping purposes.	
6. I will be required to sign a rental lease agreement. I am aware of the Servicemembers Civil Relief Act (SCRA) waiver by some housing complexes and what it means. If I have any questions, I will contact the NHSC. I may also be required to pay a security deposit and a reservation fee to the complex I have selected. If I decide not to take the apartment for any reason, except not qualifying, the reservation fee will be forfeited.	
7. I will complete a move in inspection within 5 calendar days of acceptance of keys. It is strongly recommended that I be present at the move out inspection with the property representative. I may request a housing representative to be present at the move in or move out inspection. I will be responsible for any damages found during the check-out inspection. I am required to leave a forwarding address at the time of termination.	
8. I will report to the NHSC with a Renewal Notice of Intent for an RPP renewal. I will increase/decrease my existing payment method based on my new rental rate.	
9. If I relocate from my current unit, I am required to reapply with the NHSC. I will increase/decrease my existing payment method based on my new rental rate.	
10. I authorize my current or prior RPP/Private Public Venture (PPV) landlord to release information to the NHSC regarding my tenancy to include, but not limited to, rent payment, proper lease termination, unit sanitation issues, and appropriate conduct.	
11. The NHSC will advise the current RPP landlord of any violation incurred by me at a previous RPP property. Upon notification of a previous violation, the current RPP lease may be terminated and converted to a conventional lease.	
12. At the end of my lease, it is my responsibility to notify my landlord not less than 30 days before my lease expiration, of my intention to either terminate year lease, renew, or renew on a month-to-month term. If I fail to notify the landlord of my intentions, the lease is automatically converted to a month-to-month term at the current RPP rate with additional \$25.00 charge. A written 30-day notice is required to terminate and must be given before the next rent is due.	
13. If I break my lease due to deployment I will not be eligible to reapply for RPP until completion of deployment. My deployment/PCS/TAD orders may be verified through the housing office.	

<p>14. If I choose to terminate my RPP lease before the lease termination date for reasons other than those covered by the Virginia Residential Landlord Tenant Act/SCRA, the landlord has the legal right to charge a termination fee (a monetary penalty). To determine the cost of this penalty, I must contact my landlord.</p>	
<p>15. Unpaid debts to a landlord will result in a letter of indebtedness from the landlord being issued to my command and will reflect negatively on my credit record. In addition, my RPP lease will be terminated and converted to a conventional lease. In that event, I will be subject to reimbursement of all reduced rents and waived fees to the landlord and future entitlement to the RPP may be revoked.</p>	
<p>16. It is mandatory to notify the NHSC when terminating my RPP unit and must provide a copy of the Notice to Vacate and/or copy of PCS orders, deployment letter from Commanding Officer, or separation from active duty orders.</p>	
<p>17. If I fail to follow any of the above instructions/criteria, my eligibility to participate in this program will be revoked, and any reduced rent and/or waived fees will be owed to the landlord.</p>	
<p>18. Navy Housing Service Center counselors are your advocates in dealing with landlord/tenant issues whether you are living in Public Private Venture (PPV) or Community housing.</p>	

**Rent Payment:** I am participating in the Rental Partnership Program (RPP) which provided me a 5% discount from the regular market rent. RPP requires Lessee to pay rent directly to the Lessor on the first of the month by landlord's preferred payment method. All utilities and fees paid to the landlord are also considered rent.

Prior to move in, I am required to set up a rent payment method as identified by the landlord. Failure to comply with this requirement, I may be disqualified and my RPP lease could be converted to a conventional lease. At that time, security deposits could be required. Market rent will be based on the original market rent of the initial RPP lease.

CERTIFICATION: I have read and understand the above statements.

Signature  Date

Print Name

## HOUSING MEMORANDUM

From: Navy Housing Service Center  
To: Community and Privatized Housing Residents

Subj: RENTERS AND LIABILITY INSURANCE

1. The Navy recommends that tenants living in privatized family housing and in the community seriously consider the issue of insurance.
2. There are two types of insurance of which you should be aware: renter's insurance and liability insurance.

**Renter's insurance** covers your personal property and will normally replace items if they are damaged or stolen. If you live in privatized family housing, your rent includes a \$10,000 personal property policy. You should review this amount of coverage to determine if it is sufficient to replace your belongings. If it is not, you should consider purchasing additional coverage.

**Liability insurance** covers damage to the structure you are renting. Some examples include a stove fire, a fire caused by a candle, or flooding due to a leaky waterbed. Liability insurance also covers you in the case of a lawsuit if someone should be injured in the structure you are renting due to your negligence. An example includes an injury due to a fall by someone due to a wet floor. Please be aware that some insurance policies provide both personal property coverage and liability coverage at a slightly increased premium.

3. All families are encouraged to take both renter's and liability insurance seriously. An accident which results in fire or flood damage could result in monetary damages, which could become a financial burden to you for the rest of your life. A general liability policy is inexpensive and well worth the cost.
4. If you have any questions or need further information, please feel free to contact the Navy Housing Service Center at:

NSA Hampton Roads – Northwest Annex Naval Station Norfolk NNSY Portsmouth	(757) 445-2832
Joint Expeditionary Base Little Creek-Fort Story	(757) 462-8939
Naval Station Oceana – Dam Neck Annex	(757) 433-3368
Naval Weapons Station Yorktown	(757) 847-7806