

# Housing Service Center Inbound Brief



## Mitchel Manor

**Office: (516) 486-2022 Fax: (516) 486-5135**

**Toll Free: (800) 498-1084**

**Email: MitchelHousing@navy.mil**

### **Helpful Websites and Phone Numbers:**

Balfour Beatty Communities - <http://www.mitchelhomes.com>

Automated Housing Referral Network (AHRN) – [www.ahrn.com](http://www.ahrn.com)

Personal Property Shipping Office:

Primary – (718) 630-4039 Alternate – (718) 630-4857

Fax – (718) 630-4149

# PUBLIC PRIVATE VENTURE (PPV) RENTAL PROGRAM

Balfour Beatty Communities is the property management company for all former Navy housing neighborhoods at Mitchel Manor. If you are interested in renting a home with Balfour Beatty Communities you must provide the Housing Service Center (HSC) with the following documents:

- DD 1746 – Application for Housing
- Sex Offender Policy Acknowledgement & Disclosure form filled out and signed.)
- Current Orders
- Record of Emergency Data (NAVPERS 1070/602, DD FORM 93)

## **IMPORTANT INFORMATION**

**Dity Move:** If you are moving yourself please be advised that there are vehicle restrictions in the surrounding area as follows. Holland Tunnel - Height 12'6". Commercial vehicles in classes 4, 5 and 6 (four-, five- and six-axle trucks) are prohibited from using the Holland Tunnel. Please use the Lincoln Tunnel or George Washington Bridge instead.

Commercial vehicles in classes 1, 2 and 3 (two- and three-axle single-unit trucks) may use the Holland Tunnel in either direction.

Tractor-trailers and trucks in classes 4, 5 and 6 (four-, five- and six-axle trucks) are prohibited from using the tunnel in either direction at all times.

Trailers and towed vehicles are prohibited from using the tunnel in either direction at all times.

Lincoln Tunnel - Height 13'

Southern State Parkway - No commercial vehicles allowed.

**Courtesy Move Entitlement:** The Navy provides a courtesy move for active duty families moving from the community into PPV housing under the following circumstances:

- You must apply for housing and check in with the Mitchel Manor Housing Service Center (HSC) within 30 days of reporting aboard. If PPV housing is not available at that time and you have to find housing in the local community, you will be eligible for a courtesy move into PPV housing when it becomes available after the date you specified at the time of your application. (This date is usually based on your community lease expiration date.)

**Courtesy Move Forfeit:** Based on Command Navy Installation Command (CNIC) policy, your entitlement to a courtesy move will be forfeited under the following circumstances:

- You fail to apply and/or check in with the Housing Service Center within 30 days of reporting in to your Command.
- You are contacted for referral to Balfour Beatty Communities for a PPV home and turn down the home.
- You are contacted for referral to Balfour Beatty Communities for a PPV home and indicate that you are going to sign another lease with your landlord, but are still interested in remaining on the waiting list for consideration in the future.

**Non-Temp Storage:** You are entitled to non-temp storage if you apply for it through the Housing Service Center within 30 days of receiving your household goods.

**Power of Attorney (POA):** A special/specific POA will be required by Balfour Beatty Communities for someone other than the service member to handle housing matters in their absence.

**Liaison Assistance:** Once you have moved into your home, your landlord should manage all of your needs. Should any concerns arise, you should address them in writing directly with your landlord and retain a copy for your records. Please ensure you go through your leasing agent first, and then the Community Manager if you require further assistance. The Housing Service Center will be happy to assist you in a liaison capacity if your needs have not been met.

## COMMUNITY LIVING

### COMMUNITY REFERRAL PROGRAM



Visit the Automated Housing Referral Network at <http://www.ahrn.com> to find housing before you pack! Sponsored by the DoD, AHRN.com listings include available community rentals, military housing, shared rentals, temporary lodging and military for sale by owner (FSBO) listings. In AHRN.com, you will find a variety of housing options to choose from. Listings include property descriptions, pictures, maps, links to local schools, and contact information.

For additional information on this program please call the Housing Service Center (HSC) at (800) 498-1084 and ask to speak to one of the Community Referral staff.

## **DEPOSITS AND FEES**

You may incur the expense of various deposits and/or fees when renting in the community. Keep in mind...**deposits are returned; fees are kept!**

- Application Fee – Administrative charge for processing an application.
- Credit Check Fee – Administrative charge for doing a credit check.
- Pet Fee – A monthly or one-time charge for the landlord accepting your pet.
- Security Deposit – Can be equal to or less than one month's rent but may not be more than two month's rent. The deposit is **NOT RENT** and cannot be applied to rent. It is intended to cover the cost of any repairs, cleaning or damages for which you are responsible when you vacate. It is important that you do a walk through inspection with the Landlord, summarizing the condition of the rental unit on a checklist. Each party should keep a copy of the checklist.
- Pet Deposit – Acts like a security deposit and is intended to cover the cost of any repairs, cleaning or damages caused by your pet.

## **LEASE COUNSELING AND REVIEW SERVICES**

- **Lease Counseling:** Knowing how to read and understand your lease is the first step toward a pleasant rental experience. Our counselors are able to provide one-on-one or group educational sessions to broaden your rental knowledge. Know what to ask and what to look for when searching for a home.
- **Lease Review:** Once your lease is signed it becomes a legal contract between you and your Landlord. We strongly encourage you to bring a copy of your lease to the Housing Service Center for review **PRIOR** to signing it. Let us go over it with you to evaluate your obligations and responsibilities as a tenant.

## **SERVICE MEMBER'S CIVIL RELIEF ACT (SCRA)**

- As a military member you are afforded protection under the SCRA for terminating residential leases in conjunction with transfer orders, deployment orders in excess of 90 days, Change of Homeport, separation under honorable conditions, and retirement. Please speak to a Housing Counselor or Navy Legal Services Representative to get the full information on this entitlement as well as what is required of you.

## **INSURANCE**

**Renters Insurance:** Your Landlord's insurance does not cover your personal items therefore it is strongly recommended you purchase renters insurance to cover your belongings. Renter's insurance is reasonable in cost and not only covers your personal effects but the family, pets and in some cases visitors from accidents/injuries while in your home.

**Liability Insurance:** A renter's insurance policy may only cover your personal property. It may not protect you if you should accidentally damage the home/apartment/condominium you are living in or if you should suffer some type of a lawsuit resulting from your negligence within your home.

The following are some examples of incidents. These incidents may not be covered by the insurance policy included in your rent, if you are living in privatized property. They may also not be covered by a private renter's policy that you have obtained, if you are living at one of our local rental community's:

\* Mattress fires \* Candle fires \* Stove fires \* A slip or a fall by a child or an adult \*

All families are encouraged to take the need for a supplemental general liability policy 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. Please feel free to contact the Housing Service Center if you have any questions or need further information.

Our telephone number is (516) 486-2022 or toll free at (800) 498-1084.

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