

8.4 Forms & Documentation Revised 1/2012

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The use of the following forms is mandatory. These forms apply to both owned and leased properties. Copies of these forms may be found in the Real Estate Templates section of AMS. Any other pertinent documentation will be maintained by designated ARC Point of Contact (POC) and ATO POC.

Inspection & Inventory Form is used for Move-In and Move-Out Inspections as well as any other Inspections required. Must be on file for each tenant.

Terms of Occupancy Agreement is required to be completed for each tenant prior to Move-In, and revising or supplementing as required following surveys and rental adjustments.

Housing Occupancy/Vacancy Request Form for TRANSIENT Quarters is used to document occupancy for Transient Quarters.

Housing Work Request Form is used to track all repair, maintenance, upgrades, or the addition of other improvements to employee housing.

Dwelling Unit Clearance Form is used upon Move-Out Inspection to document that the tenant has complied with the Terms of Occupancy Agreement and that no assessment of charges is required for restoration of quarters beyond normal wear and tear.

Oversized Composition Form is used if the only housing unit available at the time of occupancy is one that has more space than required by the employee's circumstances (i.e., an oversized composition housing unit). In such case, the tenant must sign the Oversized Composition Form stating they will relocate for an appropriately sized unit if and when one becomes available.

Other Related Housing Documentation:

- FAA Housing Lease** is required for all FAA Leased Housing.
- Real Estate File Checklist** is required for Real Estate File.
- Correspondence**
- Rental Documentation**
- Payroll Deduction Memo Form**
- Miscellaneous**