

Real Estate Guidance - (7/2014)

[8.5 New Housing Acquisition Process](#) Added 10/2011

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In accordance with AMS Policy, all new housing requests must be sent to Logistics Service Area Real Estate Division/RECO, with an approved Purchase Request (PR) to begin the acquisition of new housing.

Real Estate requires a minimum of 30 days to acquire new housing after receiving the formal written request.

ATO appoints the COTR and the RECO assigns the COTR duties through a letter. The RECO may request that the COTR assist in locating and inspecting potential housing units, to provide pictures, prices, and other information to assist the RECO in making a final determination. After a unit has been selected, the RECO will finalize negotiated terms and acquire the unit.

The COTR is responsible for conducting the initial walk through inspection/inventory of the unit and will sign off on acceptance of the keys. New tenants must sign the Terms of Occupancy Agreement and should receive a copy of the inventory prior to moving in.