

8.4 Forms & Documentation Revised 1/2015

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These forms are mandatory and apply to both owned and leased properties. Copies of these forms may be found in the Real Estate Templates section of AMS or are generated directly from the iQMIS software, as indicated. 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.

**Government Housing Assignment Agreement (DI form 1881)** is generated by iQMIS and is required to be signed by each tenant and the Government's Housing Representative (Housing COR) prior to Move-In, and updated following surveys and rental adjustments.

Government Housing Tenant Rent Notice (DI form 1882) is generated by iQMIS and is required to be signed by each tenant prior to move-in, and following surveys and rental adjustments.

**FAA Payroll Deduction for Rent of Employee Housing Request and Authorization Form** is generated by iQMIS, certified by the Tenant Manager, and is transmitted to the HR Payroll Liaison Specialist (PLS) when an employee moves-in, moves-out, and following surveys and rental adjustments.

**FAA Application for Government Housing** is used to request occupancy of Government Quarters and to document the number of occupying dependents and their relationship to the Government sponsor (Tenant employee).

**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/Inadequately Sized Unit 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.

**No Phone Available Certification Form** is used to document inadequate phone service at the housing unit. Form should be updated when the tenant initially checks in to the unit and annually thereafter.

### **Other Related Housing Documentation:**

- ☐ **Real Estate File Checklist**
- ☐ **Inspections**

- ☐ **Correspondence**
- ☐ **Investigations of Tenant Damage to Quarters & Bills of Collection**
- ☐ **Rental Documentation**
- ☐ **Miscellaneous**