

8.5 New Housing Acquisition Process Revised 1/2015

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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 Contracting Officers Representative (COR) and the Tenant Manager or RECO assigns the COR duties through a letter.. The RECO may request that the COR 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 COR 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 Government Housing Assignment Agreement (DI 1881), Government Housing Tenant Rent Notice (DI form 1882), and should receive a copy of the inventory prior to moving in.