

8.4 Forms & Documentation Revised 1/2017

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This section provides a description of all mandatory forms applicable to the use and occupancy of FAA housing. These forms apply to both owned and leased housing. Copies of these forms may be found in the Real Estate Templates section of AMS or are generated directly from the iQMIS software. All 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. This form 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) at Move-In. The DI-1881 shall be 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 at 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 (only used when the FPPS/iQMIS interface is in blackout status or off-line).

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 only in the event if housing available at the time of occupancy is limited to one of the following inappropriately sized units:

- a. **Oversized:** The only available unit has more space than required by the employee's circumstances and there is no commercial rental market available in the area.
- b. **Inadequately Sized:** The only available unit has less space than required by the employee's circumstances and if there is no commercial rental market available in the area.

In such cases, the tenant must sign the Oversized/Inadequately Sized Unit Composition Form stating he/she will relocate at their own expense, to an appropriately sized unit if and when one becomes available; and if the tenant chooses to decline the relocation, they will agree to pay the full rental rate of their current unit. The ATO District Manager must sign and date the form. The ATO District Manager may also recommend an adjustment amount (0%-10%) to

compensate for the improper size. A signed copy is sent to the Tenant Manager for retention. The Tenant Manager will notify the iOMIS Manager to issue the adjustment effective the date of the ATO District Manager signature.

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

Federal Tenant Brochure and CPI Adjustment Memorandum are provided to each employee when he/she checks in to housing and annually thereafter for the duration of occupancy. This document provides detailed information on the process of setting rental rates. In addition the Federal Tenant Brochure, includes points of contact, and the appeal rights of tenants.

Other Related Housing Documentation:

- ☐ **Real Estate File Checklist**
- ☐ **Inspections**
- ☐ **Correspondence**
- ☐ **Investigations of Tenant Damage to Quarters & Bills of Collection**
- ☐ **Rental Documentation**
- ☐ **Miscellaneous**