

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 12-21

**Date Received:** 12/14/2011

**Title:** Template Maintenance

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**Name:** Mark Timken

**Phone:** 425-227-2865

**Policy OR Guidance:** Guidance

**Section/Text Location Affected:** Templates

**Summary of Change:** Updates of Real Property Templates and addition of Housing templates

**Reason for Change:** Corrections of typo errors/ formatting and addition of housing forms to list

**Development, Review, and/or Concurrence:** Internal, Legal, and ARC Logistics Field offices

**Target Audience:** RECOs in service areas.

**Potential Links within FAST for the Change:** Expand RE Templates to include Section 8 - HOUSING. and to update some documents for editorial purposes and not content

**Briefing Planned:** No

**ASAG Responsibilities:** None

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**Links for New/Modified Forms (or) Documents (LINK**

1) <http://faa.fast.faa.gov/REALESTATEMPLATES.cfm>. See Document forwarded on email with changes to this page.

**Links for New/Modified Forms (or) Documents (LINK 2)**

**Links for New/Modified Forms (or) Documents (LINK 3)**

## SECTIONS EDITED:

Real Estate Guidance :

**Section 8.4 : Forms & Documentation** [[Old Content](#)][[New Content](#)] [[RedLine Content](#)]

## SECTIONS EDITED:

### Section 8.4 : Forms & Documentation

**Old Content:** Real Estate Guidance :

#### **Section 8.4 : Forms & Documentation**

The use of the following forms is mandatory. These forms apply to 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**

**New Content:** Real Estate Guidance :  
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