

8.5 New Housing Acquisition Process Revised 10/2015

---

## **8.5 New Housing Acquisition Process** Revised 10/2015

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

The acquisition process will take a minimum of 30 days to complete once the written request described in the immediately preceding paragraph has been received.

ATO appoints the Housing Contracting Officers Representative (Housing COR) and the Tenant Manager or RECO assigns the Housing COR duties through a letter of appointment. The RECO may request that the Housing COR assist in locating and inspecting potential housing units, and to provide pictures, prices, and other information to assist the RECO in making a final selection decision. After a unit has been selected, the RECO will finalize contract/lease terms and conditions and acquire the unit.

The Housing COR is responsible for conducting the initial walk through inspection/inventory of the unit and will sign off on acceptance of the keys thereto. 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.