

NAVY HOUSING IN-PROCESS CHEATSHEET – October 2013
PRIOR TO ARRIVAL

1. Housing Early Application Tool (HEAT) is an on line tool to help facilitate submitting request for housing information; follow instructions to complete initial process. You will be contacted directly with information and process on how to apply for housing.

Helpful Hyperlinks:

Private Market Rentals Automated Housing Referral Network (AHRN)

Navy PPV on Oahu Forest City Residential Management (FCRM)

CNRH/JBPHH Navy Housing & Lodging

2. Or you can complete a DD1746-Application for Assignment to Housing. This form is also available at any Navy Housing Services Center (HSC). Scan or mail completed Form DD1746 along with a copy of your PCS Orders & the most recent Page 2 (Record of Emergency Data / Dependency Application) to:

Address: Navy Aloha Center
Attn: Navy Housing Services Center
4825 Bougainville Dr., Bldg. 2652
Honolulu, HI 96818-3174

Or Scan and send via: Safe Access File Exchange (SAFE) available at:

<https://safe.amrdec.army.mil/safe2>.

SAFE will work with Internet Explorer – users will need to have SAFE listed as a trusted site, have JavaScript and cookies enabled.

Our Activity Email address is HawaiiHousing@navy.mil.

** Submitting application prior to arrival does not add your name to a housing waitlist. However, it will accelerate your initial Housing appointment.*

3. Make TLA hotel reservations. List of approved hotels are at TLA Approved Facilities. Obtain a Certificate of Non-Availability (CNA) from the Navy Lodge if your TLA reservation is not at that primary facility. Contact the Navy Housing Services Center 30 days prior to your arrival to schedule an appointment. Please call DSN: (315) 474-1820 / 1 or Commercial (808) 474-1820 / 1. You **must** be seen within 72 hours of your arrival in order to be eligible for arrival TLA.

You **must** report to Navy Housing even if you:

- Purchased a home or plan on buying one
- Found a place to rent
- Live with family or friends
- Arrive non-concurrently and in advance of family

Your initial appointment will answer your questions regarding eligibility of housing, availability of housing, Private Public Venture (PPV) housing, eligibility for TLA and much more.

WITHIN 24 HOURS OF ARRIVAL

1. Check into your command. Have your orders endorsed (reflecting the date you arrived on island) and your Page 2 updated.
2. Call to confirm your appointment with the Navy Housing Services Center.

PRIOR TO INITIAL APPOINTMENT

Bring a copy of the following to your appointment, if you haven't sent one in advance:

- DD1746-Application for Assignment to Housing
- PCS Orders and Detaching & Reporting Endorsements
- Page 2 (Record of Emergency Data / Dependency Application)
- * If recently married, need a copy of Marriage Certificate & Command Sponsorship
- ** If pregnant, need a copy of Pregnancy Certificate
- CNA from the Navy Lodge, if your TLA reservation is elsewhere.
- Recent Leave & Earnings Statement (LES)

Please arrive on time to your appointment. If you arrive 10 minutes late or more, your appointment maybe rescheduled to another day.

INITIAL APPOINTMENT - Expectations

During your initial appointment with your Navy Housing Services Counselor, the following are some points that will be discussed:

- Verify eligibility and collect paperwork (listed above)
- Update DD1746 in Navy Family Housing database
- Arrival TLA (Temporary Lodging Allowance)
- Resident Energy Conservation Program (RECP)
- BAH (Basic Allowance for Housing) BAH Calculator
- Intra-Station Move policy
- Loaner Furniture Program
- Private Market Homefinding Assistance to include area orientation
- Discuss Housing policies (assigning PPV Housing dependant on various categories – family size, rank, eligibility and control date)
- PPV (Public Private Venture) and the Referral Process to PPV
 - If you plan on living on the local economy, you will still be referred to PPV.
 - Please plan on about 30-45 minutes with your Navy Housing Counselor and about 30-45 minutes with PPV.
 - Your Counselor will escort you to the PPV office w/ your packet.
 - After meeting with PPV, return to the Housing Services Center and advise your Counselor of your decision (accept or decline PPV Housing).
 - If you decline PPV Housing or PPV housing is not available, see your Housing Counselor ASAP to begin an aggressive & diligent housing search and, if desired, to select an Area of Choice. HSC will provide a TLA certificate in increments of 10 days up to 60 calendar days after a housing search form is verified. TLA ends the day before a home is occupied. If you accept PPV Housing, return to the Reception Desk to arrange for loaner furniture, if needed.

Q & A Pearl Harbor Family Housing

Q: Is housing available in the Pearl Harbor vicinity?

A: As homes are vacated and maintenance performed will dictate which homes are available. Current Waiting Times lists expected waits for each housing area. Housing is not restricted to the Pearl Harbor area. Housing areas are available within a 1-hour commuting distance.

Q: How many bedrooms am I eligible for?

A: Your rank and number of dependents will dictate how many bedrooms you are eligible for.

Q: What is a waitlist?

A: Housing areas each have a waitlist. This list is composed of individuals who wish to move into a neighborhood or "Area of Choice". The position you are in is dependent on your control date. Your **control date** is the date you detached from your last permanent duty station, as long as you apply for housing within 30 days of your arrival. Newer and revitalized neighborhoods are more desirable, thus have longer waitlist than other neighborhoods.

Q: What is TLA?

A: TLA stands for Temporary Lodging Allowance. The intent is to partially reimburse for expenses (temporary lodging and meals) that are incurred while occupying temporary lodging.

Q: How many days am I entitled to Arrival TLA?

A: TLA is contingent on availability of housing. TLA ends the day before occupancy (lease start date) of private market housing, which includes PPV housing, rent or purchase in the community. You will be referred to the PPV Office for offer of housing. If a PPV home is not available or you decline the offer, Housing Counselor will discuss housing search process with you. You will be responsible to conduct an aggressive & diligent housing search. Duration of TLA ends the sooner of: day prior to occupancy, six days after determination that a housing search is inadequate, or 60 days.

Q: Are pets allowed in PPV housing?

A: A maximum of two pets are allowed. Pit bulls and rottweilers are prohibited in PPV housing.

Q: Do the homes have appliances?

A: All PPV homes come with a refrigerator, range and dishwasher. Effective 10/1/13 new occupants are no longer provided a washer/dryer.