

East Anglian Regional Housing Office

TASK FORCE WELCOME HOME



Welcome to the East Anglian Regional Housing Office at RAF Lakenheath. We are committed to giving our customers excellent service, providing the military family and single member, housing on or off-base that will suit their needs. There are three housing locations, serving the RAF Lakenheath, Mildenhall and Feltwell base personnel. The quality of life for base housing is always being improved. Housing professionals are available to answer all your questions about on and off-base housing, with new kitchen and bath renovations, exterior enhancements, whole house renovations, and new construction. Housing floor plans, area maps and local rental listings are available at the housing offices located in Building 429 at RAF Lakenheath. Loaner furniture and appliances are available from our Furnishings Management Section (FMS) located in Building 73 at RAF Feltwell.

Operating Hours and Telephone Numbers are:

- **Due to COVID we are not open to foot traffic**
- **Housing Office RAF Lakenheath BLDG 429**
 - **0800 – 1600: Mon, Tue and Wed**
 - **0930 – 1600: Thu**
 - **0800 – 1530: Fri**
 - **Assistance (TLA/OHA/MFH Wait Lists): 226-2000**
 - **Referral (Community Housing): 226-2063**
 - **Facilities (MFH Inspections / Maintenance): 226-2064**
 - **Dialing from Off-Base: 01638-52 XXXX**
- **Furnishings Management Section RAF Feltwell BLDG 73**
 - **0800 – 1600: Mon, Tue and Wed**
 - **0930 – 1600: Thu**
 - **0800 – 1530: Fri**
 - **Customer Service: 226-7030**
 - **Dialing from Off-Base: 01638-527030**
- **US Holidays (Down/Goal/Family Days)**
- **UK and MOD Holidays: Closed**

www.housing.af.mil/Units/RAF-Lakenheath

www.facebook.com/RAFLakenheathHousingManagementOffice

View Military Family Housing Waitlists:

<https://portal.usafe.af.mil/sites/48FW/48thMissionSupportGroup/48thCES/HousingOffice/Waitlist>
(Internal NIPR Access Only)

Important Information and Checklist for all Newcomers

- Report your arrival to the Housing Office via 48 CES.Housingassistance@us.af.mil.
 - Request information about Temporary Lodging Allowance (TLA) reimbursement
- When securing economy rentals; verify if the rental has had an Adequacy Standards Inspection or an appointment has been scheduled/COVID restrictions may apply
- **DO NOT** sign a lease until the property has had an Adequacy Standards Inspection and the lease has been reviewed by the Housing Office. The Housing Office must have this on file before signing.
- Processing Advance Overseas Housing Allowance (AOHA) requires additional time, the entire process takes approximately one week. Contact Housing to complete the paperwork, attain Commander's signature, return paperwork to Housing for it to be forwarded to Finance.
- Letting Agencies/Landlords require the first month rent and deposit prior to the Service Member moving into a property
- Appointments: Are not being booked due to COVID restrictions. You may call 2000 (01368 52 2000) for assistance.

The Following Items are Required to File TLA / OHA Paperwork

TLA Arrival

- 1 copy of orders for each claim
- Fully itemized receipt from lodging for nights claimed
- **House Search Form:** Must be completed for each claim, until housing is secured
 - 1st Claim – This is the first 10 days in quarantine, housing may be viewed on-line only (not required)
 - 2nd Claim - It is mandatory to view at least 2 houses; list one as accepted or reasons for non-acceptance
 - Subsequent Claims - if housing hasn't been secured, you will need to list at least 5 houses you have looked at and reasons you haven't accepted these houses--Housing will review your efforts to secure housing, which may result in stopping your TLA **IAW DoD 7000.14-R**
- Off-base lodging: requires a letter of non-availability from on base lodging
- Staying with friends: confirmation of lodging letter from friends

Advance OHA

- 1 copy of signed lease (housing unable to make copies)
- 1 copy of orders (only needed for deferring repayments)

OHA Start

- 1 copy of orders
- 1 copy of signed lease (housing unable to make copies)

*****PLEASE NOTE*****

In accordance with DoD 7000.14-R, The TLA partially offsets the cost of lodging and meals and incidental expenses incurred while occupying temporary lodgings OCONUS. If government-controlled housing is available, accompanied members will be offered the next available unit. If a service member refuses to occupy available government-controlled quarters, TLA is terminated the first date Furnishings Management Section (FMS) can deliver loaner furnishings based on the date quarters are available.

Temporary Lodging Allowance (TLA)

TLA is a financial entitlement that partially reimburses you for expenses while in temporary lodging (including transient facilities) and cost of meals. TLA is based primarily on permanent change of station (PCS) moves and non-availability of government-controlled quarters (other than transient quarters) or private rental housing. If Government transient facilities are available and not used, TLA lodging reimbursement is limited to the Government-quarters cost. Lodging expenses are not reimbursable when you stay with friends, relatives, coworkers, or associates. In these cases, only meals are reimbursed. ***You should inform the Housing Office of your arrival via 48CES.Housingassistance@us.af.mil so we can assist with TLA reimbursements and finding properties as applicable.*** The Housing Office will inform you of the availability of government quarters and advise you on how to find private rental housing.

Upon arrival (reporting) at a USAFE PDS, service members may be authorized up to 60 days TLA, however Housing will review the members progress to secure adequate housing each 10 day period. A management review will be conducted if the member has not secured housing when the member has lodged for 30 days (3rd Claim). Lodging days could be a combination of on and off base lodging which will be subject to availability. Contact your local TLF (Lodging Office) for confirmation. Under certain circumstances **TLA may be extended for more than 60 days after arrival, but such extensions must** be pre-approved by the **3rd Air Force Commander**. Chapter 68 of the Financial Management Regulation Volume 7A, discusses when an extension might be justified. The Housing Office will provide instructions on how to request an extension beyond 60 days if necessary.

When government-controlled quarters are available in your category and bedroom requirement, you will receive an offer for government-controlled quarters; no area preferences are taken into consideration. If you refuse to occupy available government-controlled quarters, **TLA is terminated the first date Furnishings Management Section (FMS) can deliver loaner furnishings based on the date quarters are available.**

If government-controlled quarters **are not available** in your category and bedroom requirement you must aggressively seek private rental housing to maintain your entitlement to TLA. If you elect to process a rental contract on a house, or purchase a house which is not ready for occupancy within 60 days your TLA entitlement will end at 60 days unless an extension is approved. Approvals must be routed to the 3rd AF/CC prior to incident.

Aggressive search criteria must be documented in 10-day increments. For the first ten days out of quarantine, a minimum of two documented house visits to secure permanent off-base housing is required. Subsequent ten-day increments will require five documented house visits. During COVID you will likely be in quarantine 10 days; you may wish to look online and contact the respective agencies/landlords responsible for the properties and make appointments upon completion of quarantine.

Where available, you can elect to initiate a temporary short-term rental contract in order to commence OHA while searching for, or awaiting other permanent housing. The Housing Office maintains a list of short-term let options.

Please contact your Housing Office representative for more information on TLA requirements.

Overseas Housing Allowance (OHA)

OHA is paid at your maximum rental allowance or the maximum rent of the property, whichever is lower. Rental payment over and above the amount of your OHA entitlement will be at the members own expense. Try and ensure you get value for your money and make allowances for possible future rent increases. It is not always advisable to maximize your OHA. Your OHA will start on the lease effective start/commencement date and your TLA will end the night prior to the commencement of your lease agreement.

If your situation or circumstances change (marital status, moving house for example), it must be reflected in your OHA.

Moving In Housing Allowance (MIHA) is a one-time payment to assist you with additional costs you may incur when moving into off-base housing.

Utility Allowance will be provided to you for the payment of electricity, heating and water. In almost all cases these payments are your responsibility when renting a home off-base. Legislation exists in the UK to ensure you are provided with the Energy Efficiency of a property before you make a choice to rent it. This is provided to you in the form of an Energy Performance Certificate (EPC). Homes are rated from A to G, with A being the most efficient, G being the least. Houses below an E rating should not be rented.

You can apply for **Advance Overseas Housing Allowance (AOHA)** which is a loan up to three times your rent amount or maximum rent allowance. You will need to produce a signed lease in order to apply for AOHA and have signed approval from your commander. (Repayment is made over 12 or 24 months by automatic pay deduction. Finance prefers the 12 month payback. Alternatively you can defer repayment of your deposit to the end of your tour). Ensure the time between when you sign your lease and the effective start date is sufficient to process your AOHA paperwork, as the funds will need to be on hand to pay to your landlord.

Military Family Housing Availability

Military Family Housing (MFH) consists of one, two and three story units. East Anglian Regional Housing Office has 3 separate housing areas located both on base and in the surrounding communities. MFH areas range from on base up to 10 miles away from base. The waiting times are approximate and change on a monthly basis. Please check with the Housing Office for current waiting times.

Providing you submit an application for housing within 30 days of your arrival, your effective placement date on the waiting list will be the departure date from your losing installation. **Please note that credit for a remote tour (UDR) must be claimed within 30 days of your arrival.**

The Local Area

The area surrounding RAF Lakenheath and RAF Mildenhall is very rural and comprised of many small towns and villages. Ensure you carefully consider the type of roads you will have to drive when choosing a home. When looking at the drive to the home of your choice, consider the changing daylight hours and weather, depending on the season.

Renting in the Community

It is a command decision to involve the Housing Office in all community letting to ensure basic safety prior to approving Overseas Housing Allowance (OHA), referred to as our Adequacy Standards Program. This program has greatly increased the influence of the Housing Office to your benefit when renting homes off-base.

Housing Inspector's will ensure an Adequacy Standards checklist is on file prior to you signing a lease or committing yourself in any financial way. Further, you have the right to sign the lease if the inspector deems that the property does NOT meet adequacy standards. However you must sign a waiver acknowledging your increased liabilities. With COVID Houses may not be inspected by the Housing Office but we do require the completion of the Adequacy Standards checklist. **It is your responsibility to do a conditions inventory of the property.**

Listings of available off-base rental properties may be found on Home.mil (Rental Partnership Program(RPP), RAF Lakenheath/Mildenhall), or other independently operated house search platforms.

Rental Advice

Always verify the **available date** before viewing the property to ensure you will be able to occupy the property within your TLA Allowance. Members should aim to move into their house within the first 30 days of arrival. Please be aware that a change in an available date on a property **is not justification for a Temporary Living Allowance (TLA) extension.**

The Housing Office provides a standard lease for you to use when renting a home off-base. If you are presented with another lease, ensure it is reviewed by both yourself and the Housing Office, you should understand your rights and obligations when renting. The **military clause** in the standard housing contract allows you to give 30 days notice to terminate a lease for a military reason (i.e., accepting MFH or PCS, etc.).

If you choose to sign a lease that is different from the one provided by the Housing Office, then you should ensure that at a minimum it contains a military clause identical or similar to that contained in the Housing Office lease. **Please have the Housing Office review your military clause before signing your lease.**

Please be aware, it is now illegal for rental agencies to charge tenants any fees for setting up a lease. This does not apply to holding deposits or security deposits.

Although your concern at present is finding a home, you may need to move again in the near or distant future. Notice to end your tenancy must always be in writing and in accordance with how your lease states you should serve notice. If you have any questions, please ask the Housing Office in advance. **Security deposits** are nearly always required before possession of the property will be given, normally equivalent to no more than 5 weeks rent. Security deposits may be used by the landlord for any outstanding obligations when the tenancy comes to an end.

To minimize disputes regarding the condition of your property and your security deposit, you should ensure a comprehensive condition inventory of the property is completed at the beginning of the tenancy and signed by both parties. The Housing Office provides an example inventory for your use. The condition of all aspects relating to the property should be referred to on the condition inventory otherwise it is simply a matter of your word against the landlord's at the end of the tenancy. Any landlord/agent taking a deposit from you in connection with a rental contract, are required to register your deposit in one of the UK government approved schemes. UK law expects tenants to police landlord compliance with this legislation. **If you have not received instructions from your landlord/agent as to where your deposit is registered within 30 days**, query this with your landlord or contact the Housing Office.

Purchasing in the Community

If you choose to purchase a home, TLA reimbursement will be limited to 60 days. This may be insufficient to cover you for the time period needed to complete the purchase. In such a case it will be necessary to find a short term rental. Attempt to do as much research as possible through local agents and financial brokers. The UK home buying market is very competitive.

Furnishings Management Section (FMS)

Temporary loaner furniture is available from FMS for off-base and on-base residents for up to 90 days, prior to the delivery of your household goods. A temporary loaner kit consists of beds, dressers, sofas, tables and chairs. Requests should be delivered within five to seven duty days. Please ensure you process your request at least ten days prior to the effective date of your move, in order to allow time for delivery.

Duration of tour (DOT) items are available for off-base residents. Items include wardrobes, washer/dryer, stove, refrigerator, and transformers **WHERE NOT PROVIDED BY THE LANDLORD**. A landlord/tenant statement must be provided to FMS with any application for appliances. Stipulate available space and relevant connections available.

It is important that you report any damages to your property or the appliances on delivery prior to signing for receipt of item on AF Form 228, Appliance Condition Report. Any damage to the landlord's property will be taken from your security deposit so recording of damages is essential to ensure you can utilize the reimbursement process. ***Please contact the FMS customer service desk for more detailed information.***

Tenant's Break Clause

Notwithstanding the express terms contained herein this Tenancy may be terminated earlier by the Tenant for reasons of military necessity, as defined in paragraph 9.2 subject to the Tenant giving the Landlord/Agent not less than thirty (30) days' notice in writing, such written notice to be served personally or by Recorded Delivery Post by the Tenant upon the Landlord/Agent.

Military necessity generally includes but is not limited to the following circumstances:

The Tenant is officially directed by the United States Air Force to a permanent duty location that is at least ten (10) miles greater in distance from the leased premises than the Tenant's duty location was when the Tenancy was entered into, this includes Permanent Change of Station (PCS) and Permanent Change of Assignment (PCA); or

The Tenant is directed by the United States Air Force to occupy quarters or accommodations provided by the United States Air Force or its agents; or

The Tenant, their spouse and/or dependents are no longer permitted to remain in England or Wales, or are required to return to the United States (or place of origin other than England or Wales) for a protracted period of time (e.g. loss of command sponsorship, military necessity, illness or death); or if the United Kingdom or the United States become party to a war; or

The Tenant is directed to deploy to a temporary duty location for a period in excess of ninety (90) days; or

The Tenant leaves the United States military or civilian service for any reason.

Additionally, the Tenant may terminate this Tenancy early if the Tenant voluntarily accepts an offer of accommodation provided by the United States Air Force or its agents, subject to the Tenant's having resided at the Property for at least six (6) months of this Tenancy. The Tenant must give the Landlord/Agent not less than thirty (30) days' notice of termination under this clause in writing, such written notice to be served personally or by Recorded Delivery post by the Tenant upon the Landlord/Agent. If the Tenant properly effects notice of early termination under this clause, the Landlord/Agent shall not require from the Tenant any charge, levy, penalty, or other payment whatsoever by reason of such termination.

Rental Increases

Notwithstanding the express terms contained herein, during this tenancy there will be no increase in rent on account of the Tenant's promotion within the United States Visiting Force or within another US Government Agency.

LANDLORD _____

TENANT _____

EXPLANATORY NOTE REGARDING RENT INCREASES CLAUSE

It has been brought to our attention that it has been the practice of some Landlords to raise the Tenant's rent solely because the Tenant has been promoted and therefore will receive a greater housing allowance from the US Government. To end this practice, we have found it necessary to include an additional clause to ensure this does not happen. This clause in no way prevents the landlord from raising the Tenant's rent in accordance with other clauses in this lease and is compliant with UK law.



East Anglian Housing Office



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Office Hours/Telephone Numbers

- **Housing Office RAF Lakenheath BLDG 429**
 - Due to COVID-19 we are not currently open to foot traffic
 - Normal Hours:
 - 0800 – 1600: Mon, Tue and Wed
 - 0930 – 1600: Thu
 - 0800 – 1530: Fri
 - US Holidays (Goal/Family/Down Days): Open
 - UK and MOD Holidays: Closed
 - **Contact Numbers**
 - Assistance (TLA/OHA/MFH Wait Lists): 226-2000
 - Referral (Community Housing): 226-2063
 - Facilities (MFH Inspections / Maintenance): 226-2064
 - Dialing from Off-Base: 01638-52 XXXX
- www.housing.af.mil/Units/RAF-Lakenheath
www.facebook.com/RAFLakenheathHousingManagementOffice

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Temporary Lodging Allowance (TLA)

- Someone from the Housing Office will be in contact with you soon to start your Housing Process
- **Key points:**
 - Financial entitlement that reimburses you for temporary living facilities
 - May be a combination of on and off base lodging, subject to lodging's availability
 - Submit TLA arrival claims every 10 days w/orders, house search form and itemized paid lodging receipt showing previous 10 nights
 - Members should find a residence within 30 days of arrival, residence should be move in ready. Housing will review member's progress*
 - ***TLA ends** when the service member has stopped diligently looking for private sector housing and when the Service member fails to accept permanent Government quarters
 - TLA entitlement – may not exceed 60 nights (3rd AF/CC)
 - **Refusal** of government housing will result in TLA terminating the first date Furnishings Management Section (FMS) can deliver loaner furniture
 - **While in quarantine** members may wish to review properties online; contact agents and schedule appointments for after the quarantine period—this is entirely up to you

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House Search Form

Date Viewed	Full Address (minus Post Code)	Reason for Non-Acceptance (Please be specific)

Generalization is insufficient such as:

- Too small,
- Too far,
- Lacking facilities,
- Too expensive
- Stipulations, (children, pets)

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RAFL



Liberty Village, RAFL

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RAFM



10 – 12 Minute Drive from RAFL

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RAFF

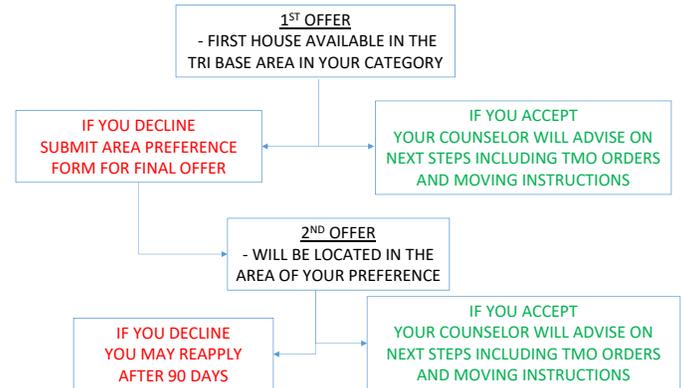


12-15 Minute Drive from RAFL

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Military Family Housing Offer Process



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Referrals/Rental Partnership Program

- Rental Partnership Program (RPP) supports visiting forces in obtaining adequate housing in the community
 - Advertises rental properties that have been pre-inspected by a Referrals Inspector before being listed on **HOMES.MIL**, Installation: **Air Force RAF Lakenheath - Mildenhall**
 - Coordinates with local landlords who have entered into an agreement to offer visiting forces rental properties without application fees and security checks
 - Lease has been pre-approved by the Referrals team
- Referrals – Help with Landlord/tenant disputes; provide information on local standards of conduct, availability of housing and investigate/mediate complaints
- Further Support: Email: 48CES.Referral@us.af.mil; DSN: 226-2063

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Renting In The Community

- Step 1** – Agent/landlord must complete Adequacy Standards Checklist and forward to Housing office
 - Must be received prior to occupancy (in normal operations Housing will physically inspect prior to occupancy)
- Step 2** - Housing Office will arrange Adequacy Standards inspection with Landlord or Agent
- Step 3** – Have lease reviewed prior to signing for the military clause and relevant information: 48CES.REFERRAL@US.AF.MIL
- Note: If inspections are being conducted:
 - DO NOT** sign a lease until the property is inspected
 - If the property does NOT meet Adequacy Standards and you choose to sign the lease, you must sign a **WAIVER** acknowledging your increased liabilities

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Rental Advice

- Verify date available for occupancy
- Call for Adequacy Standards Checklist result DSN: 226-2063
- Lease & Military Clause
- Lease Renewals
- Termination Notice (must be in writing)
- Agent Fees are non-reimbursable
- Security Deposits
- Condition Inventories
- DODDS School Bus Commuting areas
- Residential Security Checklist
- Non Temp Storage is **ONLY** authorized for MFH
- Verification of Right to Rent Letter

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OHA Key Facts (JFTR)

- “The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location.”
- “OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.”
- “OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member’s dependent.”
- “Disciplinary action addressed in JTR par. U1035 applies when housing allowances are used for other than the purpose intended.” (i.e. gardening, window cleaning, housekeeping, laundry or ANY other extra personal service besides rent)

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Overseas Housing Allowance (OHA)

- OHA Start date
- Utility Allowance
- Move In Housing Allowance (MIHA)
- Council Tax

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Advance Overseas Housing Allowance (AOHA)

- Interest free loan
- Repayment over 12 months
- Forms available at Housing Office
- Must have signed approval from Commander
- Paid up to 3 days prior to tenancy start date
- This process can take 5-7 business days

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Energy Performance Certificate (EPC)

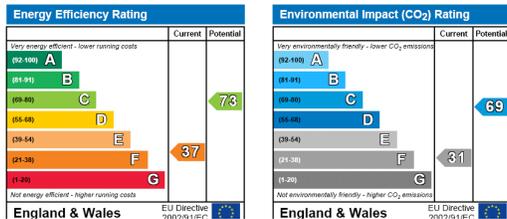
Energy Performance Certificate



17 Any Street,
Any Town,
County,
YY3 5XX

Dwelling type: Detached house
Date of assessment: 02 February 2007
Date of certificate: [dd mmmm yyyy]
Reference number: 0000-0000-0000-0000-0000
Total floor area: 166 m²

This home's performance is rated in terms of the energy use per square metre of floor area, energy efficiency based on fuel costs and environmental impact based on carbon dioxide (CO₂) emissions.



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Residential Security Checklist

- Required document for all Military members residing "off-base" (Military housing off-base i.e. RAF Feltwell is considered on base housing and need not complete)
- ****Utilize form when searching for off-base dwelling, complete and return to your Group ATO****
 - 48 FW - 226-4523
 - 48 MDG - 226-8654
 - 48 MSG - 226-1901
 - 48 MXG - 226-6352
 - 48 OG - 226-3753

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Television

- TV License - TV, Cell Phone, Tablet, Laptop etc. (www.tvlicensing.co.uk)
- Off-Base Housing – AFN, Sky, BT and Virgin Media.
- DECT 6 devices – Illegal in the UK, £5000 fine

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Short Term Lease

- Short term leases are available Off-Base
 - Leases from 1 week to several months
 - OHA authorized for short term lease. This will bridge the gap between TLA stopping and moving into permanent housing
 - OHA change must be completed after moving into permanent housing
- Short term leases must be approved by the Housing Office
 - List of approved units can be found at the Housing Office
 - **DO NOT** enter into a short term lease which has not been approved by the Housing Office
 - Non-availability of a short term lease DOES NOT warrant an extension of Temporary Lodging Allowance (TLA)

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Courtesy Driver

COURTESY DRIVER NOW AVAILABLE



**Please inquire at Housing Office Front Desk
or call 226-2014/2000**

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Before Leaving

• **Please complete and hand in the following:**

- Inbound Briefing Questionnaire
- Certificate of Understanding (Bus Stops/RSC/OHA)
- Critique Form
- 1 Copy of PCS Orders

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Questions?

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OHA Chart

RAF LAKENHEATH / RAF MILDENHALL

GB352

Effective Date	1-Jun-21	
Exchange Rate	\$ to £	£ to \$
	0.70	1.43

MIHA (\$)	\$389.74	£272
Util Unacc	\$512.97	£358
Util Acc/Mil to Mil	\$683.48	£477

Rank	With Dependent			Rank	Without Dependent		
	Max Rent	Max Rent	LES		Max Rent	Max Rent	LES
E1	£1,155	\$1,654.96	\$2,338.44	E1	£1,040	\$1,490.18	\$2,003.15
E2	£1,155	\$1,654.96	\$2,338.44	E2	£1,040	\$1,490.18	\$2,003.15
E3	£1,155	\$1,654.96	\$2,338.44	E3	£1,040	\$1,490.18	\$2,003.15
E4	£1,155	\$1,654.96	\$2,338.44	E4	£1,040	\$1,490.18	\$2,003.15
E5	£1,278	\$1,831.21	\$2,514.69	E5	£1,150	\$1,648.09	\$2,161.05
E6	£1,475	\$2,113.48	\$2,796.96	E6	£1,328	\$1,902.13	\$2,415.10
E7	£1,475	\$2,113.48	\$2,796.96	E7	£1,328	\$1,902.13	\$2,415.10
E8	£1,475	\$2,113.48	\$2,796.96	E8	£1,328	\$1,902.13	\$2,415.10
E9	£1,950	\$2,794.10	\$3,477.58	E9	£1,755	\$2,514.69	\$3,027.65
O1	£1,278	\$1,831.21	\$2,514.69	O1	£1,150	\$1,648.09	\$2,161.05
O1E	£1,475	\$2,113.48	\$2,796.96	O1E	£1,328	\$1,902.13	\$2,415.10
O2	£1,278	\$1,831.21	\$2,514.69	O2	£1,150	\$1,648.09	\$2,161.05
O2E	£1,475	\$2,113.48	\$2,796.96	O2E	£1,328	\$1,902.13	\$2,415.10
O3	£1,475	\$2,113.48	\$2,796.96	O3	£1,328	\$1,902.13	\$2,415.10
O3E	£1,950	\$2,794.10	\$3,477.58	O3E	£1,755	\$2,514.69	\$3,027.65
O4	£1,950	\$2,794.10	\$3,477.58	O4	£1,755	\$2,514.69	\$3,027.65
O5	£2,100	\$3,009.03	\$3,692.51	O5	£1,890	\$2,708.12	\$3,221.09
O6	£2,100	\$3,009.03	\$3,692.51	O6	£1,890	\$2,708.12	\$3,221.09

Lakenheath Complex School Bus Map

Lakenheath Complex School Bus Office

Registration
01638-52-7013
(DSN: 226-7013)

Sponsors with school age children should use this map as a guide when securing a home. Services are subject to change. Please contact the School Bus Office for information on bus stops prior to signing for a home.

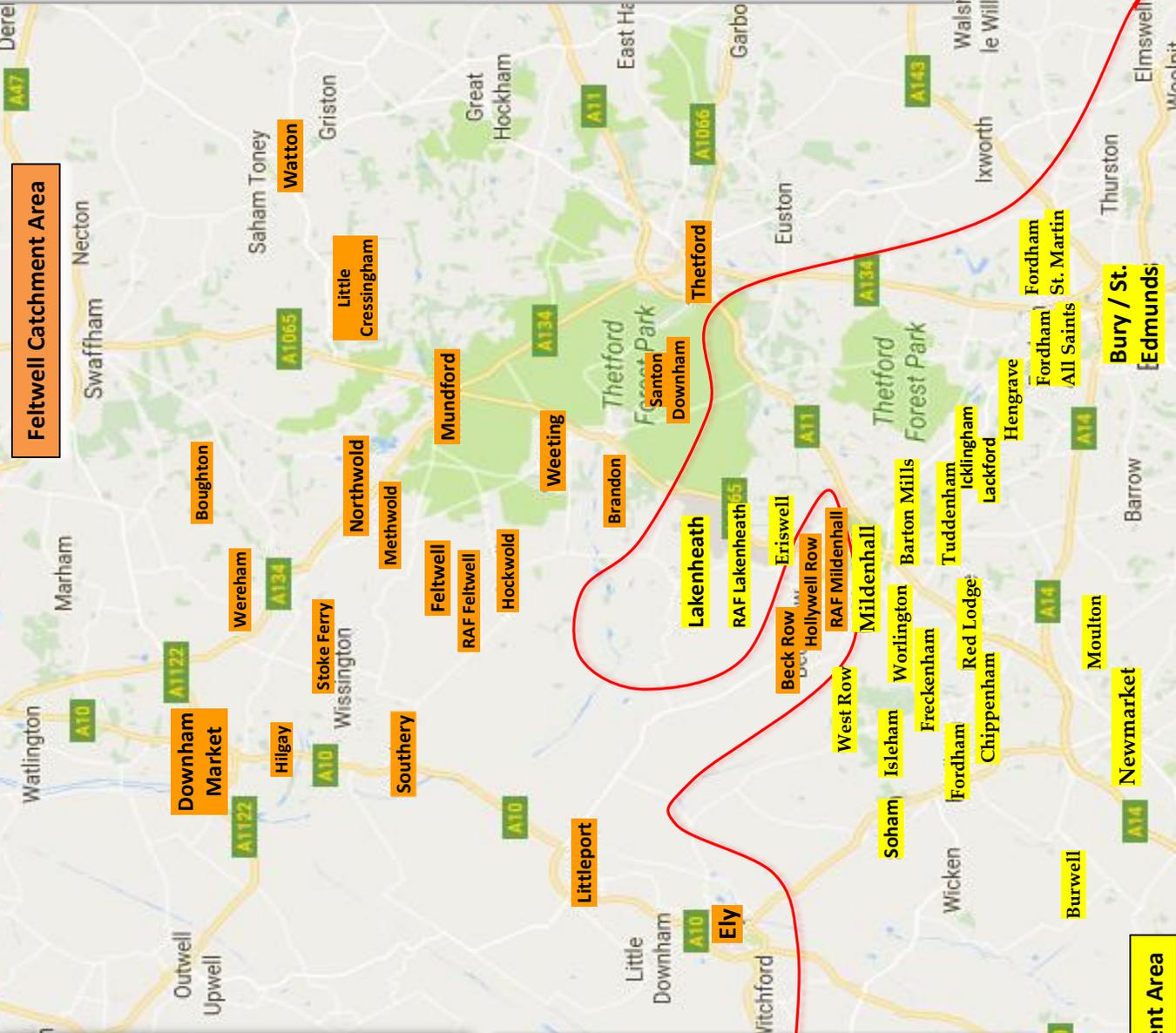
Catchment Area Key:

Elementary students attend (K-5) Feltwell Elementary School.

Elementary students attend Lakenheath Elementary (K-3) and Liberty Intermediate School (4-5).

There is only 1 Middle School (grades 6-8) located on RAF Feltwell and 1 High School (grades 9-12) on RAF Lakenheath.

Feltwell Catchment Area

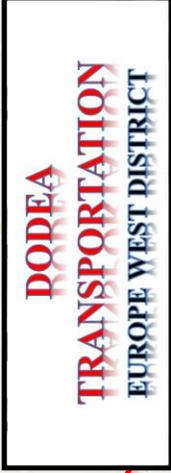


The following villages are currently provided with school bus service.

- Beck Row
- Boughton
- Brandon
- Brookville
- Downham Market
- Ely
- Feltwell
- Hilgay
- Hockwold
- Hollywell Row
- Little
- Cressingham
- Littleport
- Methwold
- RAF
- Mildenhall
- Munford
- Northwold
- RAF Feltwell
- Santon
- Downham
- Southery
- Stoke Ferry
- Thetford
- Watton

- Barton Mills
- Burwell
- Bury St.
- Edmunds
- Chippenham
- Eriswell
- Fordham
- Fornham All Saints
- Fornham St. Martin
- Freckenham
- Hengrave
- Icklingham
- Isleham
- Lackford
- Lakenheath
- Mildenhall
- Moulton
- Newmarket
- RAF
- Lakenheath
- Red Lodge
- Soham
- Tuddenham
- West Row

For additional educational questions, please contact the School Liaison Office at
01638-52-5077/5078





RESIDENTIAL SECURITY CHECKLIST

For your safety, consider the following when selecting your off-installation housing:

- _____ Give preference to residences that maximize safety and security while minimizing the need for security upgrades.
- _____ For single family residences, preference should be given to those with a perimeter barrier, such as a wall or fence that deters access to the property.
- _____ Preference should be given to residences with off-street parking, and ideally secured in some manner.
- _____ Entrance areas and apartment hallways should be illuminated.
- _____ Entrances should have a substantial door.
- _____ Each entrance should allow the occupant to identify visitors without opening the door.
- _____ Each entrance should have a deadbolt lock or a secondary locking mechanism.
- _____ Accessible windows/openings should have a latching or locking mechanism.
- _____ Residences having multiple access routes to arterial roads should be given preference.
- _____ Grounds adjacent to the building façade and all entrance areas and apartment hallways should be illuminated.
- _____ Residences should be alarmed to protect accessible windows/openings and doors.
- _____ Consider designating a safe haven within the house, along with a meeting place outside in case of emergency.

Always remember to lock your car and your home!

I certify, by initialing next to each item, that I have reviewed the Residential Security Checklist and have taken it under advisement when selecting this residence:

Print Name _____

Signature _____ Date _____



**DEPARTMENT OF THE AIR FORCE
48TH FIGHTER WING (USAFE)**

5 March 2019

MEMORANDUM FOR TO WHOM IT MAY CONCERN

FROM: 48 CES/CEI

SUBJECT: Verification of Right to Rent

1. This letter serves as notice that:

Military Members Full Name	Date of Birth	Nationality

Is present in the United Kingdom in connection with his/her military duties and is exempt from immigration control. Persons exempt from immigration control have an unlimited right to rent private rental accommodation in the United Kingdom. A copy of this letter may be maintained by landlords or their designated agents to satisfy the requisite checks required under the Right to Rent Scheme. However, the member's military identification card must not be copied for any recordkeeping purposes. Further guidance may be found at <https://www.gov.uk/government/publications/landlords-right-to-rent-checks-guide>.

2. Below listed names, date of birth and nationality are dependents of the prospective tenant that intend to live at the premises. They are exempt from immigration control.

Dependent Members Full Name	Date of Birth	Nationality

3. If you have any questions, please contact my POC, Mrs. Kathleen Wells, Chief Housing Assistance at 01638-526099.

DYE-
PORTO.JEANNE.L.1246003641
JEANNE L. DYE-PORTO, GS-13
Chief, Installation Management Flight

Digitally signed by DYE-
PORTO.JEANNE.L.1246003641
Date: 2019.03.12 10:06:54 Z

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DEPARTMENT OF THE AIR FORCE
48TH FIGHTER WING (USAFE)

MEMORANDUM FOR 48 CES/CEIHH

FROM: Service Member (SM) Applying for Temporary Lodging Allowance (TLA)

SUBJECT: Incoming Temporary Lodging Allowance (TLA) Entitlement Application

1. This form will determine your current TLA entitlement and will be used as supporting documentation for any TLA extension required. Failure to fill out this form correctly could jeopardize your continued entitlement to TLA.

2. Name: _____ Grade: _____ SSN#: _____ Date: _____

Organization: _____ Duty Station: _____ Date of Arrival: _____

Identify which request for TLA this application is for: 1st 2nd 3rd 4th 5th 6th

3. Temporary accommodations (s) were occupied by:
_____ SM only _____ SM /Family Members _____ Family Members only

Name of Accommodations (s): _____

Stove (yes/no) Refrigerator (yes/no) Kitchen Sink (yes/no) Counter Top (yes/no) Cooking/eating utensils (yes/no)

4. I understand my TLA Entitlement may terminate if I:

- a. Refuse to occupy available adequate housing,
- b. Enter into a lease, mortgage or occupy permanent Government quarters,
- c. Do not occupy temporary lodgings at personal expense,
- d. Fail to comply with regulatory requirements,
- e. Request late delivery of household goods for personal reasons,
- f. Fail to seek private rental housing aggressively,
- g. Request to be bypassed on the quarters' list for personal reasons,
- h. Vacate permanent quarters prematurely for personal reasons,
- i. Delay or fail inspection of Government quarters for personal reasons (not an emergency),
- j. Go on leave outside the country of assignment,
- k. Am offered single quarters when the TLA eligibility is based on non-availability of bachelor quarters and seek Family quarters to accommodate non-command-sponsored dependents.

5. **Maximum Temporary Lodging Allowance (TLA) for Home Buyers:** The maximum TLA authorized is the average TLA days for RAF Lakenheath & RAF Mildenhall. The home buyer is to actively seek temporary accommodations in a short-term lease, while waiting for purchase to be complete. **Please note that a person is not entitled to TLA when he/she intends to permanently reside in the dwelling (as evidenced by his or her plan to purchase the residence).**

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6. House Search Record (additional houses may be listed on a separate sheet of paper):

Date Viewed	Full Address (minus Post Code)	Reason for Non-Acceptance (Please be specific) / Acceptance	Anticipated Move-In Date

TLA Clerk Verification

Your Incoming TLA Entitlement Application is: Acceptable / Unacceptable (Please circle)

Non-acceptable houses on future claims may jeopardize your TLA entitlement.

Acknowledgments:

___ 1. For Lodging reimbursement expenses, I am required to list **two** properties that I have viewed on my **2nd claim after being released from Quarantine** and at **least five properties** on all subsequent claims unless I have accepted a property. **If I have not accepted a property by my 3rd claim, an appointment will be made for me to meet with the Housing Manager to assist me with my house search.**

___ 2. Members should seek a house available for occupancy within their TLA period, inclusive of the Adequacy Standards Inspection. When houses are not available, the member is highly encouraged to seek Short-Term lets.

___ 3. I have been advised that TLA will not normally be extended past 60 days and may terminate sooner based on Page 1 Section 4. I understand approval beyond 60 days is at the discretion of the 3rd AF/CC and the request must be received prior to the 60 day mark as per Financial Management Regulation Volume 7A Para. 680406.B.1 and USAFE-AFAFRICA Instruction 65-104, Appendix B.

Comments:

TLA Clerk Signature

Service Member Signature

Housing Manager Signature (for TLA applications beyond 30 days)

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INBOUND BRIEFING QUESTIONNAIRE

(PLEASE PRINT ALL INFORMATION CLEARLY)

NAME: _____ RANK: _____ SSN: _____
Last, First, Middle Initial(s)

DATE DEPARTED LAST DUTY STATION: _____ DATE OF ARRIVAL: _____

GENDER: _____ DATE OF BIRTH: _____

SQUADRON: _____ DATE OF MARRIAGE: _____

FIRST DATE OF ACTIVE DUTY: _____ DATE OF RANK: _____

DEROS: _____

DUTY PHONE: _____ CELL PHONE: _____

PERMANENT HOME OF RECORD: STATE CODE _____ ZIP CODE: _____

HOME E-MAIL ADDRESS: _____

WORK E-MAIL ADDRESS: _____ @us.af.mil

SPOUSE E-MAIL ADDRESS: _____

ACCOMPANIED TOUR: YES / NO – IF YES COMPLETE BELOW:

MILITARY SPOUSE: YES / NO / NA (Circle one)

<u>NAME</u>	<u>RELATIONSHIP</u> (Spouse/Daughter/Son/Stepson etc)	<u>SEX(M/F)</u>	<u>DATE OF ARRIVAL</u>

LODGING: GATEWAY INN LIBERTY LODGE OFF BASE HOTEL DORMS
RAF MILDENHALL RAF LAKENHEATH

IMPORTANT

MEMBERS MUST READ THE STATEMENT BELOW AND SIGN.

In accordance with the JTR, 0903, TLA is intended to partially pay a Service member for higher than normal expenses incurred by a Service member or dependent while occupying temporary lodging OCONUS. TLA is not intended, and must not be used, for the personal enrichment of a Service member.

If there are government-controlled housing available, accompanied members will be offered the next available unit in accordance with the HQ USAFE/A7D, 2a. If a service member refuses to occupy available government-controlled quarters, TLA is terminated the first date Furnishings Management Section (FMS) can deliver loaner furnishings based on the date quarters are available.

SIGNED: _____ DATE OF BRIEFING: _____

CERTIFICATE OF UNDERSTANDING

I _____ certify that I have been advised by the installation commander or designee of the commuting areas for transportation to schools serving the RAF Lakenheath, RAF Mildenhall and RAF Feltwell communities. I understand that school bus transportation is provided only within the commuting area. I acknowledge that if I obtain family housing outside this area, I must transport my dependent student(s) between my residence and the school or an existing school bus stop with the commuting area, at my expense.

I acknowledge receipt of the Resident Security Checklist and understand that I am responsible for completing the form if I rent/purchase a property in the local community. I confirm that I will submit the form to ATO for any property I rent/purchase in the local community during my tour.

I acknowledge, per the JTR 100501, "OHA is designed to cover actual rental costs for 80% of the assigned Service members. A Service member is reimbursed actual rental costs, limited to the maximum OHA rate for each locality and grade. OHA is not intended and must not be used for the personal enrichment of a Service member by including costs incurred for procuring or adapting a residence to accommodate renters or for vacation purposes. Disciplinary action may apply when housing allowances are used for other than the purpose intended." Section C: "An OHA paid monthly includes the rental allowance and the utility and recurring maintenance allowance as specified in pars. 100502 and 100503." (i.e. gardening, window cleaning, housekeeping, laundry or ANY other extra personal service besides rent).

(Signature of Member)

(Date Signed)