ORDER

U. S. Department of Transportation
Federal Aviation Administration

SOUTHERN REGION

SO 4930.1G

8/17/99

SUBJ: **HOUSING MANAGEMENT POLICY AND PROCEDURES**

1. PURPOSE. This order provides policy, procedures and information for the administration of housing facilities in the Southern Region.

2. DISTRIBUTION. This order is distributed to the Airway Facilities and Air Traffic Divisions in the Regional Office; Airway Facilities Miami/San Juan System Management Office (SMO), Miami, FL; Airway Facilities Office, San Juan Puerto; the Air Traffic Control Tower, St. Thomas, Virgin Islands; and to each tenant occupying housing.

3. CANCELLATION. SO 4930.1F Housing Management dated January 8, 1986, is canceled.

4. EXPLANATION OF CHANGES.

a. Updates and clarifies the responsibilities of each office involved. This includes management and employees.

b. Clarifies the criteria which determines eligibility of employees. States procedures for housing assignments and employee agreement.

c. Updates occupancy standard and restriction criteria.

d. Contains new and updated procedures for inspection of quarters for pre-occupancy inspection, interior inspection and final vacating inspection.

e. States employees' responsibilities and liabilities for tenant damage, removal of property and cleaning of quarters.

f. Includes guidelines and responsibilities for quarter alterations and maintenance and repair for both the employee and the government.

g. Provides guidance on the subletting of quarters as well as occupant conduct and the cancellation of assignment.

h. Updates procedures for housing occupancy reports.

5. GENERAL. FAA-owned/leased Southern Region housing is available in the United States Virgin Islands (USVI), for employees assigned tours to these locations. The National Housing Order 4660.1, Real Property Handbook, will be used as a guide for housing policy and procedures where guidance is not otherwise noted. The USVI Team was formed to allow management and employees to work together in resolving housing issues as they relate to employees. The team consists of one NATCA employee, one PASS employee, one Airway Facilities management representative, one Air Traffic management representative, one Logistics Division management representative and subject matter experts or additional resources people attending as needed.

6. RESPONSIBILITIES.

a. Housing Officer. The Manager, Logistics Division, designated the Housing Officer at Regional level, is responsible for effective housing management programs, including implementation of standards and procedures prescribed. The term "Housing Officer Representative" as used throughout this order in conjunction with onsite, day-to-day housing management activities, refers to the Facility Manager, Airway Facilities Office, San Juan, Puerto Rico, OR HIS/HER DESIGNEE.

b. Facility Manager, Airway Facilities Office, San Juan, Puerto Rico, is responsible for:

(1) Managing the operation of FAA-owned/leased housing facilities located in the USVI.

(2) Developing and furnishing to tenants supplemental guidance and information when necessary.

(3) Deviating from the provisions of this order in unusual or emergency circumstances.

c. Responsibility of Tenants. Tenants of FAA-owned/leased housing shall sign the Southern Region Quarters Assignment Agreement, (Appendix 1) prior to occupancy of any unit and comply with the agreement during occupancy.

d. Delegation. The Housing Officer may appoint an employee to act as Housing Officer Representative at each location. Delegation will be in writing and is subject to approval by the Housing Officer.

7. RENTAL RATES.

a. Rental rates will be in accordance with the Office of Management and Budget Circular A-45 (Revised) dated October 20, 1993, and instituted as revised using the Department of Interior (DOI) Quarters Management Information System (QMIS), and negotiations resulting from the USVI Team process.

b. Collections from agency tenants will be by payroll deductions or by reduced per diem, as appropriate.

c. An adjustment in established rental rates (in accordance with 7.a.) may be authorized if assigned housing is in excess or inadequate to the authorized needs of the employee due to non-availability of more suitable quarters. This is not a blanket authorization but must be considered on an individual basis. Exceptions to established rental rates MUST be documented in regional housing management files and approved by the regional housing officer, ASO-50. A 60-day written request from the employee to ASO-50 through the Housing Officer Representative is required. Request should include name of employee, number and age of dependents, housing unit assigned, and unit or size requested. Excess or inadequate living quarters will be determined by occupancy standards furnished in paragraph 10, below. In the absence of written request and approval for exceptions, current established rental rates will be charged.

8. UTILITIES.

a. Collections from agency tenants for utilities will be by payroll deductions or by reduced per diem, as appropriate.

b. Rates are based on the DOI survey process using monthly estimated Kwh consumption and the DOI survey rate. Employees are also eligible for a credit/reimbursement based on a 6-month reconciliation cycle, if actual Kwh use is less than the DOI usage estimates. Rates will be adjusted annually based on the DOI data.

c. Non-potable and potable water, propane, and cable (in some locations) are provided by the Government, employee costs are included in the Base Rental Rate.

d. Employees are responsible for all telephone charges, including local and long-distance service fees.

9. PERSONNEL AUTHORIZED HOUSING.

a. General.

(1) Regularly employed DOT personnel who are U. S. citizens and are assigned to geographic vicinity where housing is located are eligible for assignment to quarters.

(2) Housing will be available to all employees who are otherwise eligible without regard to race, creed, color, religion, sex, or national origin.

(3) Housing will not normally be assigned to employees hired locally and assigned to the same location, or to employees who are stationed at a location where they, or members of their household, own private housing. Exceptions to this provision may be approved by the Housing Officer if such exceptions are documented and clearly demonstrates a benefit to the FAA. Housing Officer Representative may, at his/her discretion and depending on availability of housing, make provisional assignments when circumstances clearly warrant such action. Housing agreements covering such provisional assignments will contain a clause providing for termination of assignments upon a 30-day notice.

10. OCCUPANCY STANDARDS.

a. The number of persons permitted to occupy a dwelling unit is controlled by occupancy standards based on age, sex, and relationship of family members. These standards guide the assignment to units of different sizes, depending on actual unit(s) that are available. Employees occupying this housing are eligible for a rental adjustment if the unit assigned is excess or inadequate for their needs (paragraph 7.c above) in accordance with the following standards. Single individuals or employees with a spouse, will be assigned to one-bedroom units. If one-bedroom units are not available, they may be assigned a two-bedroom unit and rental adjustment will be applied based on paragraph 7.c.

b. Dependents. As used herein, a dependent is a person who lives in an employee's dwelling and is:

(1) The lawful wife or husband (referred to herein as spouse).

(2) The unmarried child of an employee providing the child:

(a) Is under 21 years of age, or

(b) Is a full-time student under 23 years of age and receiving more than 50 percent of his support from his parent, or

(c) Is incapable of self-support because of a mental or physical incapacity.

(3) A parent or parent-in-law living in the employee's dwelling who is incapable of self-support because of a mental or physical incapacity.

NOTE: Proof of relationship or status of dependents may be required.

c. The following is an excerpt from the national Order 4660.1 which may be used as a guide for housing assignments:

Number of Dependents, excluding spouse	Number of Bedrooms
None	1
One	2
Two, same sex, neither over 12 years	2
Two, opposite sex	3
Two, same sex, one over 12 years	3
Three	3
Four, none over 12 years	3
Five or more	4

11. ASSIGNMENTS.

a. Housing quarters will be assigned by the local Housing Officer Representative based on procedures developed and negotiated by the USVI Housing Team. These procedures are as follows: "If a one bedroom becomes vacant it will be put up for St. Thomas (STT) Enter on Duty (EOD) bid in an attempt to fill it. If no one elects to fill it then it will be terminated and logistics will re-compete for a less expensive unit." Employees will be limited to one elected move within a 12-month period. Any additional move within the same period is subject to management discretion. Elected moves are at tenant's expense. All open units will be analyzed on a case-by-case basis by the Airway Facilities and Air Traffic managers. All vacancies over 90 days must be justified by the Housing Officer Representative. Occupancy standards will be used to determine the applicability of paragraph 10.c. above.

b. If an employee has a change in marital or dependent status, a 60-day written notice from the employee to ASO-50 through the local Housing Officer Representative is required. This request should include reason for change, number and age of dependents, housing unit assigned, and unit or size requested. Receipt of this notice will start local coordination to acquire additional housing and/or terminate current housing, as required.

c. Housing agreements covering provisional assignments will include a clause providing for termination of assignment, upon 30-day notice. All moves to permanent quarters resulting from provisional assignments or moves made at the request of the employee will be at tenant expense. Priority criteria listed in the above paragraph (11.a) will apply in reassigning tenants to permanent quarters.

12. OCCUPANCY RESTRICTIONS.

a. General. Occupancy of quarters is restricted to the assignee, his or her dependents and authorized visitors.

(1) Visitors. In addition to persons authorized to occupy quarters permanently with the assignee thereof, relatives and friends may reside temporarily in the quarters for a reasonable period of time. Written approval shall be obtained from the Housing Officer Representative for extensive periods of stay.

b. Sharing of Quarters. The sharing of quarters by two employees or with others is not permitted. Exceptions may be authorized by the Housing Officer in unusual circumstances upon written request.

c. Exchange of Quarters. Mutual exchange of quarters is not permitted except as authorized under USVI Housing Team negotiations and by the Housing Officer Representative. If an exchange is authorized, the moving will be at the expense of tenants.

13. INSPECTION OF QUARTERS.

a. Pre-occupancy Inspection. The tenant and the local Housing Officer Representative, or his/her representative, will jointly inspect the unit assigned and complete the Furnishings Inventory and Condition Check List (Appendix 2), noting any exceptions taken by the applicant, to the condition of the quarters. During the initial inspection, employee will identify items for removal by the owner during their stay. These items will be removed by the owner and so noted on the initial inventory. The original of the inspection record is retained by the local Housing Officer Representative and a copy furnished the tenant.

b. Interior Inspection. The Housing Officer Representative will assure that exterior inspections of all housing units are made annually. Interior inspections will be made when the tenant vacates quarters, at other times as required and during emergencies. Consent of occupants shall be obtained prior to making routine internal inspections. Occupants are expected, with prior notification (24 hours) and at reasonable times, to permit entry for repairs on a timely basis and for inspections as prescribed by local fire prevention and protection plans. Employees will have the option of requesting identification of service personnel prior to permitted entry. Inspections will be made in accordance with the Quarters Assignment Agreement. Employee's shall be afforded the opportunity to be present at all inspections, however, inspections are not contingent upon employee's presence. In cases of emergencies where immediate access is critical, every effort will be made to notify employee before entry. In accordance with the Employee Assignment Agreement, occupants will provide the FAA designee a key for each and all locks for their unit (including all lock changes), keys will be kept in a secured place under

FAA control. Lock changes must be approved by the FAA local Housing Officer Representative prior to installation. Additionally, a key must be provided to the Condominium Owners Association for emergency access.

c. Final Vacating Inspection. The Housing Officer Representative, or his/her representative, will inspect the quarters with the employee, on or prior to the last day of occupancy. A final inventory will be conducted, with the employee, using the inventory completed during the pre-occupancy inspection. The vacating tenant shall be given a Dwelling Unit Clearance, SO Form 4600-4 (Appendix 3), by the Housing Officer Representative after all obligations have been liquidated or after final inspection and inventory reveals no loss or damage beyond normal wear and tear.

d. Emergency Circumstances Inspections. An inspection will be conducted by the local Housing Officer Representative, local union representative(s) and/or regional representatives from the Logistics Division as soon as possible after an emergency or natural disaster. Employees are encouraged to be present at these inspections. All items present at the initial inspection will be viewed, pictures will be taken and a damage report will be written by the regional housing representatives and submitted to the owner for replacement. Employees will not be responsible for items damaged during a natural disaster or circumstances out of their control. Employees are strongly encouraged to follow safety procedures and to take proper precautions to protect personal property before and during emergency situations.

14. TENANT DAMAGE/REMOVAL OF PROPERTY/CLEANING/LIABILITY.

a. Tenants may be held financially responsible and subject to disciplinary action, for loss or damage to FAA quarters, furnishings and equipment, resulting from their negligence, misuse, dishonesty, or willful destruction or removal (normal wear and tear and loss or damage by acts of God or the elements, are specifically excluded). The policy and procedures outlined in FAA Order 4630.3C, governing individual liability for lost, damaged or destroyed government personal property, apply. The Housing Officer Representative will notify the tenant in writing of any loss or reasonable damage, except for normal wear and tear, for which he/she is liable and the costs.

b. Owner-furnished items may not be removed without prior written approval of the Housing Officer and owner.

c. If the tenant fails to properly clean the housing unit upon vacating, the Housing Officer Representative will advise the employee of discrepancies noted. Should discrepancies not be corrected and housing clearance not issued, operating officials will hire necessary labor to prepare unit for future occupancy and initiate documentation required to reclaim costs from the departing employee.

d. Financial Liability:

(1) When consideration of financial liability is recommended and approved, the Housing Officer Representative will advise the employee and request voluntary restitution. (Reference Order 4630.3C, paragraph 12. c.)

(2) When the tenant does not agree to voluntary restitution, the matter will be referred to general counsel for guidance on further action.

e. If disciplinary action is involved, the matter will be referred through appropriate supervisory channels for further action.

15. SUBLETTING QUARTERS. NO subletting of quarters is authorized.

16. ALTERATIONS TO QUARTERS. NO alterations to leased quarters will be allowed. Tenants will NOT be allowed to plant personally owned plants or shrubs outside the premises. Except those planted in non-permanent planters, i.e. flower pot or planter.

17. MAINTENANCE AND REPAIR.

a. Responsibility of Housing Occupants. Occupants of agency-owned or leased housing shall:

(1) Be responsible for routine housekeeping and related servicing of the quarters, government-leased furnishings and care of immediate grounds. Immediate grounds is defined as the areas around unit entrances, porches, carports, etc. The following items are considered to be of a type and nature generally applicable as the responsibility of the occupant:

(a) Cleaning of interior and exterior surfaces of windows.
(b) Keeping carports, garages, storage spaces clean.
(c) Keep inside walls and woodwork clean.
(d) Cleaning lighting fixtures and venetian blinds.
(e) Cleaning stoves, refrigerators, ovens, sinks, tubs, toilet fixtures and similar household equipment.
(f) Performing minor maintenance such as, but not limited to, lubricating door locks and hinges, resetting screens, replacing light bulbs, smoke detector batteries, etc.
(g) Caring of (keeping clean) immediate grounds, i.e., keeping immediate area clean (does not mean trimming, cutting grass, etc.).

(2) Upon vacating quarters, turn over such quarters and the immediate environs in a clean and orderly condition.

(3) Be personally liable for loss or damage due to negligence or willful act, ordinary wear and tear excepted. Where inspections disclose abnormal deterioration of appearance, occupants will be notified and will be expected to correct deficiencies within 30 days. If occupant fails to comply, the Government or lessor will have the work done and the occupant will be responsible for payment.

(4) If items furnished by the Owner are removed by the tenant, they are removed at the tenants risk. Tenants will be responsible for returning items before vacating or will be responsible for payment of claims for missing items.

(5) Requests for other maintenance should be made to the office designated by the Housing Officer Representative to handle such work.

b. Responsibility of Government. The Housing Officer Representative and Contracting Officer will ensure that the Lessor complies with all terms of the lease. Especially in areas of maintenance and repair of the leased premises. The Contracting Officer shall take necessary steps to enforce these terms when the Lessor is not compliant.

18. CONDUCT.

a. Quarters.

(1) Occupants of quarters shall conduct themselves in such a manner as to prevent justified complaints from neighbors and shall keep their premises in a satisfactorily clean and sanitary condition at all times.

(2) Condominium rules on pets take precedence over the Real Property Handbook (4660.1 chg. 35).

(3) Quarters shall be used for residential purposes only by employee, his or her dependents, and authorized visitors, unless otherwise authorized by the Housing Officer Representative.

(4) Occupants of quarters will not, nor will they knowingly permit any person residing or visiting them to use, sell, possess or distribute any illicit narcotic drug, marijuana or illicit depressant or stimulant drug or substance in or around quarters.

(5) Occupants of quarters will not, nor will they knowingly permit any person residing or visiting them to engage in criminal, infamous, immoral, or notoriously disgraceful conduct, or other conduct prejudicial to the Government in or around quarters.

(a) Parking. Tenants are encouraged to park all motorized equipment off the streets and to fully utilize available parking areas, excluding sidewalks and lawns. Abandoned vehicles may not be parked within any complex and vehicles in need of repair will be repaired or removed promptly. In most cases all vehicles must be registered, and where required, display parking permits.

(b) Area. Tenants (including dependents of employees) will at all times conduct themselves in such a manner as to prevent justified complaints from other residents concerning operation of vehicles, hobbies, placement of children's toys, unwarranted noise on streets, yards, etc. Similarly, conduct in the recreation areas shall not be prejudicial to community interests. All occupants are requested to report damage or defacement of Government owned/leased property.

19. CANCELLATION OF ASSIGNMENT. An assignment to quarters may be modified or canceled for noncompliance with policies and regulations prescribed herein or for noncompliance based on the Quarters Assignment Agreement, or noncompliance with condominium association rules.

20. REPORTS.

a. Payroll Deductions and Damage and Loss. The Logistics Division, ASO-50, will be notified immediately by facsimile and cc:Mail, and will in-turn notify the Financial Services Division, ASO-20 when:

(1) Quarters are occupied or vacated, or of any changes that will affect payroll deductions or occupancy status of tenants. The message will include name of employee, social security number, facility, housing unit number, effective date, etc., as may be appropriate. On notification of occupancy, justification must be cited if reduced rates are applicable in accordance with paragraph 7.c. above.

(2) Damage or loss occurs for which the employee is responsible and the amount to be collected has been coordinated with the employee, Housing Officer Representative and the Housing Officer.

b. Housing Occupancy. Housing Officer Representatives will advise the Logistics Division of the occupancy status of agency controlled quarters at each location. Reports will be prepared as of the end of the month and submitted to the Logistics Division, ATTN: ASO-50B, not later than the third working day of the succeeding month. Reports will include the date of occupancy and date of vacancy of any move made during the month.

Carolyn Blum

Carolyn Blum
Regional Administrator

QUARTERS ASSIGNMENT AGREEMENT

Edition: April 1996

OCCUPANT NAME: _____

LOCATION: _____ ST. THOMAS _____ ST. CROIX
COMPLEX: _____ UNIT NO.: _____

RENTAL CLASSIFICATION:

_____ 1-Bedroom
_____ 2-Bedroom
_____ 2-Bedroom (Reduced) 1Bd Elig
_____ 2-Bedroom (Reduced) 3Bd Elig
_____ 3-Bedroom
_____ 3-Bedroom (Reduced) 1 Bd Elig
_____ 3-Bedroom (Reduced) 2 Bd Elig

CURRENT RENTAL RATE: _____

OCCUPANCY EFFECTIVE DATE: _____
Employee Initials: _____ FAA Initials: _____

OCCUPANCY TERMINATION DATE: _____
Employee Initials: _____ FAA Initials: _____

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A. The Federal Aviation Administration (FAA) hereby assigns to the above named occupant Government quarters described above provided all conditions are adhered to as described herein this agreement.

B. This agreement must be executed prior to an employee occupying the assigned quarters. A new Agreement will also be required as stated in Section D. in conjunction with a five-year survey, and/or change in Quarters unit assignment.

C. The following criteria affects Government-provided housing: (Copies available from your AT or AF Manager)

OMB Circular A-45
DOI - QMIS - Caribbean Survey Region (Department of Interior, Quarters Management and Inventory Survey)
National Housing Order 4660.1
Southern Housing Order SO 4930.1F (To be amended to incorporate recent USVI Housing Team Issues and Amendments)
USVI Housing Team - Issue Resolution and Meeting Minutes
Local memorandum of Understanding (MOU) regarding Housing Assignments (Unit Selection)
Condominium Association Rules, Regulations, Covenants, By-Laws, or equiv.
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D. BASE RENTAL RATES:

The FAA secures real estate lease contracts with various resident owners to secure term contracts which include furnishings (see attached typical inventory). The FAA is the lessee and the owner is the lessor of the unit. The unit is assigned to an employee/occupant who is considered the assignee. The rental paid by the employee is based on the criteria outlined in Section C. above and is paid to the FAA via payroll deduction on a bi-weekly basis. These rates are based on the DOI QMIS process which include physical characteristics of the unit assigned (i.e. size, age, appliances, services, etc). Employee eligibility (e.g. dependents) per the SO 4930.1F will also determine the appropriate rental category. Various elements of the unit inventory have been negotiated and determined by the USVI Team for fairness and consistency. Attached is the current Summary of Rental Rates (including utilities).

Base rental rates are subject to change based on annual CPI revisions provided by the DOI QMIS process. The "baseline" regional rental survey is usually conducted every five years by DOI. The next five-year cycle for the Caribbean Region is scheduled for mid-1996. The occupant will be notified in writing at least 30 days in advance of any CPI or "baseline" rental survey rent adjustment. A new Quarters Assignment Agreement will be required only when rates are revised pursuant to a "baseline survey." The occupant hereby understands and agrees that annual CPI adjustments will be applied and paid by the employee without the need for a new Agreement to be executed.

Temporary adjustments may be approved as necessary due to lack of basic necessities, damage to units, etc., resulting from natural disasters.

E. UTILITIES:

Utilities are provided by the Government (with the exception of Cable in some cases). The employees agree to pay the FAA, via payroll deduction on a bi-weekly basis, the cost for electricity based on the criteria outlined in Section C. above (see attachment to the Base Rental Rates that outlines the rate structure.) These rates are based on the DOI survey process using monthly estimated KwH consumption and the DOI survey rate. "Excessive" cooling cost percentage is capped at 150% until such time that units are improved with environmental enhancements. Employees are also eligible for a credit/reimbursement based on a 6-month reconciliation cycle, if employee "actual KwH" use is less than the DOI usage estimates. Rates will be adjusted based on the annual DOI data.

Non-potable and potable water, propane, and cable (in some locations) are provided by the Government. Where provided, employee costs are included in the Base Rental Rate (Section D).

For those complexes where cable is not provided by the Government, the employee will be responsible for coordination with the local cable company should they desire service. In complexes where cable is automatically (employee may not elect to discontinue service) provided to the unit, the cost is included in the Base Rental Rate (Section D.)

Basic telephone service connection (i.e. outlet(s) in the unit) are provided by the Government. Employees are responsible for all charges including local and long-distance service fees and charges, cost of instruments and any connection or disconnection fees.

F. INVENTORY AND OTHER SERVICES:

Typical appliances provided by the Government include: Refrigerator, Kitchen Range, Microwave Oven, Dishwasher, Washer/Dryer. Exterior trash removal and landscaping services are provided by the Government via the lease agreement. Most complexes have a common swimming pool. Carports are provided with some 2-bedroom units. Additional storage space outside the unit is not provided by the Government. Cooling shall be provided by central air-conditioning, or by refrigerated window units, depending on complex. Attached is a "typical" inventory listing. Employees may wish to bring other items, especially kitchen. Linens and maid services are not provided by the Government. Window coverings are generally provided. Pest control is provided by the Government via the lease contract. Mail service varies by complex (check with your AT or AF manager for options).

G. OCCUPANT RESPONSIBILITIES:

Occupants must abide by the respective Rules and Regulations (or equivalent) as established by the Condominium Association, including but not limited to, use of common areas, vehicles, use of units, and pet policy.

The premises shall be used for residence purposes only. It shall not be assigned or sublet by the occupant in whole or in part, nor shall any business be conducted on the premises unless authorized by the FAA. The unit shall be kept clean, sightly and in safe condition at all times. Upon vacating, the occupant will leave the quarters including appliances and furnishings, in a clean and orderly condition. Upon occupancy and vacancy, an Occupancy/Inspection/Condition Report shall be completed by the occupant and the FAA designee prior to initial assignment and termination of assignment. Occupant shall notify the housing designee of maintenance needs, but shall make no repairs, alterations, improvements or additions to the premises, unless authorized in advance by the FAA. All alterations, improvements so authorized and made shall become and remain the property of the FAA, or the FAA may require the improvement to be removed by the employee prior to vacancy and restored to the previous condition.

Should the Government determine the unit to be untenantable or that a potential danger be identified by the Government, the occupant agrees to relocate (permanently or temporarily). Any associated relocation costs will be determined on a case-by-case basis. "Forced" moves (directed by the Government) will normally be funded by the Government. Exceptions may apply which will be reviewed based on the circumstances that become known.

H. ACCESS RESPONSIBILITIES:

Occupants will provide the FAA designee a key for each and all locks for their unit (including all lock changes). Lock changes must be approved by the FAA prior to installation. These keys will be kept in a secured place under FAA control and used only upon case of emergency or for "just cause" to coordinate maintenance and/or inspection of unit by authorized FAA personnel, the Owner, or the Condominium Association. Additionally, a key must be provided to the Condominium Owners Association for emergency access. The occupant will be given 24 hours advance notice of such access need(s), except in case of emergency where immediate access may be critical. However, if the employee is unavailable, the notice will still apply and access is hereby authorized. Occupants may not deny access to authorized individuals identified above and must be agreeable to reasonable coordination for timely repairs / maintenance and/or inspections. A notice of access will be required to be left at the unit by the accessing party(ies) which identifies: who, when, and purpose of visit.

I. ISSUE RESOLUTION:

Senior Management (FAA, NATCA and PASS) have established a USVI Housing Team to resolve local housing issues. The Team consists of FAA management (Air Traffic-STT Tower, Airway Facilities-CERAP, and Logistics-Asst. Division Manager), NATCA and PASS representatives from each island as voting members; and, ad-hoc members (non-voting) include the Logistics Division housing manager and the local housing representative. Such housing issues that arise may be presented to any member of the Team who will then bring the issue to the Team for discussion. Non-local housing issues that are not chartered by Senior Management will be resolved by Senior Management and not the USVI Housing Team. Meeting minutes are maintained and are available upon request. The occupant recognizes and accepts that the USVI Housing Team is designated and authorized to make determinations regarding housing issues.

Day-to-day management is performed by the local housing representative and managed by the manager at the CERAP, San Juan. Housing Officer responsibilities are managed by the Logistics Division, Regional Office, ASO-50. Payroll deductions are managed by the Financial Services Division, Regional Office, ASO-20, through the Logistics Division, ASO-50.

J. BREACH OF AGREEMENT:

The occupant hereby acknowledges that this agreement may be terminated for (1) breach of this agreement, (2) refusal to sign this or subsequent Quarters Assignment Agreements, (3) change in employee duty station, employment status, eligibility, or (4) other appropriate and justifiable circumstance.

K. ADDITIONAL COMMENTS: _____None _____ As Follows:

L. ATTACHMENTS: Summary - Rental Rates
Typical Inventory
Unit Inspection (Specific Inventory)

SIGNATURES:

Occupant / Employee: FAA:

_____ _____

Date: Date:

TYPICAL APARTMENT INVENTORY

Living Room / Dining Area:
Sofa
Chair
End Tables - 2
Coffee Table
Lamps - 2
Wall Hangings - 2 to 4
Dining Room Table w/4 chairs

Kitchen:
Place Settings - Plates/Silverware - 8
Pots/Pans - 7
Glasses - 15 to 20 assorted
Coffee Mugs/Cups - 8

Master Bedroom:
Queen Size Bed (possibly King)
Headboard
Nightstands - 2
Dresser
Mirror
Chair
Wall Hangings - 1 to 4

Guest Bedroom(s):
Twin Beds - 2 (or Double)
Dresser
Lamps - 2
Nightstands - 2
Mirror
Wall Hangings - 2

Balcony:
Table w/ 4 chairs (possibly)

Note: Contents will vary in quality, quantity, and possibly size.

FURNISHINGS INVENTORY AND CONDITION CHECK LIST

FAA LEASE NO:_____ **LESSOR:**_____

UNIT NO:_____ **UNIT ADDRESS:**_____

BALCONY/PATIO/DECK PORCH (Circle One) #1:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Table, Large		___	
___	Table, Small		___	
___	Chair, Arm		___	
___	Chair, Side		___	
___	Lamp		___	
___			___	
___			___	
___			___	
___			___	

Misc. Items:_____

BALCONY/PATIO/DECK PORCH (Circle One) #2:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Table, Large		___	
___	Table, Small		___	
___	Chair, Arm		___	
___	Chair, Side		___	
___	Lamp		___	
___			___	
___			___	
___			___	
___			___	

Misc. Items:_____

BALCONY/PATIO/DECK PORCH (Circle One) #3:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Table, Large		___	
___	Table, Small		___	
___	Chair, Arm		___	
___	Chair, Side		___	
___	Lamp		___	
___			___	
___			___	
___			___	
___			___	

INITIALS: LESSOR_____ HOUSING REP:_____ EMPLOYEE:_____

FURNISHINGS INVENTORY AND CONDITION CHECKLIST

FOYER/ENTRY:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Credenza	_____	___	_____
___	Table	_____	___	_____
___	Mirror	_____	___	_____
___	Wall Hanging	_____	___	_____
___	Wall Hanging	_____	___	_____
___	Bookcase	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

Misc. Items: _____

_____

LIVING/DINING:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Sofa	_____	___	_____
___	Love Seat	_____	___	_____
___	Chair, Arm	_____	___	_____
___	Chair, Side	_____	___	_____
___	Chair, Dinning, End	_____	___	_____
___	Chair, Dinning, Side	_____	___	_____
___	Stools, Bar	_____	___	_____
___	Ottoman	_____	___	_____
___	Credenza	_____	___	_____
___	Table, End	_____	___	_____
___	Table Round	_____	___	_____
___	Table, Misc.	_____	___	_____
___	Table, _____	_____	___	_____
___	Table, Dinning	_____	___	_____
___	Mirror	_____	___	_____
___	Wall Hanging	_____	___	_____
___	Wall Hanging	_____	___	_____
___	Wall Hanging	_____	___	_____
___	Bookcase	_____	___	_____
___	Lamp, Hanging	_____	___	_____
___	Lamp, Table	_____	___	_____
___	Lamp, Table	_____	___	_____
___	Lamp, Floor	_____	___	_____
___	Lamp, Floor	_____	___	_____
___	Stand, TV	_____	___	_____
___	Etagere	_____	___	_____
___	Drapes	_____	___	_____
___	Sheers	_____	___	_____
___	Blinds	_____	___	_____
___	Valance	_____	___	_____

INITIALS: LESSOR_____ HOUSING REP:_____ EMPLOYEE:_____

___	Fan, Paddle	_____	___	_____
___	Ash Trays	_____	___	_____
___	A/C, Window	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

Misc. Items: _____

_____

ELECTRONIC EQUIPMENT:

___	TV, Color	_____	___	_____
___	TV, B&W	_____	___	_____
___	VCR	_____	___	_____
___	Cable Box	_____	___	_____
___	Radio, Clock	_____	___	_____
___	Stereo	_____	___	_____
___	Telephone	_____	___	_____

KITCHEN:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Dishes, Sets	China_____	___	_____
___	Dishes, Sets	Plastic_____	___	_____
___	Glasses	_____	___	_____
___	Mugs	_____	___	_____
___	Flatware	_____	___	_____
___	Utensils	_____	___	_____
___	Pots/Pans	_____	___	_____
___	Trash Can	_____	___	_____
___	Bowl, Mixing	_____	___	_____
___	Ash Trays	_____	___	_____
___	Television	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

Pantry: _____

_____

APPLIANCES:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Range, Electric	_____	___	_____
___	Range, Gas	_____	___	_____
___	Refrigerator	_____	___	_____
___	Dish Washer	_____	___	_____
___	Microwave	_____	___	_____
___	Toaster Oven	_____	___	_____
___	Toaster	_____	___	_____
___	Can Opener, Elec.	_____	___	_____

INITIALS: LESSOR_____ HOUSING REP:_____ EMPLOYEE:_____

FURNISHINGS INVENTORY AND CONDITION CHECKLIST

___	Food Processor	_____	___	_____
___	Coffee Maker	_____	___	_____
___	Knife Electric	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

Misc. Items: _____

_____

LAUNDRY:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Washer	_____	___	_____
___	Dryer	_____	___	_____
___	Broom	_____	___	_____
___	Mop	_____	___	_____
___	Bucket	_____	___	_____
___	Dust Pan	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

Misc. Items: _____

_____

MASTER BEDROOM:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Head Board	_____	___	_____
___	Bed, Size Circle One	King / Queen / Double / Twin	___	_____
___	Bedspread	_____	___	_____
___	Dust Ruffle	_____	___	_____
___	Night Stand	_____	___	_____
___	Dresser	_____	___	_____
___	Chest	_____	___	_____
___	Mirror	_____	___	_____
___	Table	_____	___	_____
___	Lamp, Table	_____	___	_____
___	Lamp, Floor	_____	___	_____
___	Stand, TV	_____	___	_____
___	Etagere	_____	___	_____
___	Drapes	_____	___	_____
___	Sheers	_____	___	_____
___	Blinds	_____	___	_____
___	Valance	_____	___	_____
___	Chair, Arm	_____	___	_____
___	Chair, Side	_____	___	_____
___	Wall Hanging	_____	___	_____
___	Ash Trays	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

INITIALS: LESSOR_____ HOUSING REP:_____ EMPLOYEE:_____

FURNISHINGS INVENTORY AND CONDITION CHECKLIST

Misc. Items:_____

_____

ELECTRONIC EQUIPMENT:

___	TV, Color	_____	___	_____
___	TV, B&W	_____	___	_____
___	VCR	_____	___	_____
___	Cable Box	_____	___	_____
___	Radio, Clock	_____	___	_____
___	Stereo	_____	___	_____
___	Telephone	_____	___	_____
___	A/C, Window	_____	___	_____

BEDROOM #2:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Head Board	_____	___	_____
___	Bed, Size Circle One	King / Queen / Double / Twin	___	_____
___	Bedspread	_____	___	_____
___	Dust Ruffle	_____	___	_____
___	Night Stand	_____	___	_____
___	Dresser	_____	___	_____
___	Chest	_____	___	_____
___	Mirror	_____	___	_____
___	Table	_____	___	_____
___	Lamp, Table	_____	___	_____
___	Lamp, Floor	_____	___	_____
___	Stand, TV	_____	___	_____
___	Etagere	_____	___	_____
___	Drapes	_____	___	_____
___	Sheers	_____	___	_____
___	Blinds	_____	___	_____
___	Valance	_____	___	_____
___	Chair, Arm	_____	___	_____
___	Chair, Side	_____	___	_____
___	Wall Hanging	_____	___	_____
___	Ash Trays	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

Misc. Items:_____

_____

ELECTRONIC EQUIPMENT:

___	TV, Color	_____	___	_____
___	TV, B&W	_____	___	_____
___	VCR	_____	___	_____
___	Cable Box	_____	___	_____
___	Radio, Clock	_____	___	_____

INITIALS: LESSOR_____ HOUSING REP:_____ EMPLOYEE:_____

FURNISHINGS INVENTORY AND CONDITION CHECKLIST

___	Stereo	_____	___	_____
___	Telephone	_____	___	_____
___	A/C, Window	_____	___	_____

BEDROOM #3:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Head Board	_____	___	_____
___	Bed, Size Circle One	King / Queen / Double / Twin	___	_____
___	Bedspread	_____	___	_____
___	Dust Ruffle	_____	___	_____
___	Night Stand	_____	___	_____
___	Dresser	_____	___	_____
___	Chest	_____	___	_____
___	Mirror	_____	___	_____
___	Table	_____	___	_____
___	Lamp, Table	_____	___	_____
___	Lamp, Floor	_____	___	_____
___	Stand, TV	_____	___	_____
___	Etagere	_____	___	_____
___	Drapes	_____	___	_____
___	Sheers	_____	___	_____
___	Blinds	_____	___	_____
___	Valance	_____	___	_____
___	Chair, Arm	_____	___	_____
___	Chair, Side	_____	___	_____
___	Wall Hanging	_____	___	_____
___	Ash Trays	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

Misc. Items: _____

_____

ELECTRONIC EQUIPMENT:

___	TV, Color	_____	___	_____
___	TV, B&W	_____	___	_____
___	VCR	_____	___	_____
___	Cable Box	_____	___	_____
___	Radio, Clock	_____	___	_____
___	Stereo	_____	___	_____
___	Telephone	_____	___	_____
___	A/C, Window	_____	___	_____

INITIALS: LESSOR_____ HOUSING REP:_____ EMPLOYEE:_____

FURNISHINGS INVENTORY AND CONDITION CHECKLIST

MASTER BATHROOM:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Shower Curtain	_____	___	_____
___	Trash Can	_____	___	_____
___	Wall Hanging	_____	___	_____
___	Wall Hanging	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

Misc. Items: _____

_____

BATHROOM #2:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Shower Curtain	_____	___	_____
___	Trash Can	_____	___	_____
___	Wall Hanging	_____	___	_____
___	Wall Hanging	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

Misc. Items: _____

_____

HALL(S):

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Table, Large	_____	___	_____
___	Table, Small	_____	___	_____
___	Lamp, Table	_____	___	_____
___	Wall Hanging	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

Misc. Items: _____

_____

HALL(S):

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Table, Large	_____	___	_____
___	Table, Small	_____	___	_____
___	Lamp, Table	_____	___	_____
___	Wall Hanging	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

Misc. Items: _____

_____

INITIALS: LESSOR_____ HOUSING REP:_____ EMPLOYEE:_____

CLOSETS AND STORAGE:

NO.	ITEM	DESCRIPTION	CONDITION COMMENTS OK	DAMAGE
___	Entry	_____	___	_____
___	Hall	_____	___	_____
___	Master Bedroom	_____	___	_____
___	Master Linen	_____	___	_____
___	Bedroom #2	_____	___	_____
___	Bedroom #3	_____	___	_____
___	Bathroom #2	_____	___	_____
___	Kitchen	_____	___	_____
___	_____	_____	___	_____
___	_____	_____	___	_____

Outside Storage: _____

_____

Misc. Items: _____

_____

COMMENTS: _____

_____

SIGNATURES:

LESSOR: _____

BY: _____

BY: _____ **DATE:** _____

FAA, HOUSING REPRESENTATIVE:

BY: _____ **DATE:** _____

FAA, EMPLOYEE/OCCUPANT:

BY: _____ **DATE:** _____

FEDERAL AVIATION ADMINISTRATION Southern Region	DWELLING UNIT CLEARANCE
QUARTERS NO.	NAME OF TENANT
TERM OF OCCUPANCY	

This certifies that_____
Name of Tenant

has complied with the terms of Agreement for Rental of Agency Housing and no assessment of charges is required for restoration of quarters beyond reasonable wear and tear.

SIGNATURE *(Approving Officer)*	TITLE	DATE

FORM 4600-4 (6-68) (SUPERSEDES SO FORM 18-5)