

UNITED STATES MARINE CORPS

Marine Forces Reserve, FMF, USMC
4400 Dauphine Street
New Orleans, Louisiana 70146-5400

ForO 11101.1

BOS

ORIGINAL

FORCE ORDER 11101.1

From: Commander

To: Distribution List

Subj: BACHELOR LEASED HOUSING AND HOUSING REFERRAL PROGRAM

Ref: (a) MCO P11000.22
(b) MCO 1326.6B
(c) ForO 1300.2
(d) MCO P4050.38B

Encl: (1) Housing Referral Services Guidelines
(2) Annual Bachelor Leased Housing Requirements Estimate
(Format)
(3) Eligibility Criteria for Assignment to Bachelor Leased
Housing
(4) Certification of Non-availability of Adequate Private
Housing Below MAHC
(5) Adequate Quarters Standards
(6) Bachelor Leased Housing Request (Format)
(7) Marine's Responsibilities and Liabilities for Bachelor
Leased Housing
(8) Condition of Occupancy for Bachelor Leased Housing
(Form)
(9) Report of Physical Condition of Bachelor Leased
Housing (Format)
(10) Intent to Terminate Bachelor Leased Housing (Format)

1. Purpose. To provide guidance on implementing and managing the Marine Forces Reserve (MARFORRES) Bachelor Leased Housing (BLH) Program and establishing a Housing Referral Program as part of the Welcome Aboard Program.

2. Information. Reference (a) provides authority to establish a BLH program. Reference (b) requires Command screening of all Marines receiving orders to independent duty. Reference (c) establishes the MARFORRES Command Sponsorship Program for Active Duty Marines.

3. Mission. The BLH program will provide adequate and affordable quarters to junior unaccompanied or single Marines in areas where the housing costs far exceed the housing entitlements of the Marine. The program is not intended to provide housing for geographical bachelors

ForO 11101.1

or married Marines. It does not intend to supplant use of available and adequate government billeting.

4. Execution

a. Assistant Chief of Staff, BOS

(1) Budget and centrally manage BLH costs for all MARFORRES requirements.

(2) Advise Unit Commanders on all aspects of initiating and effectively managing the BLH program at the Reserve site.

(3) Coordinate with the appropriate Naval Facilities (NAVFAC) Engineering Field Division (EFD) for negotiation and preparation of BLH leases.

(4) Notify Marines approved for BLH of the effective date of assignment via their Unit Commander.

(5) Provide funding documents, as required, to the servicing EFD and process NAVCOMPT Form 2276 Payment Vouchers for prompt payment.

(6) Request termination of the lease, in writing, at least 45 days prior to the requested effective termination date, to the appropriate NAVFAC.

(7) Provide guidance for facilities inspectors when inspecting the administration of the BLH program during Commander's Inspections.

b. I-I's/Site Commanders

(1) Assign a BLH program manager.

(2) Establish a housing referral program as part of the Command Sponsorship Program. Units may use nearby DoD installation

housing offices where available. Enclosure (1) provides guidance.

(3) By 1 July of each year, provide Commander, MARFORRES (BOS) with a BLH requirements estimate for the following fiscal year utilizing enclosure (2).

(4) Ensure all inbound Marines are adequately screened to enable them to withstand effects of living on the local economy per reference (b).

2

ForO 11101.1

(5) As part of the Command Sponsorship Program, advise inbound single Marines of the BLH program and determine eligibility and desire to participate utilizing enclosure (3).

(6) Using local installation housing offices, local real estate boards, rental agencies, etc., determine the availability of adequate, affordable housing for use as BLH, as set forth by the criteria in enclosure (4). If none is available, utilize enclosure (4) to certify that a survey was conducted of the local community with negative results.

(7) Select at least two sets of adequate quarters utilizing the guidelines in enclosure (5). The Marine applying for BLH will not be solely responsible for selecting proposed housing.

(8) Submit a request for BLH utilizing the format in enclosure (6).

(9) Review enclosure (7) with the eligible Marine to ensure the Marine understands his/her responsibilities. Have the Marine sign and date the Condition of Occupancy Form in enclosure (8) and retain the original in the BLH folder.

(10) Assign the Marine to BLH and check the assigned Marine's Basic Allowance for Quarters (BAQ) and Variable Housing Allowance (VHA) effective 2400 hours the day prior to the first day of the lease, regardless of the Marine's actual date of occupancy.

(11) Utilizing enclosure (9), conduct a joint acceptance condition inspection with the lessor and the assigned Marine to establish the baseline condition of the quarters. Forward one copy to MARFORRES (BOS). Retain a copy in the BLH folder. Provide a copy to the lessor and the assigned Marine. The Marine should have 15 days

from the date of occupancy to amend the acceptance condition report.

(12) Conduct periodic inspections of the unit's BLH to ensure adequate standards of cleanliness and general upkeep are maintained. Upon termination of the lease, conduct a joint inspection of the quarters with the lessor and the Marine to substantiate any claim for damages. Forward a copy of the final condition inspection to MARFORRES (BOS).

(13) Establish a BLH folder for each set of quarters. The folder will contain a copy of the original request, a copy of the lease, the signed Condition of Occupancy Form of the assigned Marine, the original condition report with any amendments, quarterly inspection reports, the final condition report, and the request for termination of the lease. The folder will be maintained for one year after the lease is terminated.

3

ForO 11101.1

(14) Advise MARFORRES (BOS) and lessor of intent to terminate the lease, in writing, at least 60 days prior to the effective date of termination utilizing enclosure (10). Specify the requested date of termination.

c. Marine Assigned BLH

(1) Maintain BLH in serviceable and clean condition.

(2) Advise Unit Commander, in writing, at least 60 days prior to change in eligibility status or desired date of termination of the lease.

5. Administration and Logistics

a. BLH fund Accounting for BOS

(1) FA: XW

(2) FC: FT

(3) AG: EB

(4) SAG: E0

(5) OC: 23

(6) SOC: 21

(7) CAC: 9320

b. Marines are not authorized to occupy leased quarters before the effective date of the lease. In cases where the lessor allows the Marine to occupy the leased quarters prior to the effective date, the individual Marine will be responsible for any prorated cost until the effective lease date. Likewise, any charges incurred by the occupation of the quarters subsequent to the effective termination date will also be the responsibility of the individual Marine.

c. In the event of mobilization, the Unit Commander will immediately notify MARFORRES (BOS) for termination of the lease. Personal belonging will be handled in accordance with chapter 7 of reference (d). Those personnel remaining at the Reserve site as part of the Marine Support Team will remain in leased quarters. Reservists mobilized to active duty for service at the Reserve site as part of the site Marine Support Team, are eligible for the BLH under the conditions of this Order.

4

ForO 11101.1

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

J. R. COHN
Chief of Staff

DISTRIBUTION: D

11101.1

Housing Referral Services Guidelines

1. Small activities are encouraged to take full advantage of housing referral services offered by nearby installations.
2. Off base housing referral services are not intended to intrude on normal business relations between real estate brokers, rental agents, or sales agents and their potential customers. The program should be designed to familiarize the inbound Marine with the local area and the various residential opportunities available.
3. Information on housing should be a part of every Welcome Aboard Package. The amount of material included will be the decision of the Unit Commander but should make provisions for providing additional information to the inbound Marine as the need arises.
4. The Unit Commander will make every effort to obtain representative listings of property in the local commuting area. Continuous liaison with the civilian housing agencies will keep information current. Contacts should be maintained with other government agencies as to the availability of government housing and waiting lists.
5. The Unit Commander may keep a housing list of available rentals and may refer Marines if the housing is available to all DoD personnel without regard to race, color, religion, national origin, or sex. The owner must provide an assurance of non-discrimination. Appendix (A) to this enclosure may be used to obtain and check the required information.
6. Other housing referral services may include:
 - a. Local real estate maps with available housing marked. Areas to be avoided for crime or because of discrimination of sanitation may also be marked.
 - b. Information on schools (public and private), shopping areas, recreational facilities, churches, transportation, emergency services, hospitals, etc.
 - c. Welcome Aboard packages provided by local Chambers of Commerce, community welcome wagons, etc.
7. These guidelines, with the exception of those requiring non-

discriminatory housing, are suggestive in nature. Each site has its own unique requirements and resources available to construct its own

ENCLOSURE (1)

1

ForO 11101.1

effective referral program. The measure of the program is its ability to assist the smooth transition of the new Marine to the area. As such, feedback from newly arrived Marines should be sought for program improvement.

Enclosure (1)

2

11101.1

ForO

REQUIRED RENTAL INFORMATION CHECKLIST

Address of Unit: _____

1. Date Listed: _____ Date Available: _____
2. Rental Price: _____/month 3. Security Deposit: _____
4. Heat: Oil/Gas/Electric 5. Air Conditioning: Central/Window
6. Utilities Paid By: Tenant/Landlord
7. Military Clause: Y/N 8. Type: House/Apartment
9. Furnished: Y/N 10. Children: Y/N
11. Pets: Y/N (If yes, deposit amount: _____)
12. Roommates allowed: Y/N
13. Distance from Reserve Center: _____ miles/minutes
14. House/Apartment description:
 - a. Bedrooms (Number and sizes) -
 - b. Kitchen: Dishwasher/Refrigerator/Stove/Disposal
 - c. Family: Room/Den -
 - d. Washer/Dryer -
 - e. Bathrooms (Number) -

f. Garage/Carport/Driveway/Parking Lot -

g. Other -

15. Remarks:

16. Contact:

Use of this form to list rental units does not imply any endorsement of these quarters on the part of the U.S. Government or the Marine Corps. To this end, all business transactions resulting from this listing are between the individual and the landlord.

All housing units listed by me with the Housing Referral Program at _____ are open to all military personnel without regard to race, color, sex, religion, or national origin.

Signed: _____ Typed/Printed Name: _____

Appendix A to
Enclosure (1)

A-1

ForO 11101.1

Annual Bachelor Leased Housing Requirements Estimate (Format)

SSIC/Date

From: Unit Commander

To: Commander, Marine Forces Reserve (BOS), 400 Dauphine
Street, New Orleans, Louisiana 70146-5400

Subj: FY-XX BLH ESTIMATED REQUIREMENTS

Ref: (a) ForO 11101.1

1. Per the reference, the following information is provided to aid in planning this unit's BLH budget:

a. Marines Currently Assigned BLH:

Rank/Name

Est. Detachment Det.

(1)

(2)

b. Inbound Marines with BLH Eligibility:

Rank/Name

Est. Join Date

(1)

(2)

2. Point of contact is:

Signature

Enclosure (2)

1

ForO

11101.1

Eligibility Criteria for Assignment to Bachelor Leased Housing

1. The BLH program is intended to provide adequate quarters for bachelor/unaccompanied personnel on independent duty. It is not

intended to provide housing for geographical bachelors who have left families at other locations for personal reasons. Effective screening by detaching Command, reference (b), and aggressive liaison by the gaining Command, with the Marine, prior to his/her detachment will eliminate any misunderstandings on housing costs and availability of government furnished quarters.

2. Personnel must meet the following individual criteria:

a. Be an E-5/HM2 or below. Senior grades may request a waiver based on individual hardship by submitting an itemized personal financial statement with the BLH request.

b. Be single; divorced and receiving BAQ for purpose of paying court ordered child support; or married to a service spouse assigned a duty station more than one hour commute from the Reserve site.

c. Be willing to move into government leased housing for a minimum of 12 months.

d. Have a minimum of 12 months remaining on tour of duty on the effective date of the lease for quarters.

e. Be willing to meet requirements and responsibilities required of participants in BLH program.

f. Forfeiture of BAQ/VHA during the period of leased quarters occupation, except in the case of divorced/legally separated Marines who receive BAQ/VHA in order to provide court ordered dependent support.

3. Marines TAD to a site, pending a Humanitarian Transfer, generally will not be eligible for leased quarters. Only permanent party personnel will be eligible for BLH.

4. When both husband and wife are members of the uniformed services, with no other dependents, and are precluded by distance from living together, both are considered as members without dependents for the purpose of determining entitlement to BAQ/VHA and are, therefore, eligible for BLH.

Enclosure (3)

ForO 11101.1

5. When a Marine is accompanied by dependents other than the spouse the Marine is not eligible for BLH.

ENCLOSURE (3)

Certification of Non-availability of Adequate
Private Housing Below MAHC

I certify that:

1. No adequate military billeting is available for use by the prospective occupant within the next 6 months.
2. No suitable private housing is available at a rental cost including utilities (less telephone and cable) within the established Maximum Allowable Housing Cost (MAHC) for the prospective occupant. The Marine's MAHC is _____. (MAHC = (1.5 X BAQ) + VHA)
3. The unit proposed for lease provides, as nearly as practicable, accommodations appropriate in type, size, location, and amenities for assignment as public quarters to the pay grade of the prospective occupant.
4. No units meeting the criteria of paragraphs (2) and (3) are available within the hour commuting distance.
5. The proposed occupant did not locate his own proposed housing.
6. The rental is fair and consistent with rental charges for comparable units in the area.
7. Every reasonable effort to minimize the lease rental cost to the government, by avoiding leases with extravagant extra services added at additional cost, has been made.
8. ForO 11101.1 has been reviewed and guidelines followed.
9. The prospective lessor has been contacted and verification has been made that neither the prospective occupant nor the government can obtain a lower lease cost.
10. Address of the proposed unit: _____

Commander

Date

Enclosure (4)

1

11101.1

Adequate Quarters Standards

1. Leased quarters must be complete dwellings with private entrance and bath for the sole use of the occupants. The units must be well constructed, in good state of repair, and provide utilities appropriate to the locale, i.e., heating and air conditioning.
2. The units may be furnished. Unfurnished units may be provided when the Unit Commander determines that the intended occupants have sufficient personal furniture to support their needs.
3. Quarters will be within one hour commute by privately owned vehicle or other commercial/public ground transportation. The quarters should be within reasonable walking distance from public transportation stops, terminals, etc.
4. Quarters will be located in residential areas meeting acceptable standards for health and sanitation; free of offensive fumes, industrial noises and other objectionable features.
5. Leased units supplement Government owned quarters with respect to their assignment to individuals.
6. The terms of the lease will contain the right of the Government to inspect the quarters periodically for deficiencies.
7. The lease will also contain a 30-day cancellation clause in favor of the Government. The lease will be restricted to the fiscal year within which it is executed. However, the lease will provide for optional extensions or renewals.
8. Minimum Standards of Adequacy (MSA) for:
 - a. Sergeants:
 - (1) 135 sq. ft. of sleeping area excluding lounge/living area, bathroom, and circulation.
 - (2) Bath shared by not more than one other person.
 - b. Corporals and below:
 - (1) 90 sq. ft. of sleeping area excluding lounge/living area,

bathroom, and circulation.

(2) Central bath.

Enclosure (5)

9. In all cases, leased quarters will meet the MSA. Kitchen facilities will be included as part of the accommodations and Basic Allowance for Subsistence (BAS) will normally be authorized for bachelor military personnel occupying the quarters. Multiple occupancy (two or more persons of the same sex) per leased unit is authorized and encouraged as long as the MSA standards are met.
10. Mobile homes are normally considered inadequate accommodations.
11. The rental rate, in any lease or service contract, will not exceed the actual commercial rental value to the general public. The rent charged by the lessor will defray all cost of utilities except telephone and cable. No utilities except telephone and cable, will be paid by the lessee (the U.S. Government) or the assigned occupant.
12. The individuals assigned to occupy the units will not be named in the lease or service contract.
13. The lease or contract will describe the premises and will specify the number of rooms contained in the units.
14. Smoke detectors will be installed in the leased quarters either by the lessor or by the Government. If the Government installs the smoke detector, the installation will be annotated on the acceptance condition report and the detector will be recovered upon termination of the lease.

Enclosure (5)

Bachelor Leased Housing Request (Format)

SSIC/Date

From: Unit Commander
To: Commander, Marine Forces Reserve (BOS), 4400 Dauphine
Street, New Orleans, Louisiana 70146-5400

Subj: REQUEST FOR BACHELOR LEASED HOUSING

Ref: (a) ForO 11101.1

Encl: (1) Certificate of Appropriateness

1. Per the reference, request negotiation for Bachelor Leased Housing for:

- a. Name/Rank/SSN:
- b. BAQ/VHA:
- c. Activity SIC and RUC:
- d. Requested effective date of lease:
- e. Date Current Tour Began:
- f. POC:

2. To locate suitable quarters, the following methods were utilized to develop listings:

- a. Housing Referral Service at _____
(DoD Installation)
- b. Local Real Estate Board.
- c. Rental Agent (No fee).

The enclosure is certification that Bachelor Leased Housing is the only viable alternative/option for adequate quarters within the Marine's maximum allowable housing cost.

3. The following information is provided for proposed adequate quarters:

Unit 1

Unit 2

Address:

Type Rental (Apt, House, Duplex, etc.):

No. of bedrooms
Monthly Rent:
Distance from HIC:
Owner Address/Tel:
Rent Payable to:

4. The quarters acceptance condition report and the Marine's signed acceptance of conditions for the BLH program will be forwarded to this Command (BOS) on the lease's effective date.

Unit Commander

Enclosure (6)

Marine's Responsibilities and Liabilities for
Bachelor Leased Housing

1. Purpose. Provides policy guidance concerning occupant's responsibilities for the care and maintenance of BLH and occupant's liability for damage to bachelor housing, equipment, or furnishings.

2. Information. Public law and DoD policy provide that action may be taken to obtain voluntary or involuntary deductions from the member's pay for the cost of repairs or replacement due to loss or damage of bachelor housing, equipment or furnishings caused by abuse or negligence, and the cost of cleaning when a housing occupant fails to satisfactorily clean the unit upon termination of assignment.

3. Policy
 - a. BLH occupants will be responsible for routine housekeeping and for reporting items for repair or replacement to the lessor's designated representative.

 - b. All occupants will be clearly informed of their responsibilities and potential liabilities when assigned to BLH. Occupants are held accountable for any loss or damage of government property and will be given due process protection per DoD 7200.10-M. The monthly rate of collection for damages or loss will be as shown in DoDFMR, tables 7-7-3 and 7-7-6.

 - c. Liability for Loss or Damage
 - (1) The Government is responsible for loss or damage beyond normal wear and tear caused by the occupant.

 - (2) The occupants may be given the opportunity to replace or repair the property or reimburse the Government for the repair or replacement.

 - (3) The occupants may be prosecuted under the UCMJ for damage to government property. The Unit Commander will ensure that prospective occupants are advised of their rights and responsibilities and liabilities. The Unit Commander will initiate action to collect all claims for reimbursement for damage or loss to leased quarters on a voluntary basis when necessary.

 - (4) Voluntary consent to checkage of pay can be obtained only

after it has been established that the occupants should be held accountable for the loss or damage.

Enclosure (7)

(5) If military personnel do not voluntarily consent to checkage of pay or otherwise make payment for damage or loss, the matter will be referred to the MARFORRES Staff Judge Advocate.

d. Military personnel occupying leased quarters may file claims with the Secretary of the Navy for any loss or damage affecting their personal property located at those quarters provided that loss or damage is not due to the Marine's own negligence. Most commercial homeowner's insurance policies do not cover tenants so Marines should be encouraged to make their own arrangements for personal property insurance coverage (renter's insurance).

e. No unilateral agreements between occupants and the lessor are permitted. The occupants will be counseled that in all matters concerning the leased quarters, they must deal with the Command unless specifically advised otherwise. Problems with landlords or their representatives in this regard will be immediately reported to the Command. Once a government lease has been executed with an effective date, no money transactions will occur between the lessor and the occupant. Both parties will be informed of this prohibition prior to the execution of the lease.

f. The assigned occupants are liable for loss or damage to any government bachelor housing unit, equipment, or furnishing caused by abuse or negligence of the occupant and the occupant's guests. The occupants are responsible to correct any loss or damage caused by abuse or negligence, or reimburse the Government. Occupants will be given the opportunity to voluntarily reimburse the Government. Determination of liability is made per DoD 7200.10-M. In making determinations, the following definitions will be used:

(1) Abuse. Conduct evidenced by unauthorized use, willful neglect or damage to government property.

(2) Negligence. Failure to act as a reasonably prudent person would have acted under similar circumstances.

(3) Gross Negligence. Extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act. Abandonment of quarters by the occupants shall be considered to be gross negligence.

(4) Willful Misconduct. Conduct evidenced by intentional damage, destruction, or loss of government property.

Enclosure (7)

g. The maximum financial liability an occupant may incur is limited to an amount equivalent to 1 month's base pay, collected as provided for in DoDFMR tables 7-7-3 and 7-7-6. This liability limitation does not apply if the Unit Commander determines that the damage or loss was the result of:

(1) Gross negligence or willful misconduct of the occupant.

(2) Gross negligence or willfull misconduct by the occupant's guest. In the absence of evidence to the contrary, occupants are presumed to be aware of risks involved when inviting guests upon the premises.

h. Nothing, in the preceding paragraphs, will restrict or limit the right of the United States to seek full recovery from available insurance owned by the occupants to the actual limit of loss or damage for which the occupants, or their guests, are determined to be liable.

i. The Commandant of the Marine Corps (CMC) has been delegated the authority to compromise or waive claims pursuant to Title 10, U.S.C. 2775, if, based on the unique circumstances of the individual case, it is determined that the compromise or waiver of the claim is in the best interest of the United States.

Enclosure (7)

Condition of Occupancy for Bachelor Leased Housing (Form)

1. Occupancy. _____ is assigned to _____
 (Marine's Name)

 (Name of Housing)

to be occupied as military bachelor housing of the United States on _____
 (Effective Date)

2. Occupant Use. The occupant shall use the premises solely as a single/dual residence, as applicable, for himself/herself. Use of the unit for any other purpose, including the shelter of any additional number of persons, is prohibited without prior written consent from the Unit Commander. Temporary guests are permitted without specific approval for periods up to 7 consecutive days.

3. Pets. Pets are not allowed on the premises. Damage caused by noncompliance will be the occupant's responsibility.

4. Condition of Property. The Unit Commander, the occupant and the lessor will inspect the property and all three parties will agree that the property is in a fit and habitable condition. Any discrepancies noted will be submitted in writing during the initial inspection or within 15 days of occupancy to the lessor via the Command. If no further discrepancies are noted during the first 15 days of occupancy, the Command and lessor will consider the property's condition to be as noted during the original inspection.

5. Plumbing and Appliances. The occupant will keep the premises, including all plumbing fixtures, facilities, and appliances as clean and safe as conditions permit. At the termination of the lease, all appliances and equipment will be in good working order and the premises will be in a clean condition, normal wear and tear excepted.

6. Use and Repair of Facilities. The occupant will use all fixtures, appliances, and facilities on the premises in a reasonable manner. Unless otherwise noted, the lessor shall maintain the property in good repair and habitable condition and shall be responsible for all repairs, not due to the abuse or negligence of the occupant or his/her guest(s), during occupancy. Any damage caused by either the occupant or his/her guests beyond normal wear and tear will be repaired at the occupants' expense.

Enclosure (8)

1

7. Damaging Property. If the occupant willfully or negligently destroys, defaces, damages, or removes any part of the premises (including fixtures, facilities, appliances) or willfully or negligently permits any person to do so, the occupant will be held liable for damages. The occupant may be subject to penalties under the Uniform Code of Military Justice.

8. General Maintenance. The occupant at his/her own expense will:
 - (a) Remove snow and ice promptly and as necessary from vicinity of entrances.

 - (b) Furnish own light bulbs.

 - (c) Furnish own cleaning equipment and supplies.

 - (d) Replace or repair all broken or damaged glass, screens, and locks occurring during occupancy.

9. Notice of Defects or Malfunctions. The occupant will promptly notify the lessor whenever the structure, equipment or any fixture becomes defective, broken, damaged, or malfunctions in any way.

10. Occupant Conduct. The occupant will conduct himself/herself in a manner which does not disturb his/her neighbors. He/she will ensure that his/her guests conduct themselves accordingly. Disturbing conduct includes, but is not restricted to, such activities as loud playing of stereo equipment, televisions, musical instruments, noisy parties, profane language, etc. The occupant will dress in accordance with Marine Corps standards for liberty attire.

11. Health and Safety. The occupant is expected to care for the quarters and keep it in a clean and sanitary manner. The occupant will practice good sanitary housekeeping to control pests, to include use of common household pesticides as needed. The occupant will ensure that electrical circuits are not overloaded. The occupant will at a minimum clean: interior and accessible exterior window surfaces; stoves, refrigerators, sinks, tubs, toilet fixtures, and similar household equipment; carpets, rugs, draperies; porches, stoops, storage areas and other assigned outside areas. To this end the Command will conduct health and comfort inspections on a regular basis.

12. Fire Safety. The occupant is responsible for checking the operation of smoke detectors monthly and replacing batteries as required. The occupant will also check the charge on any fire

extinguisher provided to ensure proper functioning if required.

ENCLOSURE (8)

Enclosure (8)

Report of Physical Condition of Bachelor Leased Housing (Format)

LEASE NUMBER: _____

DATE: _____

OCCUPANCY DATE: _____

1. This report covers the premises located at:

This report represents the true condition of the listed property.

2. Deficiencies noted herein are recorded for protection of the Government when termination of lease covering these premises is necessary. All conditions noted are minor in nature and in no way render the premises unsuitable for assignment as quarters. The lessor agrees to correct these discrepancies within 60 days of occupancy.

_____ Signature of Lessor of Representative	_____ Date
_____ Signature of Government Representative	_____ Date
_____ Signature(s) of Assigned Occupant(s)	_____ Date

Enclosure (9)

Procedures for Preparation of Physical Condition Report

1. Forms for the Condition Report for bachelor housing leases include all features usually found in a dwelling. Any feature present but not listed must be added. If a feature is not present, annotate as not applicable. If the feature is present but there is no deficiency noted, annotate the report to that effect. For those items noted deficient, include a photograph keyed to the report. Retain photos in the local BLH file.
2. The following information will be annotated on the back of photo:
 - a. Photographer's name.
 - b. Photographer's activity.
 - c. Date taken.
 - d. Identifying number (keyed to Condition Report).
3. "Condition Report" forms are designed for kitchen, bathroom, hall, and interior. One report form will be used for each room. Report forms will be keyed to a floor plan.
4. The original and three copies will be prepared. The original will be filed in the local BLH file. One copy will be forwarded to Commander, Marine Forces Reserve (BOS). The lessor will be given one copy. The occupant will be given one copy.

Appendix (A) to
Enclosure (9)

A-1

CONDITION REPORT

EXTERIOR AND GENERAL

ITEM			
CONDITION			
Landscaping:		Description	
Roof:	Age:	Type:	Material:
Chimney:			Type:
Gutters:			Type:
Downspouts:		Type:	Type:
Foundation:		Type:	Description:
Walks:		Type:	
Drives:		Type:	
Porches: Enclosed/Open			Number:
Light Fixtures:		Number:	Type:
Garage or Size:		Attached/Detached	
Carport: Construction:			Type:
Utility Room:		Utilities:	
Exterior Doors:		Number:	Type:
Screen Doors:		Number:	Type:
Electric Service:		Capacity:	
Heating Equipment:		Type:	Capacity:
Hot Water Heater:		Type:	Capacity:

Air Conditioning:

Type:

Capacity:

Miscellaneous:

Enclosure (9)

Appendix (B) to

B-1

Appendix (B) to
Enclosure (9)

B-2

Appendix (B) to
Enclosure (9)

B-3

Appendix (B) to
Enclosure (9)

B-5

Intent to Terminate Bachelor Leased Housing (Format)

SSIC/Date

From: Occupant(s)
To: Commander, Marine Forces Reserve (BOS), 4400 Dauphine
Street, New Orleans, Louisiana 70146-5400
Via: (1) Unit Commander
(2) Lessor/Apartment Manager

Subj: TERMINATION OF BACHELOR LEASED HOUSING CONTRACT # _____
FOR (NAME) AT (ADDRESS)

Ref: (a) ForO 11101.1

1. Per the reference, I provide notice that I intend to vacate bachelor leased quarters on (date). OR Per the reference, I provide notice that my eligibility for bachelor leased housing will change on (date) and that I will need to terminate my lease on that date.

2. I understand that if I fail to provide a thirty (30) day notice of "intent to vacate" to this Headquarters, I will be required to reimburse the Government for my expenses incurred after date of termination.

3. I understand that I am responsible for leaving the unit, equipment, and surrounding grounds in a clean and sanitary condition, free from grease, dirt and trash of every description ready for future occupancy. If I fail to do so, an appropriate charge for such cleaning will be billed to me.

4. I understand that I must attend the final inspection conducted by the lessor and a Command representative to verify the condition of the unit I am vacating.

5. I understand that the final termination date will be provided by MARFORRES (BOS) and that my entitlement to BAQ/VHA will start on the date provided.

6. (Lessor/Apartment Manager has been provided with at least a 30/60 day notice of intent to vacate. The U.S. Government will not be held responsible for rental charges in support of (Name) _____ past (Termination date) _____.

Signature

Signature

(Lessor/Apartment Manager)

(Occupant)

Enclosure (10)

1

