

**APPLICATION FOR ASSIGNMENT TO
RENTAL PARTNERSHIP PROGRAM (RPP)
COAST GUARD HOUSING OFFICE**

SSN		NAME (Last, First, Middle Initial)		E-MAIL ADDRESS	
DAY PHONE		EVENING PHONE		MARITAL STATUS FAMILY <input type="checkbox"/> BACHELOR <input type="checkbox"/>	
RATE	PAYGRADE	EOE (yymmdd)	PRD (yymmdd)	REPORT DATE(yymmdd)	SERVICE
COMMAND					
_____			_____		
_____			_____		
_____			_____		
_____			_____		

FAMILY MEMBERS RESIDING IN UNIT

NAME (Last, First, Middle Initial)	DATE OF BIRTH (yymmdd)	SEX	RELATIONSHIP	REMARKS

RENTERS INSURANCE? (Circle one) YES NO	PETS? (Circle one) YES NO	WEIGHT (Dogs only)	# OF PETS	TYPE Cat Dog
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APPLICANTS SIGNATURE	DATE

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5911 & 5912:
 PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements.
 ROUTINE USE: None
 DISCLOSURE: Voluntary; however, failure to provide the requested information will result in the inability to assist you.

RENTAL PARTNERSHIP PROGRAM (RPP) STATEMENT OF UNDERSTANDING CHECKLIST

- In the event, I experience discrimination by the off-base community, I have been counseled on how to file a complaint.
- To participate in this program, I must be on active duty, eligible to initiate an allotment, and provide proof of at least one year remaining in the area. (Copy of orders, extension, reenlistment, and LES). **THIS APPLICATION IS NOT AN APPLICATION FOR GOVERNMENT FAMILY HOUSING.**
- MAC will deduct a \$2.00 fee from the amount of each allotment for processing funds to the Property Manager. This is included in the total Agreement Price.
- It is my responsibility to visit each community before making a final selection. Policies, rules and/or regulations may vary with each community.
- Once I make a selection, I understand, I must give my Verification of Eligibility to the Landlord. My Verification of Eligibility terminates sixty (60) days from date of issuance. The manager will give me a **LETTER OF INTENT, AFTER COMPLETING A RESIDENT'S REVIEW (REVIEW INCLUDES A CREDIT CHECK)**. I will be required to sign a rental lease agreement. I may also be required to pay a security deposit and a reservation fee to the complex I have selected, and if I decide not to take the apartment for any reason, except not qualifying, the reservation will be forfeited.
- I must return to the Coast Guard Housing Office with a Letter of Intent to obtain my allotment paperwork. Next, I will be required to pay my rent directly to the property manager on the first of the month by certified funds (certified check, cashier check, money order, or direct deposit) until my allotment begins.
- If my allotment does not commence by the rent day of the second full month, including any lease renewal, or starts and then stops, my RPP lease may be terminated and converted to a conventional lease. I will be subject to reimbursement for all reduced rent and/or waived fees.
- A check-in inspection (within 5 calendar days of acceptance of keys) will be completed by me, and that I may request a housing representative to be present (this is not mandatory). A copy of this inspection is given to the property manager. A check-out inspection (within 72 hours prior to vacating) will be completed by me, a housing representative, and the property manager. I will be responsible for any damages found during the checkout inspection. I am required to leave a forwarding personal and/or command address at the time of termination.
- It takes approximately 30 days to stop an allotment. Therefore, I must file a 30-day advance written termination notice to terminate my RPP lease regardless of reason. I will then notify my PERSRU office to cancel, my rental allotment.
- If I fail to **FOLLOW ANY OF THE ABOVE INSTRUCTIONS/CRITERIA AND COAST GUARD INSTRUCTIONS** my eligibility to participate in this program will be revoked, and any reduced rent and/or waived fees will be owed at the time.
- I will not be offered government family housing unless I have completed my first lease term, and provide the housing counselor with a copy of my second term month-to-month RPP lease.
- I authorize my current or prior RPP landlord to release information to the Coast Guard Housing office regarding my tenancy to include but not limited to rent payment, proper lease termination, unit sanitation and appropriate conduct.
- I will report to the Coast Guard Housing Office with a Renewal Notice of Intent (same address) for any RPP lease renewal or with a Letter of Intent for any relocation to a new address. I will not stop my existing allotment when renewing or relocating. I will increase or decrease by existing allotment based on my new rental rate.
- If I choose to terminate my RPP lease before the lease termination date, the Landlord has the legal right to charge liquidated damages (a financial penalty). To determine the cost of this penalty, you will need to contact your Landlord.
- Unpaid debts to a Landlord may result in a letter of indebtedness being issued to your command, and may also result negatively on your credit record.

Date

Signature