



# Heidelberg Housing Contact Information



Family Housing	387-3308/3352/3297/3296/3303
Leased	387-3294
UPH	387-3317/3362/3301
Barracks	370-8536/7262
Service Orders/Appliances	387-3311/3312
Self Help	387-3232/3233
Guesthouse	370-1700

<https://onestop.army.mil>  
[www.bw.eur.army.mil](http://www.bw.eur.army.mil)



# Opening Hours



## Housing Office Bldg # 3980

Mon – Wed	08:00 – 16:00
Thu	10:00 – 16:00
Fri	08:00 – 14:00



# ITT / COT



- Soldiers may be placed on the waiting list at the gaining installation 60 days prior their reporting date
- Family can stay at the losing duty station for a period of 60 days while awaiting assignment of housing at the gaining installation
- Door-to-Door Move
- Moves within linked communities are not authorized (i.e. Heidelberg – Mannheim)



# Soldiers Quarters (Barracks)



- Schedule a Pre-Termination Inspection at least one week prior to your departure
- To schedule a Final Inspection you need a confirmed port call date and the date you will clear the community
- Office is located at the IOP, DSN 370-8536/7262
- Opening hours: Mo – Fr 0730 – 1200 and 1300 – 1630



# Government Owned and Leased Quarters



- Schedule a Pre-Termination Inspection 45 days before approximate flight date
- To schedule a Final Inspection you need a confirmed port call date and the date you will clear the community



# Government Owned and Leased Quarters cont'd



- TLA is authorized for up to 3 days and scheduled according to your port call (See also non-entitlement of TLA)



# Government Owned and Leased Quarters cont'd



- Pre Termination Inspection
- Inspector will:
  - Provide cleaning instructions
  - Identify needed repairs, maintenance
  - Identify and discuss possible damages
  - Confirm government furnishings inventory
  - Answer questions regarding final termination procedures



# Government Owned and Leased Quarters cont'd



- Final Inspection
- Inspector will:
  - Inspect for cleanliness
  - Inspect government furnishings inventory & condition
  - Resolve pending, outstanding liabilities (i.e., damages)
  - Provide the termination order needed to clear finance
- Inspector will sign your clearing papers for Housing and Furnishings





# Power of Attorney



- If approval is granted to utilize a power of attorney, the outgoing sponsor must present this document to the Housing Office
- ***The signature of the party requesting the power of attorney and the second party acknowledging her/his acceptance and understanding must appear on the special***
- ***Power of attorney***



# Private Rental



- Please set up appointment with a counselor to clear off-post quarters
- Check your rental agreement to confirm the required termination notice you must give your landlord (i.e., 30, 45, 60 or 90 days)
- Termination notice must be sent by registered mail or hand-carried to landlord:
  - No email
  - No fax
  - No SMS



# Private Rental cont'd



- A blank termination letter is included in your termination package
- If necessary schedule a move out-inspection
- Set up appointment for pick up of furniture and appliances (not necessary when next tenant is eligible for logistical support and assumes hand receipt responsibility)



# Private Rental cont'd



- Final bill for electricity can take up to two days after the meter reading
- Final garbage bill can take up to three weeks.
- At your final clearing appointment all required fields in your termination package have to be signed by either the utility company or the landlord
- **You will not be cleared if your paperwork is not completed**



# Private Rental cont'd



- Military personnel are authorized up to 10 days outgoing TLA (See also non-entitlements for TLA)
- Single Soldiers E6 & below are not authorized TLA
  - Must move into Barracks
  - Contact your unit or Housing for a room



# Non-entitlements for TLA



- European-out
- Vacating quarters prematurely for personal convenience
- Requesting early pick-up of household goods / hold baggage
- Delaying port call or airline reservations for personal reasons
- Early return of family members
- No Linens, TV, Microwave, etc.