



RPP Service Member Sample Documents

- **Service Member Frequently Asked Questions**
 - **Service Member Application**
 - **Service Member Housing Release Form**
- **Addendum to Service Member Application**
 - **Renewal Addendum**



Contact Your Local Housing Service Center
www.cnic.navy.mil/housingquickreference



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Service Member Frequently Asked Questions

Does RPP help me save money?

The RPP offers real cost savings to Service members living in the community. The RPP homes that are available have already been screened and inspected by the local Navy Housing Service Center (HSC).

The program guarantees the Service member reduced rates and reduced or no security deposit and administrative fees.

Also, RPP requires rent be paid by allotment, making it one less bill you have to think about every month.

What is RPP Housing?

The RPP is designed to provide military personnel, enlisted and officers, with affordable off-base housing. This program is governed by an agreement between Landlords and the local Installation Commanding Officer (CO) or Housing Installation Program Manager (HIPM).

This program exists to ease the transition for our Service members relocating under orders and to help defray some of the costs incurred with moving. Service members receive reduced rental costs, pay reduced or no security deposit and application fees. If state or local laws allow the use of surety bonds, they can be used to satisfy this requirement. Credit checks are minimal as applicants are approved based on End of Active Obligated Service (EAOS), Projected Rotation Date (PRD) and drawing Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA). Applicants must have permanent orders to the area.

This program permits Landlords to voluntarily obligate apartments, houses or townhouses for rent to military personnel. Housing units which are offered to the RPP are evaluated and qualified to meet the Navy's minimum standards.



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Will I have to pay additional fees or a security deposit on RPP Housing?

There are no administrative fees associated with RPP Housing. However, the Landlord may charge a reservation fee of up to \$250 to hold a housing unit. The reservation fee will be applied towards the first month's rent. If for some reason the Service member does not qualify, the fee will be returned. If Service member qualifies but decides not to take the rental the reservation fee will be forfeited.

Can a Landlord change the rent based on a Service member's rank?

No, there is an established RPP rate that is not based on rank.

I have poor credit; can I still use RPP?

Yes, you can still participate in the RPP. No one can be denied because of credit history.

I have a pet; will I be required to pay additional pet deposits or other associated fees?

RPP does not dictate Landlord pet policy. Individual Landlords may require additional pet fees.

Am I eligible for housing in the RPP?

All active-duty Service members are eligible, either accompanied or unaccompanied, with a minimum of 180 days remaining prior to EAOS and PRD.

How do I get approved for RPP?

The Service member must provide orders and Leave and Earnings Statement (LES) to the HSC. The Service member must have a minimum of 180 days remaining prior to EAOS and PRD. The Service member must complete a counseling session in person or over the phone with the HSC. When counseling has been completed, the Service member will receive a letter of eligibility, which is presented to the Landlord, authorizing participation in the RPP.

I am currently in a lease; when can I get into RPP?

It is up to the individual management companies to release a member from their current lease to participate in this program. The Service member can participate in the RPP at the end of the original lease term by signing a new lease. If the Service member decides to participate in the RPP, the Landlord must refund the difference in security deposit within 30 days. Rent would be the negotiated RPP rate.

Can I enter into an RPP lease with roommates?

Service members may enter into an RPP lease with roommates. All Service member roommates must complete the RPP Addendum. Additionally, each Service member must complete all RPP Requirements and be aware of their rights and responsibilities under the Service Members Civil Relief Act (SCRA).

Are RPP properties inspected?

All RPP properties have been inspected for adherence to program requirements by the HSC. Additionally, the Service member and Landlord are responsible for doing a move-in and move-out inspection. Contact your HSC for information and inspection forms: www.cnic.navy.mil/housingquickreference.

How do I pay rent?

The Service member must initiate rent payment by allotment via the personal support division or through a HSC approved allotment company.

What happens after my lease expires?

After the initial term of the lease has expired, the Service member may continue under the Rental Partnership Program on a month-to-month basis or may sign a new lease.

What happens if I receive orders during my lease?

If the Service member receives orders in excess of 90 days and is transferred from his current permanent duty station (per the SCRA guidelines), the Service member may terminate the lease before the end of the lease period under the military clause. The Service member must present a copy of their orders to the Landlord along with a 30 day written notice.

What happens if I break my lease outside of the SCRA?

A Service member is bound by the lease and provisions for all other types of termination apply.

What if I have a problem with the Landlord or property?

The Service member may contact the HSC directly if they are having difficulty resolving a problem with the RPP lease, RPP property or other Landlord/tenant dispute. The HSC will perform Issue Resolution Services as an independent third party.

Additionally, the HSC will monitor the number of valid complaints related to a Landlord. In the event a Landlord receives three valid complaints that are not corrected in a timely manner the Landlord will be removed from RPP.

Definition of Common Terms

Administrative Fees/Application Fees: Additional fees that are collected by a Landlord, but do not go towards rent. These fees are not allowed as part of the RPP.

Background Check: May include a criminal background check, work history and rental history, but may not include a credit check.

Credit Check: A search of person's credit history, usually a credit score.

Reservation Fee: A deposit of up to \$250 collected by the Landlord to hold housing for an applicant. This fee must be put towards the first month's rent. This fee will be returned in full if the Service member does not qualify for the housing. The fee will be forfeited if the Service member qualifies for the housing, but does not accept.

Surety Bond: Purchased for a small fee from a third party, it guarantees the landlord payment of any damages at the end of the lease. Surety bonds are usually a small fraction of a security deposit alleviating the burden of coming up with a full security deposit (often 1-2 months rent) prior to move-in. The fee from a surety bond is not returned at the end of a lease.



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FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE		
NAVY HOUSING RPP SERVICE MEMBER APPLICATION		
Name (Last, First, Middle Initial)		Branch of Service
DOD ID#		
Marital Status Family <input type="checkbox"/> Bachelor <input type="checkbox"/> Single w/Dep <input type="checkbox"/>	Pay Grade	Rate/Rank
UIC	Command Name	Report Date (mm/dd/yy)
PRD (mm/dd/yy)	EAOS/ETS (mm/dd/yy)	
Work Phone	Home Phone	Cell Phone
Home Email Address		Emergency Phone
Work Email Address		
Have you ever lived or are you currently residing under the RPP/PPV? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, provide lease expiration or move-out date: _____		
Complex name and your address:		
APPLICANT'S 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.

COUNSELOR USE ONLY	
Does member record exist in eMH? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	
Application Taken by:	Date
Pending application checked by:	Date



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Service Member Housing Release Form

I, _____, (Service member) give permission for my
current/previous Landlord _____, to share information
regarding my previous rental history.

Please forward this completed form to: _____

Service Member Name: _____

X

Service Member Signature Date

Address of Previous Tenancy: _____

Landlord: _____

Address: _____

Service Member Move-In: _____ Service Member Move-Out: _____

Rent Amount: \$ _____ Amount of Any Outstanding Charges: \$ _____

Would You Rent to _____ (Service member) Again? YES NO

Reason for Termination: _____

Additional Comments: (Regarding rent payment, proper lease termination, unit sanitation issues and
appropriate conduct, etc.)

X

Landlord Signature Print Landlord Name Date



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Addendum to Service Member Application

1. By affixing their signatures below, the Service members have agreed to lease a Rental Partnership Program housing unit as roommates and have agreed to split the costs associated with securing this property.
2. It is understood that the Service member completing the application is the primary applicant and roommates are listed in the "members residing in unit" section of the application; however, each Service member must sign the lease and is equally responsible for the lease.
3. It is understood that one person receiving orders does not cancel the lease unless the rental amount exceeds the combined Basic Allowance of Housing (BAH) and Overseas Housing Allowance (OHA) of the remaining roommates.
4. It is understood that, as roommates, each Service member is equally responsible for executing the terms of the Navy Housing Rental Partnership Program Service Member Application.

X

Service Member Signature Date

X

Service Member Signature Date

X

Service Member Signature Date

X

Service Member Signature Date

Failure to have roommate(s) complete paperwork will make me ineligible for the Rental Partnership Program. _____ (Initial)



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FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE NAVY HOUSING RPP RENEWAL ADDENDUM		
Name (Last, First, Middle Initial)		Branch of Service
DOD ID#		
Marital Status Family <input type="checkbox"/> Bachelor <input type="checkbox"/> Single w/Dep <input type="checkbox"/>	Pay Grade	Rate/Rank
UIC	Command Name	Report Date (mm/dd/yy)
PRD (mm/dd/yy)	EAOS/ETS (mm/dd/yy)	
Work Phone	Home Phone	Cell Phone
Home Email Address		Emergency Phone
Work Email Address		
Current RPP Lease Expiration Date: _____		
RPP Renewal Dates: _____		
Complex name and your address:		
APPLICANT'S 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.

COUNSELOR USE ONLY	
Does member record exist in eMH? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is Renewal Notice of Intent Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	
Application Taken by:	Date
Pending application checked by:	Date



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