



U.S. ARMY



USAG Stuttgart Housing Central Processing Housing In-Brief

As of 1 Aug 2023



Hours of Operation

Mon, Tue, Wed and Fri:

0800-1130 (last sign-in at 1115)

1200-1600 (last sign in at 1545)

Thurs from 0800-1130 hrs. *only*

- *Closed Thurs. afternoons for administrative purposes*
 - *Closed on German and U.S. Federal holidays*
 - *Priority Given to Scheduled Appointments*

When scheduling, customers must select virtual or in-person appointment

*Virtual support can be provided for most services to include TLA issuance
BUT is delayed during PCS Season*

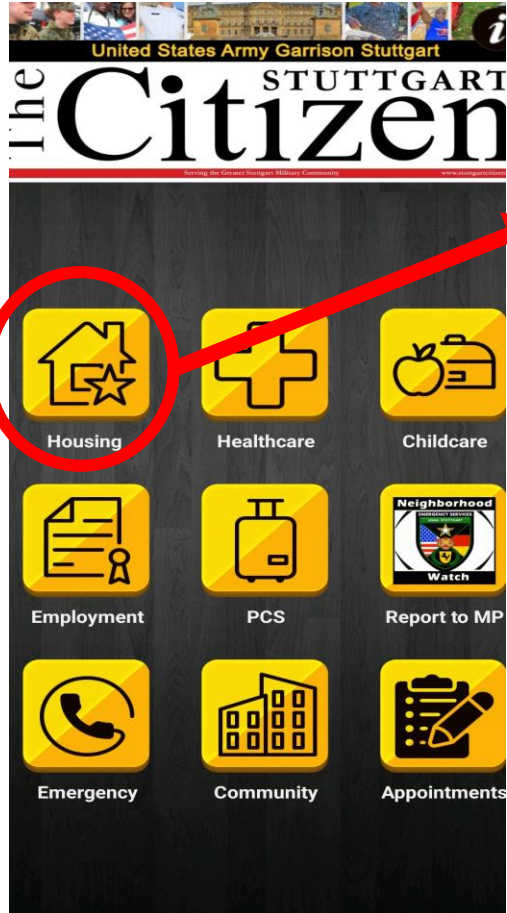
Walk ins not possible for contract reviews



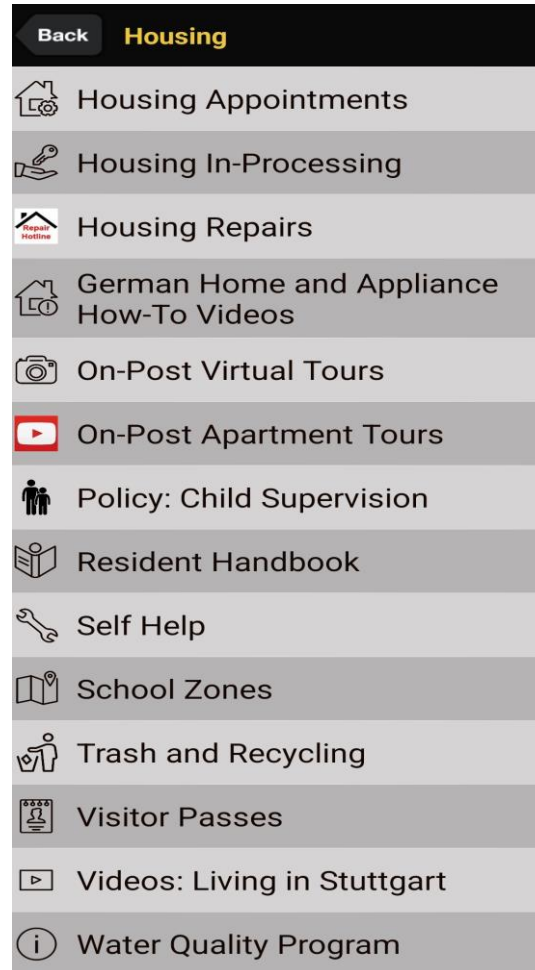


How to Schedule Appointments

Online: [USAG Stuttgart Appointments - StuttgartCitizen.com](https://www.StuttgartCitizen.com)



or



USAG Stuttgart Citizen App:
Available in iPhone App store
or GooglePlay





Unaccompanied Personnel (UH)



IAW the Army Barracks Management Program (ABMP), All UH **E-6** and below must report directly to Barracks Managers (BMs) for availability of Barracks upon arrival. TLA is not authorized without prior approval by housing office. BM Contact list is available in the housing office.

All UH **E-7 and above and Officers** must report or contact the UH Office @ Bldg. 2913 Rm 204/205 within two business days of arrival and/or before making off post living arrangements to determine BOQ/BEQ eligibility and projection. Failure to do so may result in paying lodging and rent out of pocket. The BOQ/BEQ waiting list is posted on the bulletin board outside the Housing office.

Applies to All Services





Exceptional Family Member Program (EFMP)

If you are enrolled in the EFMP please provide documented and approved details to housing.

If you have questions or need assistance, please contact the EFMP Systems Navigator at:

DSN 314-596-3740 / 3820

or

Commercial +49 9641 70 596 3740 / 3820





Department of Defense Civilians

See your civilian personnel advisory center for your eligibility entitlements and questions regarding:

- Temporary Quarters & Subsistence Allowance (TQSA)
- Living Quarters Allowance (LQA)
- Realtor Fee
- Painting Fee
- Advance Pay for Housing
 - <https://hr.chra.army.mil/home> (site to request entitlements and reimbursements)
 - Other sites may be used for other DoD Civilians





Contractor Personnel

Services Available:

- CPF in-brief, when space permits
- USAG Stuttgart Rental Contract
- Non-Referral List





Mandatory Assignment Policy for Family Housing

HQ USAREUR / IMCOM Europe Mandatory Assignment Policy

Mandatory Assignment to on post Family Housing for all accompanied Military personnel (all ranks, all Services)





Verification of Financial Entitlements

All Service Members must verify eligibility of financial entitlements with their finance office. Housing cannot verify Overseas Housing Allowance (OHA) or any other financial entitlements to include, Temporary Lodging Allowance (TLA), or amounts to be received.

This is critical as failure to comply may result in out-of-pocket expenses.





Housing In-Processing

- MIL and DoD CIV--provide a completed DD 1746 & full set of orders
 - MIL– also provide any leave forms
 - Ahead of arrival, upon receipt of orders

- Information will be used to update and create your housing record

- After receipt of above and this housing brief, DoD Civilians may begin their off post house hunting search and utilize our off-post housing contracted services
 - A “routing sheet”, will be provided to you to obtain services through the Housing Off Post Referral Services Office in addition to other house hunting information.

- MIL--private rental search may only commence if/when a CNA is issued by housing following individual in-processing appointment
 - Scheduled via the USAG Stuttgart App
 - Select in person or virtual and provide good contact #s





Housing In-Processing

DD 1746

APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form, read Privacy Act Statement and instructions on reverse)</small>				1. TYPE SERVICE DESIRED <i>(X one or both)</i>	
				a. MILITARY HOUSING	b. HOUSING REFERRAL
SECTION I - APPLICANT INFORMATION					
2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i>		3. PAY GRADE	4. SSN	5. DOD COMPONENT	
6. ADDRESS <i>(Street, City, State, Zip Code)</i>		7. TELEPHONE NUMBER	8. STATUS OF APPLICANT <i>(X one)</i>		
		a. HOME <i>(Area Code)</i>	b. DUTY <i>(DSN)</i>	a. MILITARY MEMBER	c. CIVILIAN
				b. MILITARY SPOUSE	d. FOREIGN NATIONAL
		9. MARITAL STATUS	10. I AM SEPARATED FROM MY DEPENDENTS <i>(X one)</i>		
			a. VOLUNTARILY	b. INVOLUNTARILY	
11. I REQUEST HOUSING FOR <i>(X one)</i>		SECTION II - MILITARY CAREER INFORMATION <i>(Civilians skip to Item 15.)</i>			
a. SELF ONLY	b. SELF AND DEPENDENTS	14. DATES <i>(Enter in YYYYMMDD order)</i>		MILITARY APPLICANT	MILITARY SPOUSE
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM		a. EFFECTIVE RANK/RATE DATE			
		b. ACTIVE DUTY SERVICE COMPUTATION			
		c. TIME REMAINING ON ACTIVE DUTY			
13. INSTALLATION/ORGANIZATION TRANSFERRED TO		d. EFFECTIVE CHANGE IN DUTY STATION			
		e. REPORT DATE			
		f. ESTIMATED FAMILY ARRIVAL DATE			
SECTION III - DEPENDENT DATA					
15. DEPENDENTS RESIDING WITH ME <i>(If more space is needed, continue on plain paper.)</i>					
a. NAME <i>(Last, First, Middle Initial)</i>	b. DATE OF BIRTH <i>(YYYYMMDD)</i>	c. SEX	d. RELATIONSHIP	e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>	
SECTION IV - HOUSING DATA					
16. COMMUNITY HOUSING DESIRED <i>(X as applicable)</i>					
a. PURCHASE HOUSE	d. RENT HOUSE	g. RENT MOBILE HOME SPACE	j. ROOM AND BOARD		
b. PURCHASE CONDOMINIUM	e. RENT APARTMENT	h. SHARE	k. SUBLET		
c. PURCHASE MOBILE HOME	f. RENT MOBILE HOME	i. RENT ROOM	l. TRANSFER		
17. AMENITIES DESIRED <i>(X as applicable. Write number in d. and e.)</i>		18. DATE HOUSING NEEDED <i>(YYYYMMDD)</i>	19. PRICE RANGE <i>(Community Housing)</i>		
a. FURNISHED	f. NO. BATHS				
b. UNFURNISHED	f. PETS <i>(Allowed)</i>				
c. AIR CONDITIONING	g. OTHER <i>(Explain)</i>	20. LOCATION PREFERENCE <i>(Community Housing)</i>			
d. NO. BEDROOMS					
21. REMARKS					
Date arrives in Germany on Orders: _____			Date anticipating Signing-Out current unit: _____		
Family arrives with you: Y / N			My family's names are listed on my orders: Y / N		
EFMP family members with Special Housing Requirements: Y / N					
COPY OF YOUR ORDERS REQUIRED WITH ALL APPLICATIONS- PLEASE FORWARD A COPY WITH YOUR APPLICATION					
22. SIGNATURE OF APPLICANT				23. DATE SUBMITTED <i>(YYYYMMDD)</i>	
SECTION V - DISPOSITION <i>(To be completed by the Housing Office.)</i>					
24. MILITARY HOUSING					
a. APPLICATION RECEIVED <i>(YYYYMMDD and time)</i>	b. APPLICATION EFFECTIVE <i>(YYYYMMDD)</i>	c. DD FORM 1747 PROVIDED <i>(YYYYMMDD)</i>	d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i>		
e. APPLICANT PLACED ON WAITING LIST	f. EFFECTIVE PLACEMENT <i>(YYYYMMDD)</i>	g. BEDROOMS REQUIRED	h. DATE UNIT ASSIGNED <i>(YYYYMMDD)</i>		
SECTION VI - HOUSING REFERRAL CERTIFICATE					
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
25. SIGNATURE OF APPLICANT				26. DATE SIGNED <i>(YYYYMMDD)</i>	

DD Form 1746, SEP 93

Previous editions may be used.

Adobe Professional 7.0

- Complete Blocks 2 – 15
 - Include Complete SS#
- Provide both .com and .mil emails in block 21
- Use block 6 for Hotel name & Room, Provide Mobile # US, German number or both.
- Block 13 unit/organization assigned (UIC)
- Provide DOB info & DoD ID # in remarks (21)
- Provide updated contact information when available





Temporary Housing Allowance (TLA)

Applicable to all of Military Personnel

Per AE 37-4, Service Members must in-process with a housing counselor within 2 business days of arrival to USAG Stuttgart. Failure to do so WILL result in TLA ineligibility.

- Service Members required to live in on-post quarters must check-in weekly regarding waitlist status
 - Updated waitlists are posted in housing lobby every Tuesday

- Service Members authorized, by issuance of Certificate of Non-Availability (CNA), to seek off-post quarters must prove an AGGRESIVE housing search in order to continue authorization of TLA
 - Definition: viewing 3 homes within the first 15 calendar days of arrival or issuance of CNA, and 6 houses each 15 calendar day period thereafter
 - Proved by use of “Routing Sheet”





Applicable to all of Military Personnel

If after 30 calendar days you have not signed a tentative/valid rental contract you must obtain a temporary, short term lease

- Every effort will be made for soonest possible move in date
- TLA will be denied if homes, meeting family requirements, with prior move in dates are available, yet Service Member elects to wait for a later available home purely for personal preference and/or convenience
- Contract reviews must be scheduled immediately upon landlord signed contract (short or long term)
 - contact housing if appointment not available, via the app, within 3 business days
- Incoming TLA is reimbursed in 15 day increments
- SMs must pay hotel directly (all Services); no direct hotel billing
- AirBnBs are NOT authorized





On-post Family Housing

Eligibility Date (Waitlist)

Your eligibility date is determined by the date that you leave your last permanent duty station. Families may be placed on a waiting list prior to departing their losing installation, by submitting a DD 1746 (Housing Application) a copy of your PCS orders, and leave documentation [when applicable].

Q: Can I lose my original eligibility date? A: Yes

In-processing with housing must be completed within 30 calendar days of arrival or receipt of command sponsorship to maintain original eligibility date. Beyond 30 calendar days, or in event of tour changes, the effective date on the waiting list will be date of in-processing to housing office or tour change.





Housing Referral Services

Contracted Service Provided by Mission Essential

Official Off Post housing house hunting website: <https://www.homes.mil> (official website)

- Available Services for Eligible Military and DoD Civilians using the USAG Stuttgart Rental Contract and not on Non-Referral List
 - Move-In and Move-Out Inspections
 - Pre-termination inspections available upon request and when available
 - Landlord / Tenant Dispute Resolution
 - Issuance of “Routing Sheet”
 - Used for verification of aggressive house hunting for Military Personnel & Authorization for CIV and MIL to use Housing referral services for off post house hunting
- For homes.mil properties:
 - Provide landlord and property details for up to 6 properties at a time
 - Arranges appointments with landlords and tenants
 - Include kitchens and light fixtures
 - Vetted and not on the “Non-Referral” list
 - Accompany up to 3 properties
 - Transportation services available for inspections and the three accompanied property views

***Note: This office does not provide legal advice, utility reconciliation, or contract reviews.
For legal assistance, see the USAG Stuttgart Legal Office.***





Housing Hunting & Landlord Tips

- Cross reference non-referral (available by request) list for properties found on external websites (i.e. bookoo, immobilienscout 24, newspapers listing)
 - Available via the housing office
 - Waiver is required when renting from non-referral list; meditation service will not be provided
 - Future issues require legal assistance
- Take blank USAG Stuttgart Rental Contract to viewing appointments
- First impressions matter
- Common landlord practices differ from US practices
- DO NOT offer the landlord higher rent
- Ensure amenities provided by the landlord (kitchen, light fixtures)
- Verify type of heating system
- Verify internet strength of potential rental





Non-reimbursable Expenses

- Sample of recurring expenses not authorized by JTR:
 - Cable television/AFN converters
 - Tuition, books
 - Telephone
 - Internet
 - Repairs to personally owned electrical equipment
 - Maid or gardener services (yard or lawn maintenance)
 - Most Taxes
 - Pet expenses (kennel, etc)
 - Painting
 - Pool maintenance/upkeep
 - For additional info: <https://www.travel.dod.mil>





Housing Rental Contract

- Highly Recommended!
 - 30-day Military clause
 - Maintenance protection clause
 - In dual languages
 - Provided by Housing
 - ✓ Available via hard copy or electronically
 - Housing office does not conduct contract reviews for contracts other than the approved USAG Stuttgart Rental Contract
 - ✓ *Must seek assistance from legal office*
- Landlord fills out and signs his part of the rental contract
 - Customer must schedule a contract review appointment
- **Do not sign** the rental contract until reviewed and directed by Housing
- Verbal agreements are considered binding
- Rental contract becomes a legal, binding document once signed by both parties





Your Responsibilities

- Report issues to landlord as soon as possible
 - You may be held liable for delay or failure to report
- Retain receipts for reconciliation purposes (*Civilians only*)
- Report changes (orders, family size, etc) to housing within 30 calendar days
- Follow terms of contract
- Inform landlord/property manager or housing of absences longer than 7 days and permit access to conduct life, health, safety inspections
- Do NOT fail to pay rent or utilities
 - Reportable offenses may result in pay garnishment and other disciplinary action (MIL and CIV)
 - Violation of the tenant-landlord contract
 - Chain of Command will be informed





Furnishings Support

Temporary & Permanent Issue Items Available

- Military must be eligible for OHA / Government Quarters
- Civilians must be eligible for LQA
 - Local Full Time Hires may also receive furnishings support
- List of available items provided by the housing office
- Loaner Furnishings
 - 90 days for incoming
 - 60 days for outgoing
- Delivery can be scheduled in person or email utilizing the furnishings request form
 - **3 full business days** are needed for in person or phone requests;
5 business days for email requests



Mold/ Mildew



- Review ***USAG Stuttgart Mold Prevention Flyer***
- Prevention is key
- Swift cleaning and proper ventilation are critical in Europe
- Report recurring issues or areas of concern greater than 10 square feet to landlord promptly
 - On post—contact housing office
- Less than 10 square feet can be remediated by residents
 - Seek help if needed
 - May be liable for failure to act

- ***Applies to on post quarters and off post private rentals***
- [Mold Prevention - YouTube](#)





Contact Information

Housing Services Office (HSO) / On & Off-Post:

Email: usarmy.stuttgart.id-europe.mbx.dpw-hso@army.mil

Telephone Numbers: (DSN) 314-596-2230/2346/2043/2285/2420/2287/3005

Unaccompanied Housing (UH):

Email: usarmy.stuttgart.id-europe.mbx.dpw-hsg-uph@army.mil

Telephone Numbers: (DSN) 314-596-2870/2871

Contractor: Off-Post Referral Services:

Email: usarmy.stuttgart.id-europe.mbx.dpw-hsg-off-post@army.mil

Telephone Numbers: (DSN) 314-596-2318/3784/3485/3782/2521

When calling from civilian line please dial 09641-70-596- and then the last four



Questions or Comments

