



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER  
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NTCGLAKESINST 11101.9

N5A

26 Sep 00

NTC GREAT LAKES (COMPLEX) INSTRUCTION 11101.9

From: Commander, Naval Training Center, Great Lakes

Subj: POLICIES AND GUIDELINES FOR GREAT LAKES NAVAL TRAINING  
CENTER RENTAL PARTNERSHIP PROGRAM (RPP)

Encl: (1) Eligibility Criteria  
(2) Application  
(3) Occupancy  
(4) Termination  
(5) Renewal

1. Purpose. This instruction implements Commander, Naval Training Center (NTC), Great Lakes, Rental Partnership Program (RPP) policies, application requirements, occupancy, and termination procedures for activities served by the Great Lakes Navy Family Housing Department.

2. Scope. This instruction applies to the administration of NTC Great Lakes RPP, as stated in enclosures (1) through (5).

3. Policy. To progressively pursue opportunities to integrate Navy and private housing ventures to satisfy NTC Great Lakes housing requirements through the RPP.

4. Action

a. NTC Great Lakes will review the effectiveness of the RPP in accomplishing the primary objective of providing affordable housing referrals, equitable and responsive service to Navy, Marine, Army, Coast Guard, and Air Force active duty personnel and their families.

b. Tenant activities will:

(1) Ensure the necessary documentation required by military members for the RPP is completed, to include, but not limited to: verification of tour length; obligated service date; and command authorization for all E-5 and below military members, with or without family members, to reside off-base.

This information will be provided on command letterhead for the participating military member.

(2) Have command representative attend requested housekeeping inspections directly related to the RPP unit. The military member is responsible to uphold the RPP lease agreement.

c. NTC Great Lakes Family Housing Department will:

(1) Provide Housing Referral Specialists to perform an initial acceptability inspection of the potential owner/complex manager property. Should the potential owner/complex manager fail the initial inspection, the property will be re-inspected upon notice of discrepancies having been corrected. Should the second inspection fail, the potential owner/complex manager property will not be re-inspected for a period of 6 months. If the potential owner/complex manager fails the follow-up inspection, their request to participate in the RPP will be denied.

(2) Provide RPP referrals to eligible applicants.

(3) Provide landlord/tenant mediation and counseling services to RPP participants and their command representatives.

(4) Provide assistance in the completion of forms.

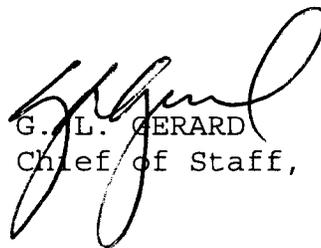
(5) Provide Housing Referral Specialists for the check in/out inspection, if requested by the service member.

(6) Monitor the number of valid complaints related to property owner/complex manager. In the event a property owner/complex manager receives three valid complaints relative to any subject matter, that are not corrected in a timely manner (normally within 7 days), the property owner/complex manager will be notified, in writing, of their immediate termination from the RPP.

(7) Establish authorized rental rates based on Basic Allowance for Housing (BAH), with or without authorized family members.

(8) Ensure RPP participants do not terminate their lease to receive an offer of military family housing, unless there are unforeseen circumstances (must be coordinated with the RPP representative).

(9) Prior to an offer of government family housing, ensure that members who participate in the RPP provide the Family Housing Department with a statement from the property owner/complex manager identifying the last occupied unit and stating the member has cleared the housing unit and owes no outstanding balance.



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ELIGIBILITY CRITERIA

1. General Eligibility

a. All Navy, Marine, Army, Coast Guard, and Air Force military personnel stationed in the Great Lakes area for 6 consecutive months, 4 months for students, beyond the Rental Partnership Program (RPP) lease commencement date are eligible for the RPP. Eligible military personnel are required to have a Projected Rotation Date (PRD - tour length), and End Active Obligated Service (EAOS) for 6 full months, 4 months for students, beyond the commencement date of the RPP lease.

b. Navy, Marine, Army, Coast Guard, and Air Force active duty applicants must have sufficient net pay to cover their rent, in full, when due.

c. Single Navy active duty personnel who entered the military, with authorized family members, on their first enlistment, must have a statement, on command letterhead, signed by an E-7 or above, authorizing the service member to live off-base with their family members.

d. Rent must be paid by allotment, through approved allotment management organization, to the RPP participating property owner/complex manager. Certified funds are mandatory until the allotment becomes automatic. The allotment must commence the second full month of the RPP lease or the member may be terminated from the RPP.

e. If a military member is evicted from government housing, in the Great Lakes area, the member will not be eligible for the RPP.

f. The property owner/complex manager may not decline a member for bad credit or non-payment; however, they can decline a member for poor rental history, such as breach of lease or destruction of property.

APPLICATION

1. Application Procedure

a. Only active duty military personnel may apply for the Rental Partnership Program (RPP). A spouse with a Power of Attorney is ineligible to apply for the RPP.

b. RPP paperwork cannot be faxed or mailed.

c. The authorized rental rate for the military member applying for RPP will be based on Basic Allowance for Housing (BAH), with or without authorized family members.

d. Dual military couples (no other family members): Should the applicant desire to exceed the authorized BAH rate, approval will be contingent upon a spouse meeting the same qualifications as the applicant, and the spouse's net pay must support the desired increase above the applicant's authorized BAH. The rent can only come out of one of the military members' pay.

e. Roommates are authorized under the RPP, contingent upon the applicant not exceeding the financial limit of the BAH rate for their rank. **Note:** Number of roommates will have to be coordinated with owner/complex manager.

f. Military applicants will complete an Application for Assignment to Great Lakes RPP, Statement of Understanding, and a Verification of Eligibility statement. The following paperwork is also required:

(1) Copy of valid Permanent Change of Station (PCS) orders to the Great Lakes area; PRD and EAOS must be valid, not expired.

(2) Limited Duty (LIMDU) Orders: Military applicants presenting LIMDU orders will be required to provide a statement from their physician, on physician's letterhead, identifying how long the physician expects the member to remain stationed in the Great Lakes area.

(3) If the current Leave and Earnings Statement (LES) does not reflect a BAH rate, with authorized family members, the Family Housing Department will accept a Record of Emergency Data (Page 2), NAVMC 10922, or a copy of the marriage certificate.

(4) Provide Uniformed Services Identification Card (ID).

(5) If the PRD on the PCS orders has expired, an extension to the PRD is required. If the military member's detailer authorizes the extension, the Family Housing Department will accept the following: 1) message traffic from detailer; 2) statement on command letterhead, signed by an E-7 or above, identifying the new PRD and documenting telephone conversation with detailer (detailer must be identified by name and rate authorizing extension to PRD); 3) copy of Enlisted Distribution and Verification Record (EDVR); or 4) a documented telephone conversation between a Family Housing Referral Specialist and a command representative, E-7 or above, confirming specified PRD.

(6) If the EAOS on the PCS orders has expired, an extension to the EAOS is required. If the Bureau of Naval Personnel authorizes first term extension/reenlistment, the Family Housing Department will accept the following: 1) copy of agreement to extend/reenlist; 2) message traffic from Bureau of Naval Personnel identifying the new EAOS; or 3) copy of EDVR. If the member's command authorizes second term extension/reenlistment, the Family Housing Department will accept a request chit or statement on command letterhead, signed by an E-7 or above, stating the member is eligible for and will extend/reenlist and identify the new EAOS.

(7) Single military personnel E-1 through E-5, without authorized family members, must provide a request chit, signed by an E-7 or above, authorizing the military member to obtain residence in the community.

(8) If a service member (Marine/Army/Air Force) has been at a Great Lakes command 31 days or more, a letter identifying the tour length of the service member at that command must be provided, on command letterhead, signed by an E-7 or above.

2. When member has received the Verification of Eligibility, the member will deliver it to the participating RPP complex of their choice who will, in turn, issue a Letter of Intent.

3. Upon the property owner/complex manager issuance of the Letter of Intent, the property owner/complex manager may charge a \$100 reservation fee to "hold" the RPP unit. The fee will be applied toward the pro-rated rent. If the military member

decides not to move into the unit, the reservation fee will be forfeited to the property owner/complex manager.

4. When the military member receives the Letter of Intent, it must be returned to the Family Housing Department to have the allotment paperwork prepared. Only the Family Housing Department may initiate the allotment paperwork.

5. The allotment paperwork will be provided to the Disbursing Office for processing upon receipt by the military member. The member will not leave the Disbursing Office without getting the "Payee's Copy" back. Member must ensure the "Payee's Copy" has the appropriate military pay authority's signature. The property owner/complex manager will not issue keys to the RPP unit without receipt of a copy of the "Payee's Copy," as verification that the allotment has been processed.

Enclosure (2)

OCCUPANCY

1. Military member will complete the check-in inspection, within 5 days of acceptance of the keys. It is not mandatory to have a housing representative present at the check-in inspection, however, the military member may request a housing representative to be present.

2. If a member's allotment has not commenced by the rent due date of the second full month, the RPP lease may be terminated and/or converted to a conventional lease. The member will be subject to reimbursement for all reduced rent and/or waived fees.

TERMINATION

1. Participating military members must provide a 30-day written notice prior to termination of their RPP lease before the end of their lease term.
2. Should a member terminate their lease for any reason other than the military clause, prior to the termination date stated on their lease, the member will no longer be eligible for the RPP.
3. Should a member terminate their lease at any time owing money for any reason, and the outstanding balance is not paid in full at the time of departure from the leased unit, the member will no longer be eligible for the RPP.
4. Member is required to schedule and complete a joint checkout inspection with the property owner/complex manager and a housing representative (when available) within 72 hours prior to the termination date.
5. If a military member is released/separated from active duty owing charges on their RPP unit, the property owner/complex manager will need to pursue collection via the civil court process.
6. If a military member is evicted from the RPP, terminates their lease for any reason other than the military clause, or terminates their RPP lease owing an outstanding balance for any reason, the military member will not be authorized to apply for the RPP until the member has received Permanent Change of Station (PCS) orders out of the Great Lakes area and has returned to the Great Lakes area under new PCS orders.

RENEWAL

1. Military members desiring to renew their RPP lease must report to the Family Housing Department with a "Renewal Letter of Intent," which is provided by the member's property owner/complex manager.

2. When a member receives a "Renewal Letter of Intent," it is the member's responsibility to take the letter to the Family Housing Department, so a new allotment form can be completed. Member will then take the new allotment form to their Disbursing Office for processing and provide a copy of the "Payee's Copy," reflecting the appropriate military pay authority's signature, to their property owner/complex manager as verification of allotment increase/decrease.