

Housing Referral Counseling and Housing Options

Housing that require a Navy application

- Public/Private Venture housing (PPV)
- Military Family Housing (NBK-Jackson Park only)
- Rental Partnership Program housing (where available)

Housing – no Navy application required

- Community Rentals
- Bachelor Housing (eligibility required)

Leases, Landlord/Tenant law in the State of Washington and more: See subjects below

- **Lease terms and conditions:** Rental agreements/leases establish the condition for use and occupancy of a dwelling unit. Month-to-month agreements may be in writing or it may simply be a spoken agreement. However, if you pay any kind of deposit or non-refundable fee, your landlord is required to give you a written agreement. A lease must be in writing. For more information on the differences and other questions, please use this link <http://www.lawhelp.org/documents/1593216300EN.pdf?stateabbrev=WA/>
- **Inspection:** You should insist on receiving a "Condition Check-in List" before you sign your rental agreement or move in. This list describes the condition and cleanliness of the unit or its furnishings. The checklist is very important, because the landlord may try to blame you for damages that were there when you moved in. The checklist should include a description of all the damages in the unit. Don't let your landlord leave anything off, even if the landlord says s/he is going to fix the damage, or if s/he says that s/he will remember that it was there and won't charge you. You have the right to list all damages even if your landlord says not to worry about it. Don't sign the list until it is right! KEEP YOUR COPY OF THE INSPECTION SHEET. When you are ready to vacate, arrange with your landlord/agent for a checkout inspection.
- **Deposits vs. Fees:** Deposits are refundable providing certain conditions are met. Fees are non-refundable. These two terms are often used incorrectly. Ask for clarification.
- **Credit & rental checks:** Landlords are allowed to check your past rental history, eviction history, credit history, and criminal background before they rent to you. Most of the time, landlords have to hire a company to make these checks. The screening fee is used to pay a company to get this information about you.
- **Military Clause:** Washington State Landlord Tenant Act (RCW 59.18.220) was modified on March 24, 2003 and affects Military leases. In order for a military member's lease to be terminated (this includes the National Guard and the reserves), the following conditions must be met:
 1. The service member must be a member of the armed forces; and
 2. The service member must either be reassigned or have been ordered to deploy after the lease has gone into effect; and
 3. The spouse or the service member must let the landlord know about the reassignment or deployment orders within 7 days of the service member receiving his orders. It is encouraged to do so in writing. Check you lease for other termination requirements.This modification only covers circumstances regarding deployments or unexpected orders. It is recommended a military clause addendum be included in any rental agreement/lease for circumstances not covered under the law (i.e. retirement or discharge are some factors NOT included in this law). Military Housing coming available is NOT an acceptable reason to break a rental agreement/lease unless specifically noted in the agreement. Example addendums are available at your local housing office.
- **Community leases impact on PPV/MFH assignment:** You may not break your lease to move into PPV/MFH housing without being financially responsible for any penalties ascribed for in your lease. Your referral to PPV/MFH will be deferred until your contracted lease ending date. You do not lose your position on the waiting list, but you may be passed over during your lease.
- **Landlord/Tenant Disputes:** Assistance and mediation services are available at your Navy Housing Office (NHO) at 1-800-876-7022. NLSO also offers assistance.
- **Responsible to pay just debts to landlords, utility companies, etc.** Winter utility bills are often surprising. The use of a budget plan is encouraged. To find out the terms and conditions of the individual budget plans, contact the utility company.
- **Standards of tenant conduct:** Please refer <http://www.lawhelp.org/documents/1593216300EN.pdf?stateabbrev=WA/>
- **Proper notice to vacate:** You are required to give a written 20 day notice to your landlord/agent within the first 10 days of the rental period. The day you deliver the notice doesn't count in the 20 days. If you do not meet this time frame, the count will start again for the next month and you will be responsible for the next month's rent, unless otherwise stated in your lease. Example: if your rent is due on July 1st and you want to move out in June, the landlord must receive the intent to vacate by June 9th.
- **Repairs & maintenance. Reporting, time frames, & recourse.** Please refer to <http://www.lawhelp.org/documents/1593216300EN.pdf?stateabbrev=WA/>
- **Lead/asbestos information:** If the unit you are going to rent was built prior to 1978, check the Lead Disclosure form. Federal law requires the manager/landlord provide this information in writing to potential and/or new residents.
- **Local pet laws:** Your housing counselor will be able to direct you to the proper resource, as pet regulations vary from community to community.
- **Fair Housing & discrimination:** If a facility refuses to rent or sell to you, and you have reason to believe you were discriminated against, you are required to promptly notify the Navy Housing Office (NHO). Applicants should report any difficulties encountered in securing off-base housing. This is the only way the NHO can determine the effectiveness of the assurances given by the owners/managers of housing facilities to rent without regard to race, color, religion, national origin, handicap, familial status or sex. Complaints will be investigated immediately.

Insurance – Rental & PPV: You are strongly encouraged to carry renter's insurance for loss of personal property.

Restricted areas: Information available from Housing counselor

Low cost/income restricted housing & Home sale information: Information available from Housing counselor

Community Support Information

- **Maps and Welcome Aboard information:** Maps and information available from Housing counselor
- **Schools, neighborhood areas, commuting distances:** Information available from Housing counselor
- **Public transportation and Other community information: churches, storage, kennels, etc.:** Information available from Housing counselor
- **Spousal Employment:** Information available at the Family Service Center