

TEMPORARY LODGING ALLOWANCE AGREEMENT

The Housing Service Center will assist you in obtaining suitable living quarters, either in government quarters or in the local community. You must aggressively seek housing until you have secured a home. To help you understand more about Temporary Lodging Allowance (TLA), the following information is provided. You are allowed a maximum of 60 days of TLA as long as you complete a minimum of two showing tours each ten days. A single showing tour consists of viewing at least five residences. After 30 days in TLA, you will be required to have approval from your chain of command to continue receiving TLA payments.

TLA Payments Are Subject to Termination:

- If you have not completed a minimum of two showing tours with the housing showing service during each ten day period, until housing has been secured. Your spouse may complete the tours. Work requirements do not justify the inability to complete tour requirements.
- If you delay signing a lease for your personal convenience (i.e., arrival of privately owned or Household Goods (HHG), awaiting family arrival).
- If you fail to make arrangements for delivery of HHG and/or loaner furniture promptly, or if you request delayed delivery of HHG for personal convenience.
- If you go on Temporary Additional Duty/Temporary Duty/leave out of the vicinity of your Permanent Change of Station, unless your command-sponsored family members remain during your absence.
- If after 30 days, you continue to find economy homes unsuitable for your requirements.
- If you have not scheduled a contract date within 30 days of arrival and do not have command approval providing justification.
- Upon the move-in date to government or economy quarters.
- If you refuse the offer of government quarters, TLA will terminate on the date that government quarters were expected to be available for occupancy. Upon termination of TLA, if you have not located permanent housing, arrangements will be made for you to relocate with an early termination lease.

30 JAN 2019

TLA Entitlement Extensions:

- All extensions based on economy housing units undergoing construction, awaiting major/minor repair, awaiting current residents to vacate, or limiting your search to a specific location/area will not be approved.
- Extensions beyond 60 days must be submitted with an endorsement from your Commanding Officer indicating specific reasons for justification and must be submitted ten days in advance of expiration of TLA.
- Extensions beyond 60 days are rarely approved. Regardless of military branch, all extensions must be approved by the Commanding Officer, U.S. Naval Support Activity, Naples.

I have read and understand the above information and have received a copy.

Name Date Arrived Signature Date