



Welcome to Naples! We appreciate the opportunity to help you meet your housing needs. Finding the right home in Naples comes with a whole set of unique challenges.

As a result of a 2012-2013 Region/NSA sponsored Lean Six Sigma review of the off base housing process, we've made many changes in an effort to standardize the process and shorten the time it takes to move into a new home. Customer frustration was a major driver in our decision to make changes, as was a desire to reduce overall TLA costs to the Navy. As an incoming service member or federal civilian employee, you have certain responsibilities in this process.

It is critical that you read, understand, and acknowledge the important items listed below:

- 1) I understand that I may only view homes with Housing Showing Staff or, authorized agents who are on the approved list I received from Housing and posted on the Housing website. These agents are licensed and recognized by the Italian Government, and approved through the Housing office. Use of unapproved individuals is a violation of Naval Support Activity (NSA) policy as well as the orders of the NSA Naples Commanding Officer. Further, if I view properties with unauthorized agents, I understand the Housing Service Center will not approve my Temporary Lodging Allowance (TLA) request, or certify my Overseas Housing Allowance (OHA) or Living Quarters Allowance request for that property.
- 2) Finding a home can be a complicated and work-intensive process. I understand I must begin searching for a home immediately upon my arrival. This is especially true during the summer PCS season when many landlords and employees take vacation.
- 3) If I have not selected a unit by the 30-day TLA point, I understand that I may be required to move into a short term lease. In this lease, I can begin to draw on my OHA to meet my housing needs while continuing my search for permanent housing at my own pace.

Signature of prospective tenant

Date

AUTHORIZED PROPERTY SHOWING FORM

The below information is required to verify the completion of a Housing Showing Tour performed with an authorized Realtor or Housing Showing Counselor.
 A complete tour consist of at least five properties from realtors and / or showing counselors in any combination.
 Two (2) complete tours are required for every ten (10) days of requested TLA. Showing form turn in is mandatory with TLA request.
 A separate sheet will be used for each different realtor and/or showing counselor and combined for TLA request turn-in

COUNT #	Property Address	Clearly Printed Landlords Name and Phone	Tour Date	Property Comments From Potential Tenant if It's A Possible Property & if Not What Was The Impacting Factors (Use back if Needed)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Authorized Realtor / Housing Showing Counselor Printed Name _____ Signature _____

Realtor / Showing Counselor Rating: 1 Poor, 2 Satisfactory, 3 Good, 4 Very Good, 5 Excellent

*****BELOW INFORMATION TO BE COMPLETED BY SERVICE MEMBER / CIVILIAN USING SERVICES*****

I certify that the Housing Referral database (eMH) has been made available to me. I have viewed the above properties with the approved Realtor or Housing Showing Agent listed above. I acknowledge that I must complete two (2) showing tours every ten (10) days to qualify for TLA reimbursement. One Tour may be completed with an authorized Realtor but the other tour within the ten (10) days must be with a Showing Counselor. This form is a mandatory turn in document scanned and kept on file with the TLA request. Failure to turn in the form will generate a decline in TLA payments for that period.

Service Members Printed Name _____ Signature _____ Date _____

NAVSUPACT NAPLES FORM 11101/1 (REV 6-17) Enclosure (1)