

# Must-Know Information

## Contact Housing

### Housing Service Center

Naval Submarine Base New London  
PO Box 23  
Groton, CT 06349-5023

Office: (860) 694-3851 DSN: 694-3851  
Toll Free: (877) 843-5236  
Fax: (860) 694-3154 DSN: 694-3154

Hours:  
Mon-Wed,Fri 0730-1630; Thu 0830-1630

Email: [NewLondonHousing@navy.mil](mailto:NewLondonHousing@navy.mil)

*The Housing Service Center at NSB New London is located in Building 164, Dealey Center*

Region Website: <https://www.cnic.navy.mil/cnrma/index.htm>

Base Website: <https://www.cnic.navy.mil/NEWLONDON/index.htm>

### On-Base Services:

Commissary  
Exchange  
Limited Medical Facility

## Estimated Wait Times for Family Housing (# of Months)

Description	E1-E3	E4-E6	E7-E9	W1-O3	O4-O5	O6
2-Bedroom	0-1	0-1	N/A	N/A	N/A	N/A
3-Bedroom	0-1	0-1	0-1	0-1	0-1	N/A
4-Bedroom	0-1	0-1	0-1	0-1	0-1	0-1
5-Bedroom	N/A	N/A	N/A	N/A	N/A	N/A

Last updated: 8/15/2012

## Average Community Housing Costs

Rent	Deposit	1-BR	2-BR	3-BR	4-BR	5-BR	Utilities
Apartment	1 Month	895	1.015	1.184	N/A	N/A	250-400
Condominium	1 Month	1.021	1.444	1.575	N/A	N/A	250-400
Townhouse	1 Month	665	216	1.262	1.550	N/A	250-400
House	1 Month	934	1.195	1.534	1.788	2.067	350-500

Purchase	2-BR	3-BR	4-BR	5+-BR	Utilities
Condominium	184.350	236.500	279.000	N/A	250-400
Townhouse	170.500	243.500	N/A	N/A	250-400
House	175.800	250.500	304.500	408.500	350-500

Last updated: 8/1/2011

# Must Know

## IMPORTANT TEMPORARY LODGING EXPENSE (TLE) INFORMATION

Before arranging any temporary lodging, please contact the Navy Gateway Inn and Suites (NGIS). Service members, regardless of marital status, must ensure they receive either an endorsement of their orders or a Certificate of Non-Availability (CNA) from NGIS. The endorsement or CNA, along with lodging receipts, must be submitted to PSD for reimbursement of Temporary Lodging Expenses (TLE) on your travel claim. Failure to provide these documents may hinder your entitlement to reimbursement.

If you have any questions NGIS may be reached at:

**NAVY GATEWAY INN & SUITES**  
SUBASE New London  
Bldg 429  
(860) 694-3416  
DSN 694-3416

### \*\*\*\*\* BALFOUR BEATTY COMMUNITIES MILITARY HOUSING - PET POLICY UPDATE \*\*\*\*\*

Pet Restrictions may apply in housing. Visit Balfour Beatty Communities Military Housing Website at [www.SubbaseHomes.com](http://www.SubbaseHomes.com) for more information.

## PPV HOUSING

You may apply for housing by faxing, mailing, or e-mailing an application package to the housing office. An application package consists of a DD-1746 (Application for Assignment to Housing), your Orders (or Change of Homeport Certificate), the Sex Offender Disclosure Form (SOD), and your up-to-date Record of Emergency Data sheets. These Emergency Data sheets are known as the NAVPERS 1070/602 (Page-2) for Navy and the DD Form 93 (RED) for Army, Air Force and Marines. Coast Guard personnel will use the CG-4107A (BAH/Dependency Worksheet). Additionally, if you plan to have your spouse sign for you they will need a Special Power of Attorney (POA) giving authority to conduct real estate transactions for you.

Certain single E-5 and below service members are required to have an **approved** Special Request Chit requesting to live off base *and* draw BAH. Contact our office for details.

When we receive your application package, you will receive a confirmation from our office by phone, fax or email. If you send your package without your detaching documentation, you will be placed on the waiting list for your bedroom/rank entitlement using the last day of your reporting month on your orders as an estimated control date. Once you provide the detaching documentation to us, your control date on the waiting list will be adjusted. Your control date is determined by the date of detachment from your last permanent duty station. In order to keep this date, you must report to the Housing Service Center within 30 days of check-in to your new command. Reporting after the 30 days will result in your waitlist date reverting to the date you walk into the office. Please keep us updated of any changes in your contact information.

### Letter of Exception to Policy (LOE):

LOEs are granted on a case by case basis. Reasons for this request may be that you need a room for a family caregiver, or you may need a single level home due to medical circumstances, etc. You will need to fill out the Balfour Beatty Communities (BBC) Exception to Policy form and send/fax it directly to BBC so that it can be reviewed for consideration. Any questions concerning this form should be addressed to them.

They may be reached at (860) 446-5913 or toll free at (888) 356-3389, by fax at (860) 446-5918, or online at [www.subbasehomes.com](http://www.subbasehomes.com).

**Powers of Attorney:**

If you plan to have your spouse sign for you they will need a Special Power of Attorney (POA) giving authority to conduct real estate transactions for you. A POA can be obtained from the Navy Legal Service Office (NLSO) located on the Submarine Base on the ground floor of Building 84 (Gilmore Hall), which is located directly across from the base gymnasium. Services are available from 8 a.m. to 3 p.m. on Monday, Tuesday, and Thursday and from 8 a.m. to 1 p.m. on Wednesday and Friday. You may call the NLSO at (860) 694-3741 (Option 1) to schedule an appointment, however Powers of Attorney and Notaries are available on a walk-in basis from 8 a.m. to 11:30 a.m.

**Renters Insurance:**

If you rent, your landlords insurance does not cover your personal items therefore, it is strongly recommended you purchase renters insurance. Renters insurance is reasonable in cost and not only covers your personal effects but the family, pets and in some cases visitors from accidents/injuries while in your home. You should discuss with an insurance agent what coverage is best for you (Personal Property Coverage, Replacement Cost vs. Actual Cost, Personal Liability for you or your family, Guest Liability or Additional Living Expenses), claims, services and cost. Protect yourself by protecting your family and your goods.

**Liability Insurance:**

A renter's insurance policy may only cover your personal property. It may not protect you if you should accidentally damage the home/apartment/condominium you are living in or if you should suffer some type of a lawsuit resulting from your negligence within your home. All families are encouraged to take the need for a supplemental general liability policy seriously. An accident which results in fire or flood damage could result in monetary damages, which could become a financial burden to you for the rest of your life. A general liability policy is inexpensive and well worth the cost.

**Exceptional Family Members:**

We are an established EFM base. We are located in a unique area where there is access to over ten local hospitals in CT, MA and RI and over fifteen Specialty / Trauma Hospitals.

**Estimated Wait Times:**

Wait times and your position on the waiting list can be found by contacting us. Please see the chart above for the designated times for your rank and bedroom entitlement. Wait times are subject to change, so keep checking this site for updates. If you have questions, we can be reached at (860) 694-3851; Fax (860) 694-3154 or Toll Free (877) 843-5236.

**Liaison Assistance:**

Once you have moved into your home, your landlord (BBC) will manage all your needs. Should any concerns arise, you should address them in writing directly to your landlord and retain a copy for your records. Please ensure you go through your leasing agent first, and then the Community Manager if you require further assistance. The Housing Service Center will be happy to assist you in a liaison capacity if your needs have not been met.

## COMMUNITY INFORMATION

### **Rental Partnership Program (RPP):**

This program enables military personnel to rent off base housing at a reduced rent and/or security deposit plus waived credit check and application fees. To apply for this program you will need to provide our office with a copy of your PCS orders, current Leave and Earning Statement (LES), and approved BAH chit if required. Certain single E-5 and below service members are required to have an approved chit signed by their Commanding Officer and/or SUBASE NLON Commanding Officer to live off base *and* draw BAH. For further information please contact us and speak to our RPP referral staff.

### **Community Referral:**

Visit the Automated Housing Referral Network at <http://www.ahrn.com> to find housing before you pack! Sponsored by the DoD, AHRN.com listings include available community rentals, military housing, shared rentals, temporary lodging and military for sale by owner (FSBO) listings. In AHRN.com, you will find a variety of housing options to choose from. Listings include property descriptions, pictures, maps, links to local schools, and contact information. For additional information on this program, and how to register, please contact us and ask to speak to one of our Community Referral staff.

### **Lease Review:**

Our office will review your community lease to insure you have an adequate military clause and a reasonable buy out clause. We can also explain information that may change from state to state, i.e.: renters insurance, deposits and fees, etc., to insure you are informed of local landlord/tenant laws.

### **Community Liaison Assistance:**

Once you have moved into your home, your landlord should manage all of your needs. Should any concerns arise, you should address them in writing directly with your landlord and retain a copy for your records. Please ensure you go through your leasing agent first, and the Community Manager if you require further assistance. The Housing Service Center will be happy to assist you in a liaison capacity if your needs have not been met.

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## SCHOOL INFORMATION

### Command School Liaison Officer (SLO):

School Liaison Officers serve as subject matter experts for Installation and Regional commanders on K-12 issues, helping to connect command, school, and community resources in support of military children and youth.

Submarine Base New London has a School Liaison onboard who specializes in serving military students and families, and offers a wide spectrum of services including:

- Assisting families with inbound/outbound school transfers
- Providing information on local schools and boundaries
- Providing information for parents to make informed school choice
- Providing information on graduation requirements
- Providing military and community agency referrals
- Helping families understand and navigate the special education process
- Providing information on home schooling regulations
- Assisting with post secondary preparations

More information available online at: <http://tinyurl.com/SubaseSLO>

### Contact the School Liaison Officer

Miranda Chapman

860-694-3772

[miranda.chapman@navy.mil](mailto:miranda.chapman@navy.mil)

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*This document last updated: August 15, 2012*