

## STANDARDIZED AIR FORCE HOUSING BROCHURE

*This is a sample Air Force Housing Brochure, with recommended subjects. Please review the brochure in its entirety and modify according to requirements of your base, using the same concise, nonthreatening language.*

**INTRODUCTION.** Welcome to family housing! We are pleased to have you with us and hope your stay is pleasant. It is impossible to itemize all details of our responsibility, or yours. The following pages explain the Air Force responsibility for your home as well as what we expect from you. If you are considerate of your neighbors and treat your home as a prudent owner would, we assure you relationships in housing will be enhanced at all levels. Because your home represents a substantial investment by the United States Air Force as well as all taxpayers, we must diligently work together to care for your home and property.

We ask you to acknowledge receipt of this housing brochure on the AF Form 227 when we assign your home to you or when you pick up your keys.

### **Section A--Air Force Responsibilities**

In support of your government-owned, -controlled (leased), housing management will provide maintenance and repair, refuse collection and disposal, basic pest control, fire and police protection, grounds maintenance for common areas, and snow removal from streets.

**INITIAL INSPECTIONS.** A housing representative, with your assistance, will perform an initial inspection to identify and document discrepancies in your home and appliances. This inspection is normally performed at the time of assignment or scheduled for \_\_\_\_\_.

**MAINTENANCE AND REPAIRS.** The Civil Engineer has the primary responsibility for maintaining your home. Maintenance and repair is accomplished by (in-house or contract). To request repairs, the service call telephone number is \_\_\_\_\_. (Also clarify emergency procedures.) When you contact housing maintenance, you will receive a job order number and an approximate date and time the work be done. There are three categories of service: emergency, urgent, and routine. The category determines when you can expect the service to be scheduled:

<b>Service Call</b>	<b>Response Time</b>	<b>Defined As</b>
Emergency		Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical problem that could cause loss of life or property. Serious

		damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning).
Urgent		Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well being of the residents.
Routine		Work of a routine nature that does not meet the criteria of emergency or urgent.

**REFUSE COLLECTION AND DISPOSAL.**

Trash pick-up is (once/twice) each week on (day of week) for your area.

Garbage cans (are/are not) government-provided. You are responsible for cleaning the cans. Place trash and garbage exceeding the garbage can capacity, in a plastic bag, bundle or tie it up, and place at curbside the morning of pick-up service. The Civil Engineer organization will disposal of dead animals found on base, other than house pets (telephone \_\_\_\_\_).

**LOCKOUTS.** An emergency key is maintained for your home at \_\_\_\_\_. You are responsible for the cost of replacing lost keys. Where duplicating a key is prohibited commercially, you must reimburse the government for replacement keys at a cost of \$\_\_\_\_\_ each. Also, you will have to reimburse the government for the cost of rekeying the lock, if required. You also must pay for missing keys when you terminate family housing. The housing representative will assist you with payment procedures.

**GROUNDS CARE.** The government will maintain grounds beyond 50 feet of your home or a reasonable natural boundary, which the housing representative can identify at your initial inspection. The government will also prune trees and shrubs beyond your capability, and will provide seed and fertilizer. Watch for seasonal announcements through \_\_\_\_\_.

**SNOW REMOVAL.** (State government responsibilities for snow removal at your base, and include resident responsibility for sidewalk and driveway.)

**APPLIANCES.** We provide and service ranges, refrigerators, and dishwashers. Appliances are assigned by serial number and recorded on AF Form 227. If you have problems, telephone \_\_\_\_\_ for repair. Please do not attempt repairs or adjustments yourself.

**WASHER AND DRYER.** (If your base furnishes washers and dryers, give pertinent information here.)

**PRIVATELY OWNED APPLIANCES.** (State your base policy here.)

**FILTERS.** Air-conditioning and heating filters are government furnished. Residents are normally responsible for the periodic changeout of disposable filters and cleaning permanent filters. Replacement filters are available from the (location) and should be replaced every \_\_\_\_\_.

**BASE SELF-HELP STORE:** To help maintain your home, you may select from a variety of items, such as \_\_\_\_\_ and \_\_\_\_\_ from the self-help store. Residents are responsible for routine maintenance and minor repairs, including but not necessarily limited to: basic insect control, changing light bulbs, changing or cleaning filters, clearing simple drain clogs, plunging toilets, replacing sink stoppers, replacing oven/stove knobs, replacing toilet seats and shower heads, and securing door stops and loose door knobs. You may be required to reimburse the government for service if housing maintenance is called on to repair damage, which you have caused.

**NAME SIGNS.** (Optional) You may be provided a name sign for your home.

### **Section B--Resident Responsibility**

**SOCIAL VISITS.** Housing residents are responsible for their guests. Your bonafide guests may visits up to 30 days and do not constitute joint occupancy. The installation commander may authorize extensions.

**LEAVE OR EXTENDED TDY.** You must not leave your home unoccupied for extended periods (over \_\_\_\_\_ days). If you plan to be absent longer than this period of time, you should arrange for security and prudent care of your home. You can fulfill this responsibility by notifying the housing office, in writing, of your intended absence and the name of the person you designate to perform normal maintenance, and to whom you have given access to your home. Also, you should notify the security police for patrol purposes.

**MAINTENANCE AND REPAIR.** You are responsible for simple maintenance and repair of your home, as required by Air Force. We expect you to take prudent care of your home, and hold you responsible for routine maintenance, simple repairs, and housekeeping, such as changing light bulbs, replacing heater and air conditioner filters, securing door stops, replacing sink stoppers, cleaning stove burners, plunging toilets and sinks, and basic insect control. Housing maintenance may still perform this work when your home is vacant or when emergencies arise. We encourage you to use the self-help store to get supplies to assist you with maintenance and simple repairs. The Air Force has also established cleaning standards, and we apply the standards equitably regardless of your grade or position. Cleaning standards are minimized for homes scheduled for major renovation.

**LIABILITY FOR DAMAGE TO FAMILY HOUSING, EQUIPMENT, AND FURNISHINGS.** You may be held accountable and liable for loss or damage to the family housing structure, equipment, and furnishings if you, your dependents, or your

guests cause the damage through abuse or neglect. While the amount of liability is limited to 1 month's basic pay in cases of simple negligence, you may be liable for the full amount of damages or loss for willful misconduct or abuse. DFAS-DER7000-8 provides guidance on how to determine responsibility and financial liability. It also explains in which situations claims may be waived or limited, if your dependent or guest cause the damage and you had no opportunity to prevent the damage. It also establishes procedures for processing reports of survey, how to request reconsideration, and how to appeal unwaivered claims. It also explains how to request for remission of debts.

**INSURANCE.** We encourage you to consider buying commercial insurance (renters insurance) to cover your personal liability for government property and your personal property if you have a major loss while residing in family housing. Renters insurance should clearly include personal liability coverage for loss or damage to family housing, furnishings, and equipment. You may be able to obtain only liability coverage for government property without insuring your personal property. The housing office can inform you about replacement value of your home, based on net square footage and grade, authorized by public law. The housing staff or staff judge advocate office can answer specific questions.

**DETERMINING REPLACEMENT COSTS.** In determining replacement costs, use the lower amount determined by either of the following procedures: Multiply \$37 per square foot times the gross floor area shown on the real property record (the housing office will provide this to you from their 7115 report). Use the amounts shown in the table below:

Grade	Bedrooms	\$000
E1/E6	2	42
	3	53
	4	59
	5	68
E7/E9 and O1/O3	2	42
	3	59
	4	64
	5	68
O4/O5	3	62
	4	68
O6	4	75
O7/O10	4	92
O7/O10 (commander housing)	4	102

**Example:**

*A TSgt occupies a home designated on real property records as company grade, 3 bedroom, or (distributed for assignment purposes to a junior noncommissioned officer) which has 1,537 square feet (gross):  $\$37 \times 1,537$  square feet = \$56,869 or from the chart \$53,000. In this case, the member's liability is limited to \$53,000 (the lesser amount), in which case the member may wish to obtain insurance for \$53,000. In no case should*

*member liability for damages caused by gross negligence or willful misconduct exceed the amount the Air Force is authorized to spend on replacement construction.*

**DAMAGES TO HOUSING.** When damages beyond reasonable wear and tear are determined to be your responsibility, you must meet Air Force standards when completing the repair or replacement. The housing office staff can fully explain your options to repair or replace damaged items and the method of payment.

**REPAIR COSTS.** The following list of most commonly damaged and destroyed items is not all-inclusive, but shows typical costs. Costs may vary, depending on circumstances. Costs include labor and materials: (List typical damage and repair and replacement costs for your base and add any explanatory remarks.)

<b>Damage</b>	<b>Estimated Cost</b>	<b>Remarks</b>
Broken window		
Broken door lock		
Yard		Inspector will assess damage
Pet Damage		Inspector will assess damage
Waterbeds		Inspector will assess damage

**ENERGY CONSERVATION.** As a housing resident, we need your assistance in conserving energy. Fewer dollars for housing and rising utility costs require us to use good judgment and do what is prudent and practical to conserve utilities.

**Water.** Normal and reasonable use of water is not restricted. However, since excessive usage results in increased costs, we must eliminate waste. Watch the base bulletin for lawn watering schedules, when restrictions are required.

**Heating and Cooling.** Recommended temperature settings are as follows:

	<b>Day</b>	<b>Night</b>
Heat		
Air conditioning		
Hot water heater setting should not exceed: _____ degrees		

Conserving these resources will result in large monetary and heating fuel savings for the installation without jeopardizing your health. Please help to minimize the fuel waste. If anyone in your family has a health condition necessitating **emergency** service for air conditioning or heating, please furnish the housing office a copy of the medical documentation.

**Electricity.** You can help to conserve electricity by minimizing the use of electrical appliances and lights, especially during the peak demand hours of \_\_\_\_\_ to \_\_\_\_\_ and \_\_\_\_\_ to \_\_\_\_\_. Do not leave outside lights on during daylight hours.

**ENVIRONMENT.** (Housing managers should provide guidance from the Environmental Protection Agency on lead-based paint, radon, and other hazards in the area, as available. Also include available information on waste, engine oils, engine coolants, car grease and other similar products; hazards of pouring these substances into plumbing, drainage system, and on the ground; rules for burning leaves and refuse. Overseas host country requirements should be included here.)

**CARE OF INTERIOR.** (Add specifics of your local conditions, such as cleaning agents, protecting coatings, and any cautions needed.)

**Windows.** Residents are responsible for cleaning the interior surfaces of all windows that are safely accessible. (Safely accessible is usually 6 feet or less in height, but is a base determination ).

**Kitchen.** Give special attention to maintaining appliances, cabinets and. Clean ovens, top burners, and broiler units regularly to prevent grease buildup, which can quickly become a fire hazard. Clean refrigerator interiors frequently to remove food deposits. Do not use of sharp instruments to remove ice when defrosting, and do not use gritty or harsh detergents when cleaning. To avoid jamming the cutting mechanism in the garbage disposal, avoid placing fibrous material, such as onions and celery. Also grease in the garbage disposal can solidify in the pipes and cause stoppages. Be careful to keep hot pots, pans, and utensils off countertops to avoid permanent damage. We recommend you use nonadhesive shelf paper in drawers and cupboards to avoid damaging surfaces upon removal. Clean walls periodically to prevent grease buildup.

**Bathrooms.** Clean tub and shower walls periodically with a product made to clean mildew.

**Floors.** Excessive water can cause damage to any floor, especially wood. Use a quality wax remover to prevent wax build-up, and also pay special attention to corners and baseboards.

**Carpets.** Residents (are/are not) permitted to install carpeting at their own expense. (Explain local policy.)

**Walls.** Use mild soap and warm water for cleaning walls. You must not apply adhesive-backed materials, wallpaper, or decals to the walls, since removal can cause damage. Use nails or picture hangers for hanging pictures and objects, and fill holes when you remove the nails. Please make sure doorstops are in place to prevent damage to walls. (Indicate items the self-help store maintains.)

**Insect Control.** (Use this area to recommend treatment for insects peculiar to your area, and products available at the self-help store.)

**CARE OF EXTERIOR.** (Add specifics or your local conditions, such as cleaning agents, protecting coatings and any cautions needed)

**Windows.** Residents are responsible for cleaning the exterior of first floor windows that are safely accessible and other floors if the outer surfaces are accessible from the interior or safe exterior platforms such as decks and patios. (Specify if above ground windows are removable from the interior for cleaning.)

**Crawl space.** (State base-unique requirements for basements, gutters, downspouts, storm doors, carports, window wells, debris on the roof etc.)

**Grounds Care.** You must care for grounds up to 50 feet from your dwelling or a reasonable natural boundary. The boundary may be identified as either halfway between your home and the adjoining home, a line marked by shrubbery or trees, or a fenced area. If your yard is fenced inside the 50-foot line or inside the natural boundary, you must maintain both sides of the fence up to the natural boundary. You are expected to maintain a neat, well-kept lawn. Family housing areas are periodically inspected according to the standards listed below. We issue discrepancy notices to residents not meeting appearance standards. Repeated discrepancies are unacceptable and may lead to termination actions.

## **INSPECTION STANDARDS FOR FAMILY HOUSING.**

*Adapt following items to local needs*

You may plant flowers. Do not plant seeds or beans that are poisonous or which can be a hazard. Keep your flowerbeds neat and clean of weeds and grass. Fences and borders may be approved on a self-help work request (see Self-Help). Many family housing residents enjoy taking special pride in maintaining their homes, and the Air Force likes to recognize these special people. As part of our community inspection program from (month) to (month), the base selects "yard of the month winners." Base-wide recognition is given to the winners. Show your pride and compete!

**WATERBEDS.** (State base-unique rules for waterbeds in family housing.)

**SWIMMING AND WADING POOLS.** (State base-unique rules for pools in housing areas.)

**TELEPHONE INSTALLATION.** (State local policy on installing additional telephone lines in housing.)

**Section C--Fire Protection.** (Make sure to coordinate this section with the Fire Protection Flight.) The fire department is responsible for instructing residents on the

procedures to follow in case of fire. You must instruct members of your family in fire protection.

**INSTRUCTIONS ON PREVENTION.** A member of the fire department will brief you on fire prevention instructions within 30 days after moving in.

**FIRE EVACUATION PLAN.** A home fire evacuation plan should be made with primary and alternate routes of escape. Establishing and practicing your escape plan, as a family activity, may save the life of your family. Please make the fire department aware of handicapped family members.

**SMOKE DETECTORS.** An inspection of smoke detectors should be performed at the initial inspection of your quarters. You are required to perform an operational test of the detector periodically, preferably once a month.

**FIRE REPORTING. IF A FIRE OCCURS IN YOUR HOME, NOTIFY THE BASE FIRE DEPARTMENT, TELEPHONE NUMBER \_\_\_\_\_, IMMEDIATELY. GIVE THE FIRE ALARM OPERATOR YOUR NAME, HOUSE NUMBER, AND STREET. DO NOT HANG UP UNTIL YOU ARE SURE THE INFORMATION HAS BEEN RECEIVED CORRECTLY. REPORT ANY FIRES REGARDLESS OF SIZE.**

**GASOLINE STORAGE.** Never store flammables in the home, and do not store more than three gallons of flammable liquids. Outside storage areas should be child proof.

**BARBECUE GRILLS.** Only adults should light and supervise grills. Keep grills away from building overhangs and porches and always keep them at a reasonable distance from combustible structures.

**CLOTHES DRYERS.** Check and clean lint traps in clothes dryers before or after each operation. Do not place plastic articles in the dryer.

**COOKING APPLIANCES. NEVER LEAVE COOKING FOOD UNATTENDED.** If you have a cooking fire, cover the burning pan with a lid, turn off the appliance, and call the fire department. **NEVER USE WATER ON GREASE FIRES! DO NOT ATTEMPT TO MOVE THE PAN!** Clean kitchen exhaust fan filters often to prevent accumulation of grease.

**HOUSEKEEPING.** Please do not let trash accumulate in closets, attics, storage areas, or near any type of heater.

**POWER EQUIPMENT.** Turn off lawn mowers and edgers and let them cool before refueling. (Additional questions on fire prevention should be directed to the base fire department.)

**Section D--Security Forces.** (Make sure to coordinate this section with the Security Forces.)

**SECURITY FORCES.** The Installation Commander is responsible controlling and safeguarding base property. The security forces routinely patrol housing areas on a (local policy) basis. When notified, the security forces will usually investigate incidents under their jurisdiction. Direct inquiries concerning law enforcement to the security forces at (phone number).

**PARKING.** You may park your privately owned vehicles in authorized parking areas only. You may not park your car:

- Next to yellow curbs.
- On grass, seeded, or dirt areas.
- Within \_\_\_\_\_ feet of a crosswalk.
- Within \_\_\_\_\_ feet of a fire hydrant.

**RECREATIONAL VEHICLES.** Recreational vehicles are generally prohibited from housing areas. The designated parking area for RV parking is (location).

**VISITOR RECEPTION.** (Give instructions necessary to allow entrance of visitors to your housing area.)

**FIREARMS AND FIREWORKS.** For information on firearms in family housing, contact the security forces at (phone number).

**CRIME STOP.** For fast response to a crime in progress, telephone (number).

**HOST COUNTRY JURISDICTION.** (Describe host nation jurisdiction; special instructions on vehicle registration, accidents, and inspections; and pet control guidance.)

## **Section E--Good Neighbors**

Family housing and close neighbors are synonymous. We appreciate your support and cooperation in the following areas:

**NOISE CONTROL.** Excessive noise is the primary complaint received in the housing office. Many residents work shifts and sleep during the day. Please be considerate.

**Parties.** Many complaints can be avoided by informing neighbors before having a party.

**Excessive stereo and television volumes.** Don't assume your neighbors enjoy the same type of music or television programs that you do--please keep the volume down inside and outside your home.

**CONTROL OF CHILDREN.** Do you know where your children are?

**Supervision.** Please closely supervise your children. Never leave children under \_\_\_ years old alone.

**Playground.** Avoid using your neighbors' yard and housing area streets as your child's playground. Use housing area playgrounds nearest you.

**PET CONTROL.** Pets must be leashed when outside your home or a fenced yard. You must regularly clean your pet area to control and prevent vermin infestation. Collect and discard feces daily. Do not let your pet become a neighborhood nuisance with excessive barking, and respect the privacy of your neighbors. Report stray pets to \_\_\_\_\_, extension \_\_\_\_\_.

**PETS.** Farm, ranch, or wild/exotic animals are prohibited. See \_\_\_\_\_ regulation for the rules governing pets maintained on base. You must have the commander's approval to breed and raise animals in family housing for shows or commercial purposes. Also, operating a commercial kennel is prohibited. For more information, contact \_\_\_\_\_, extension \_\_\_\_\_.

**PARKING.** Because space is limited, there (is/are) only \_\_\_\_\_ parking space(s) allocated to each home. Use unassigned spaces for visitor parking and for parking your additional vehicles. Please be reasonable and considerate, and talk to your neighbor when problems or misunderstandings about parking arise. Do not park automobiles, motorcycles, house utility trailers, campers or boats on lawns or communal grounds in the housing area.

Add base-unique rules on recreational vehicles and boat parking. See "Recreational Vehicles" and combine or make sure information is consistent.

**REPAIR WORK.** To maintain the desired appearance in housing areas and in consideration of your neighbors, you may not perform major repair work on vehicles or boats in the housing area--use the hobby shop.

**OVERSEAS ONLY.** (Provide guidance on neighborhood policy, quiet hours, special fees, children behavior, and other conditions dictated by the host country.)

### **Section F--Special Climatic Situations**

(This section is perhaps especially unique to local conditions. Carefully cover warning signals, natural disasters prevalent in your area, and shelter information. Give complete and thorough information--the safety of families depend on it.)

### **Section G--Community/Residential Activities**

**LAWN, GARAGE, AND CARPORT SALES.** (State your base-unique policy and rules.)

**YARD OF THE MONTH.** (Give rules and recognition plans unique to your base.)

**HOUSING COUNCIL, BLOCK CAPTAINS, AND MONITORS, ETC.** (*USE LOCAL TITLES*). (Briefly describe plans, rules and instructions unique to your base. Use separate flyers or letters for details on these items. Issue an invitation and criteria for volunteers to fill these important jobs.)

**BUSINESS ENTERPRISES.** Some businesses for profit may be conducted from your home. Send a written request describing the business to the Installation Commander through the housing office. Contact the housing office or legal office for additional information and guidance.

**SOLICITATION IN MILITARY FAMILY HOUSING.** Solicitation, fund raising, scout activities, school sales, etc., require prior approval of the commander (requested through \_\_\_\_\_).

**Section H--Self-Help Work.** You may do self-help work in your home if the proposed work is relatively simple and is primarily for your benefit. Normally, a self-help project is to improve living conditions and must not generate additional maintenance or repair costs. For example, you may not drill holes, install nails, etc., in aluminum siding on the exterior walls, overhang or carport ceiling,

**REQUESTING SELF-HELP WORK.** (Adjust to fit local policy.) Complete an AF Form 332 (available from the self-help store and \_\_\_\_\_) to request approval for self-help work. Coordinate the AF Form 332 with the housing office and fire department, and submit to (\_\_\_\_\_) Civil Engineer Squadron customer service for approval. Do not begin work until coordination and approval are complete. (For base-unique projects, change instructions for completion and coordination as needed.) The following are examples of self-help work, which are normally approved: Utility sheds (prefab only), fences, antennas, screened-in porches, air-conditioner installation and anchoring, and add-on construction to mobile homes.

**Standards and Specifications.** The housing office can provide standards for authorized self-help projects (fence, CB antennas, air-conditioner installation, etc.). An inspector will periodically inspect your project while work is in progress, or you may can schedule an inspection by contacting the housing office, Facilities Section, extension \_\_\_\_\_. A certified electrician must complete all electrical wiring.

**Painting Interior Walls.** Before painting, you must obtain an approved AF Form 332.

**DISPOSITION OF IMPROVEMENTS.** When you get ready to move, you must remove self-help work before final inspection unless the incoming resident or the Air Force accepts your project, in writing. If you remove your self-help project, you must

restore the area to its original configuration. Consult with the housing representative at your prefinal inspection about removing self-help work, transferring the project, and restoring surfaces.



***DO NOT ACCOMPLISH SELF-HELP WORK WITHOUT KNOWING THE STANDARD AND OBTAINING PRIOR APPROVAL***

## **Section I--Termination of Family Housing**

**GIVING NOTICE.** We require 45 days notice of your vacating date (short notice PCS excepted). When you know you are leaving, please do not wait for orders to call or visit the housing office for departure arrangements. If you notify us promptly, we can schedule your prefinal and final inspections at your convenience and ours, and can help you with your coming move. Remember to ask us about relocation assistance for family housing and community housing at your next location.

**Temporary Living Allowance.** Ask your housing representative if you are eligible for a temporary living allowance.

**PREFINAL INSPECTION.** This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides us an opportunity to answer your questions. During the inspection, the housing representative also identifies normal maintenance to be accomplished and identifies damages above normal wear and tear. The housing representative will provide a cleaning checklist and can discuss your individual cleaning needs.

If you will be unavailable at your final inspection, notify the housing office in advance. They will provide guidance, but remember **you are solely responsible for your final clearance from family housing.**

**FINAL INSPECTION.** This is not a "white glove" inspection, but rather an inspection to make sure you have met the cleaning standards and identify maintenance not noted at your pretermination inspection. If you fail your final inspection, contact the housing office (telephone \_\_\_\_\_) as soon as possible to reschedule a reinspection when the inspection schedule permits.

## **Section J--Mobile Home Park**

**RESIDENT RESPONSIBILITIES.** Mobile home park residents have basically the same responsibilities as the residents of family housing outlined in this brochure. Special considerations are:

**Utility Connections.** (Give base-unique instructions on gas, electric, water, and plumbing. Tell who provides service to connect and disconnect.)

**Tie-Downs.** Mobile home anchors and tie-downs are required at (base) and should be installed within (hours)(days) of moving on base.

**Skirting.** You must install (type) skirting completely around the home not later than \_\_\_\_ days after you have placed your mobile home on the assigned lot, weather, and ground conditions permitting.

**Smoke Detectors.** A single station, local alarm, residential-type smoke detector is required in mobile homes. The housing representative will conduct an operational test of the unit at the initial in-brief inspection and will annotate the AF Form 227.

**Monthly Charges.** (Describe billing procedures for your base and give dates the payments are required and how and where to pay. If individual meters are in use, describe meter reading and billing procedures.)

**GOVERNMENT RESPONSIBILITY.** The government is responsible for repairing roads, driveways, parking aprons, and meters. Contact (organization) at (phone) for repair and service.

**Refuse Collection.** Collection will be on (day of week) of each week.

**Terminating.** Since you pay charges in arrears--not in advance, before we can terminate your mobile home space you must provide proof to the housing office that charges are paid in full.

<b>USEFUL TELEPHONE NUMBERS:</b>	
Fire Department	
Ambulance	
Hospital Appointment Desk	
Emergency	
Crime Stop	
Directory Assistance	
AFB Information	
Service Calls	
After Duty Service Calls	
Housing Management Office	

**PLEASE**  
**Return this brochure to the housing representative during your final clearance**