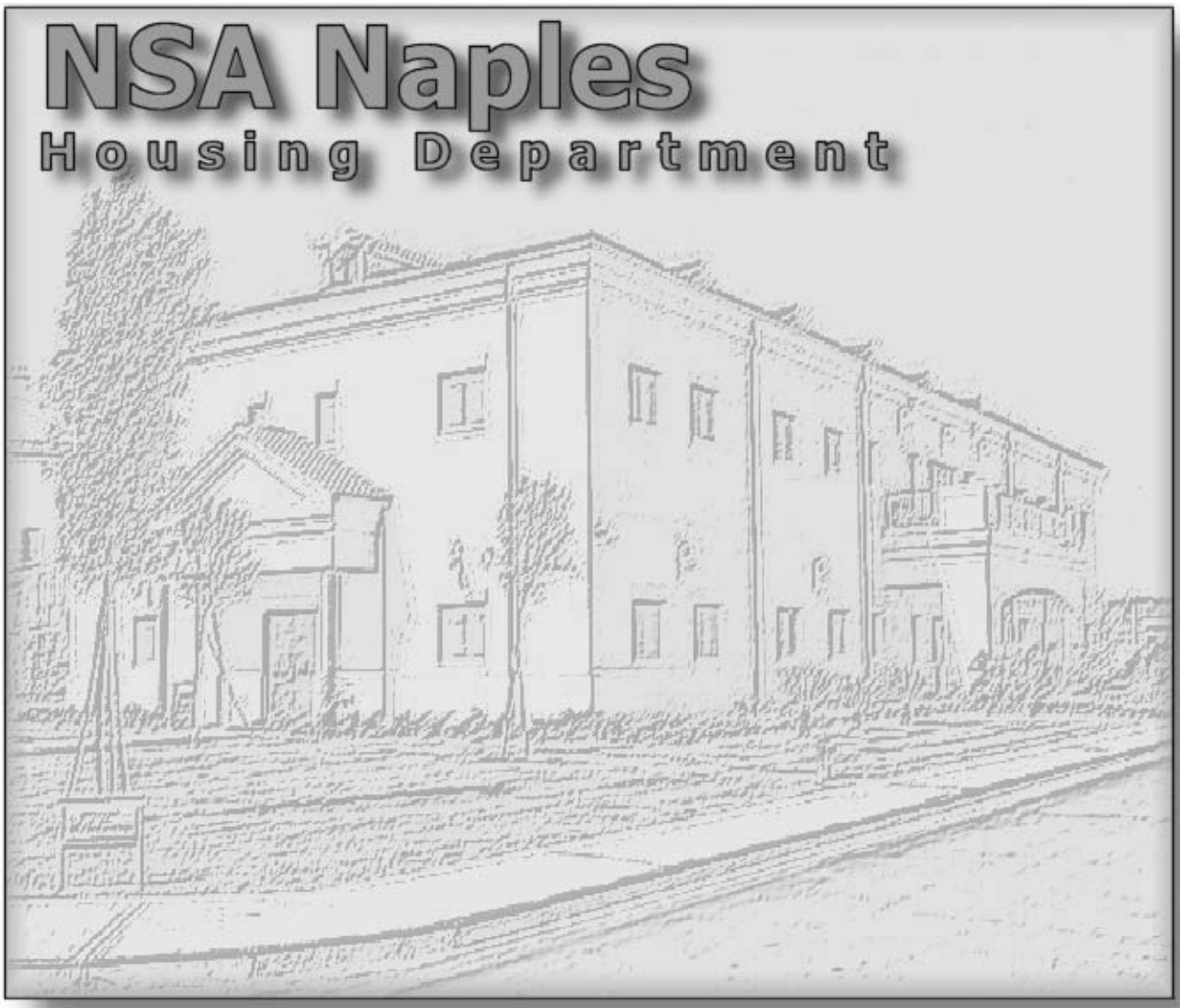
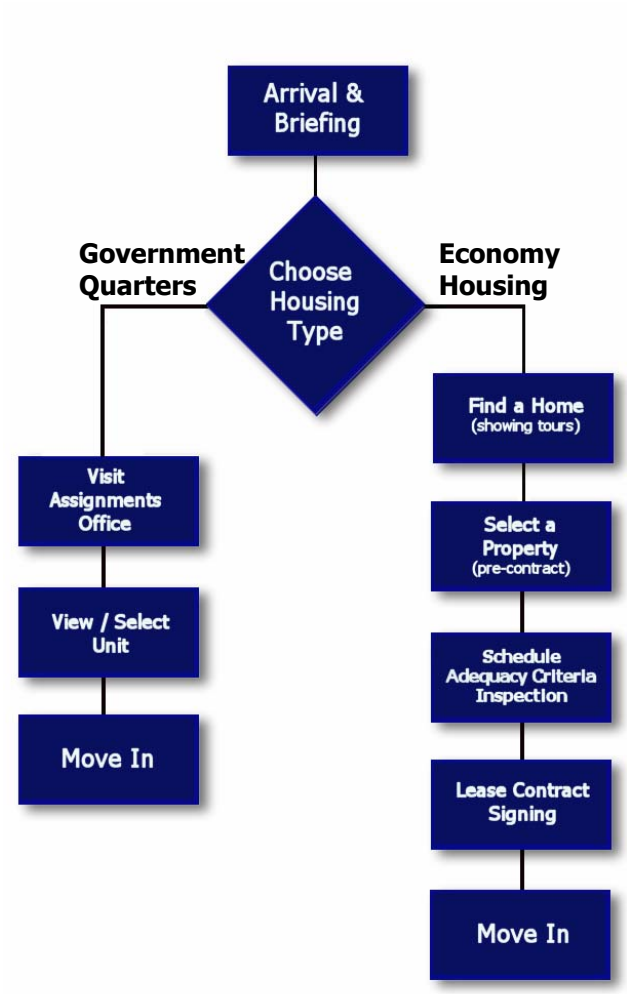


Welcome Aboard Package

Essential Housing Information

Version 2006 2.2

Housing Process Overview



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Housing Office (Support Site)	(DSN)629-4466 / (Comm.) 081-811-4466
Housing Satellite Office (Capodichino)	(DSN)626-4296 / (Comm.) 081-568-4296
Personal Property Office (Support Site)	(DSN)629-6778 / (Comm.) 081-811-6778
EMERGENCY ASSISTANCE	(DSN)629-4911 / (Comm.) 081-568-4911
Housing Trouble Desk	(DSN)629-4285/86 (Comm.) 081-811-4285/86
Quarterdeck (Capodichino)	(DSN)626-5547/5361 (Comm.) 081-568-5547/5361

Naples Housing Website: http://www.nsa.naples.navy.mil/housing/index.htm
More NSA Phone Numbers: http://www.nsa.naples.navy.mil/docs/Naples%20Area%20Telephone%20Directory.pdf

Housing Hours of Operation

Support Site Showing/ Referral Services

Monday—Friday
0730-1545
Closed All Italian Holidays

Support Site GQ Assignments Office

Monday–Friday 0730-1545
Closed All Italian Holidays

Capodichino Satellite Office (Admin II, second floor across from elevators)

Monday–Friday 0730-1645
Closed All Italian Holidays

NSA Naples Housing

Map of Campania
HomeFinder "Color Zones"

Pink – Coast. This area is a good choice for those who prefer to be near the ocean. The area is well established and it is possible to find affordable family housing.

Orange – Naples. Those who like to have the conveniences of the city readily available prefer this area. It is possible to find housing with reasonable driving times to Capodichino, AF South and Agnano in this area.

Blue – Pozzuoli. Although housing in this area is typically a bit smaller than other areas it is possible to find nice neighborhoods with excellent views of the sea. This area brings together the close proximity to the sea with the conveniences of the city.

Yellow – Capodichino. This area is known for its scenic mountain views. Reasonable driving times to the Support Site and Capodichino can be found here.

Green – Support Site. This area is the fastest growing region for NSA Personnel. It offers convenience for those frequenting the Support Site and Capodichino.

Approximate Driving Times*

	Support Site	Capodichino	JFC	Receiver Site	Carney Park	Gaeta	Monte di Procida	Caserta	Salerno	Mondragone
Support Site	0	25	50	25	35	80	60	15	60	60
Capodichino	25	0	35	30	25	85	35	25	45	60
JFC	50	35	0	25	20	75	30	45	60	55
Receiver Site	25	30	25	0	20	60	30	50	60	30
Carney Park	35	25	20	20	0	70	40	45	65	40
Gaeta	80	85	75	60	70	0	80	85	110	30
Monte Di Procida	60	35	30	30	40	80	0	70	65	40
Caserta	15	25	45	50	45	85	70	0	60	55
Salerno	60	45	60	60	65	110	65	60	0	80
Mondragone	60	60	55	30	40	30	40	55	80	0

*** Driving times are all approximate. Times will vary depending on traffic conditions, weather, personal driving habits, etc. Times are provided to help you orient yourself in the Naples area.**

Map removed to maintain INFOSEC compliance

Support Site Services

1. **Main Housing Office**
2. **HSG Facilities BLDG.**
3. **HSG Community Center, Chapel**
4. Noble Roman's Pizza
5. Skateboard Park
6. Fitness Forum (Gym)
7. Naval Hospital
8. POV Lot
9. Bachelor Quarters
10. Navy Lodge, FFSC, MVRO, GSF, Auto Insurance, Laundromat, mini-mart, coffee bar, T.G.I.F.
11. NSA Library
12. Veterinary Clinic
13. Bowling Center
14. DoDDs Elementary School
15. DoDDs Middle/High School
16. Child Development Center
17. MWR Youth Center / Teen Center
18. NSA Fire Department
19. D.E.C.A. Commissary
20. NEX, NFCU, ITT, Car Rental, PSD annex
21. Food Court / Movie Theater
22. NEX Auto Port, Auto Hobby Shop, Self Service Car Wash
23. "Back" Gate
24. Main Gate, Pass & ID, Pedestrian Entrance

Temporary Lodging Allowance

Summary of: NAVSUPPACT NAPLES INSTRUCTION 7210.1

Ref: Joint Federal Travel Regulations (JFTR) Vol.1, Chapter 9
COMUSNAVEURINST 7210.2G
OPNAVINST 11101.13J

The Housing Welcome Center will assist you in obtaining suitable living quarters, either in government quarters or in the local community. Until you have secured a home, you are responsible for using your TLA in a judicious manner. This means that, upon your arrival, you must **aggressively** seek housing. To help you understand more about TLA, the following information is provided.

You are allowed a maximum of 60 days of TLA. After the first 30 day period you will be required to have approval from your Chain of Command indicating why you were unable to locate housing within the 30 day period. A minimum of **two** showing tours must be competed every **ten** days. Civilian personnel are allowed a maximum of 90 days of TLA (TQSE).

NOTE: The instructions and policies referenced here are available, in their entirety, at the housing office for your review. If you are interested in reviewing any housing policy or instruction, ask a housing manager.

TLA Entitlement is Subject to Termination:

- If the sponsor cannot complete a minimum of two tours with the Housing Showing Service during each 10 day period, the sponsor's spouse may complete the tours. Work requirements are not justification for being unable to complete tour requirements.
- If you delay signing a lease for your personal convenience (i.e. arrival of POV or HHG, awaiting family arrival, etc.)
- 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 TAD/TDY/Leave out of the vicinity of your PCS, unless your command sponsored family members remain during your absence.
- If you have not scheduled a contract date within 30 days of arrival without command approval providing justification for not locating housing.
- If you are not aggressively seeking economy housing and you refuse the second offer of government quarters, TLA will terminate on the date that government quarters were expected to be available for occupancy.
- Upon the move-in date to government or economy quarters.

Upon termination of TLA, if you have not located permanent housing, arrangements will be made for you to relocate with a temporary and/or short-term lease.

TLA Entitlement Extensions:

- All extensions based on 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.**
- Regardless of military branch, all extensions must be approved by the Commanding Officer, NAVSUPPACT Naples.
- Extensions beyond 30 days must be submitted with an endorsement from your Commanding Officer indicating specific reasons for justification and must be submitted 10 days in advance of the expiration of your TLA.
- Extensions beyond 60 days are rarely approved. They must be endorsed by your Commanding Officer and submitted to the Housing Director in advance.

TLA Duration Goals

Arrival to HSG Application **5 Days**
-Arrive in Naples, check in at TLA, attend area orientation and complete a housing application (dd1746)

HSG App. to Final Selection **21 Days**
Begin searching for a property on the local economy, attend showing tours, aggressively work towards making a final selection

Selection to Contract Signed **4 Days**
- A final inspection of your selected property will be performed and, upon passing inspection, a contract appointment will be made for you and your new landlord to sign a bi-lingual lease contract.

Contract Signing to Move-In **5 Days**
- Utility hook-up appointments will be made and warehouse furnishings delivery will be arranged

Assignment Policy

Summary of: NAVSUPPACT NAPLES INSTRUCITON 11101.11B
Ref: NSAHWC Eligibility Criteria

NSAHWC Assignment Policy
OPNAVINST 11101.13J
NAVFAC P-930 Navy Family Housing Manual
COMFAIRMEDINST 7210.1F

General Eligibility

1. In the Naples area, all U.S. military personnel, pay grades E1—O6 with accompanying family members, are eligible to apply for Military Family Housing (MFH).
2. Civilian Personnel are eligible to occupy MFH only at the Support Site. Assignment to MFH will be based on family size and composition.
3. Single service members who are pregnant and assigned to the Naples or Gaeta area may apply for MFH with certification from the U.S. Naval Hospital, Naples, Italy. Placement is on the two-bedroom waiting list, and the control date is the date of confirmation of pregnancy. Assignment will be made during the last trimester of pregnancy, pending availability of units.

NOTE: The instructions and policies referenced here are available, in their entirety, at the housing office for your review. If you are interested in reviewing any housing policy or instruction, ask a housing manager.

Assignment Policy

1. All assignments to MFH are made based on family composition.
   - Service members are eligible for one bedroom per child.
   - E7—E9 personnel are eligible for a minimum of three bedrooms.
   - O1—O4 personnel are eligible for a minimum of three bedrooms
   - O5 personnel are eligible for a minimum of four bedrooms
3. All newly arriving service members must report to the assignment counselors at the Housing Welcome Center (HWC) immediately upon arrival (within 3 days). Available MFH options will be discussed, and all personnel will be given the opportunity to be placed on a waiting list for assignment. While waiting for assignment to quarters, the member is required to reside in temporary lodging. If government quarters are not available for occupancy within 60 days of arrival, the member must use the showing service at the HWC to locate a home in the local community.
4. Military personnel currently on the MFH waiting list but residing in the local community are eligible to move into MFH after a period of four months, as dictated in the private lease contracts. During this period, the member will not lose his/her position on the waiting list.

Direct Assignment Policy

1. If the MFH occupancy rate falls below 95 percent, direct assignment goes into effect. This policy is established to maintain maximum utilization of MFH.
2. The direct assignment policy requires newly arriving personnel to be assigned to MFH immediately upon arrival.
3. The direct assignment policy is applicable to all newly arriving enlisted personnel and all officers O5 and below. Personnel meeting these criteria will be directly assigned to quarters on arrival. Officers at the rank of O5 have the option to reside in the local community or accept direct assignment to MFH.
4. Members with dogs choosing to live on the economy due to unavailability of suitable off-base government housing must have a record indicating ownership of the pet prior to arrival.

Map removed to maintain INFOSEC compliance

Off Base Government Quarters (Parcos)

1. Parco Artemide—24 3 Bedroom Enlisted Units
2. Parco Sole—12 3 Bedroom Sr. Enlisted Units
3. Parco Eva—69 3 Bedroom Officer & Sr. Enlisted Units

Pets are authorized in Off Base Government Units

1. 2 Dogs or Cats
2. Must be "*Microchiped*"

Checking In to Government Quarters

The Assignment counselors at the Housing Welcome Center will help you choose the government parco or Support Site unit that is right for you. When you are meeting with the counselor, you will need a copy of your PCS orders and verification of dependents (for Navy this is your "Page 2").

Counselors will provide information on location and floor plans for our parcos (off-base Government Quarters). These are also located on our website at http://www.nsa.naples.navy.mil/housing.

PETS

Pets are authorized as follows:

1. Support Site—2 cats only (they must be neutered or spayed and micro chipped)
2. All government parcos—2 pets, cats and/or dogs

Only cats and dogs that have been spayed/neutered and micro chipped are authorized in quarters.

Telephones

If you live in the Support Site, your telephone will be a government installed DSN number. If you live in a government parco your telephone contract will be through Telecom Italia. The Assignment counselors will provide information on telephone installation.

After Accepting a Government Unit

You must check out of the TLA by 11:00 a.m. on the day you are assigned to government quarters.

Your assignment date may not be the same day as your check-in inspection.

Housing will:

- Arrange for loaner furniture
- Schedule a check-in inspection with your zone manager. During the inspection you will receive the keys, sign an occupancy agreement, and be briefed on maintenance and operation.
- Process the paperwork to stop your Basic Allowance for Housing (BAH). Please make sure this allowance has ended, as any BAH paid beyond your move in date will later be deducted from your pay.

Frequently Asked Questions

Q1. What is my control date?
A1. If you apply within 30 days of arrival, it will be your detachment date from your last command. If you apply more than 30 days after your arrival it will be the date of your application.

Q2. For what size house am I eligible?
A2. The sponsor's rank and family size determine bedroom eligibility.

E1-E6 One bedroom per child
E7-E9 Minimum of three bedrooms
O1-O4 Minimum of three bedrooms
O5-O6 Four bedrooms

Q3. Can I specify an area in which I'd like to live?
A3. Yes and No. While operating under the Direct Assignment policy, the answer is no. However, when Direct Assignment is not in effect you will be able to select the Support Site or a specific parco when you complete your application. You are only authorized to be on one waiting list and you will only be offered quarters in the area selected. Prior to your assignment to quarters, if you decide to switch to a different waiting list, contact your counselor to make the change. (This can be done only once.)

Q4. What if I don't want the first quarters offered to me?
A4. You can turn down one set of quarters without impact. If you turn quarters down a second time, your name will be placed at the bottom of the waiting list. All offers of acceptance or declination will be made in writing.

Q5. What if I want to be bypassed for housing?
A5. Prior to being offered quarters, notify the assignment counselor in writing if you want to be by-passed for any reason.

Q6. What if my family has not arrived yet?
A6. You may apply for housing when you arrive. You may be placed upon the waiting list, but will not be offered housing. You will be bypassed until the status of your dependents has been confirmed and their travel itinerary has been provided to the assignments office; however, you will maintain a position on the waiting list that will be determined by your control date.

Allowances Overview

Ref: Joint Federal Travel Regulations (JFTR)

OHA

Overseas Housing Allowance (OHA) is paid in place of BAH for overseas assignments and is paid to military members who live in privately leased housing at their overseas duty station. Residents of government-leased housing do not draw OHA. OHA helps pay for your housing costs, including rent, utilities, and recurring maintenance expenses. OHA consists of two parts, the rent portion and the Utility and Recurring Maintenance (URM) portion.

The rent portion of OHA is computed on your actual rent up to a maximum based on your rank. The rental ceilings do not limit you. If your rent is above the ceiling, you pay the difference out of your base pay. If your rent is less than the ceiling, your allowance will only include the amount you actually pay.

The utility portion of OHA is added to the rent portion to help defer the utilities and recurring maintenance URM costs. You receive the entire amount of URM no matter what your actual utility costs are. The Housing Office can give you the details about applying for OHA and for a listing of the most current OHA rates and rent ceilings go to **http://www.dtic.mil/perdiem.**

The amount of OHA you receive fluctuates with the dollar/Euro exchange rate. The URM of your OHA is also adjusted as a result of an annual OHA Utility Survey.

Advance OHA

This entitlement is to pay your first month's rent and deposit. To apply for this, you may get the appropriate forms from housing that will need to be signed by your Commanding Officer/Officer in Charge. PSD requires a minimum of 3 days to process advance OHA requests.

MIHA

Move in Housing Allowance is a one-time payment to help you pay for items such as extra cabinets, wardrobes, utility deposits (except ADSL & Cable TV), electrical transformers and adapters, screens, and security systems — the things you need to make your privately-leased housing safe and comfortable. It is NOT paid to members who occupy government-leased quarters. MIHA rates fluctuate according to the Euro.

COLA

COLA is paid to all service members—regardless of whether you live in government or private housing and whether you are accompanied or unaccompanied—but the amount of COLA that you receive depends on your rank, length of service, and number of family members. It is paid when the cost of living in your area is higher than in the U.S. COLA helps to pay for things you buy on the economy that are more expensive than comparable items in the United States.

The COLA index is a percentage that represents the difference between the cost of a "market basket" of goods and services in your area versus the US. For example, a COLA index of 110 means that prices in your area is 10 percent higher than in CONUS. This does not translate into a 10 percent increase in your paycheck however; because the COLA is calculated on your average spendable income—total income minus such expenses as housing, utilities, taxes, and savings.

Important Note: Because many of these allowances fluctuate as the dollar-Euro exchange rate fluctuates, your paychecks will vary quite often. You should carefully check your leave and earnings statements to make certain an error hasn't occurred. Also, when planning your budget, do not count on a fixed dollar amount each paycheck. It is more prudent to plan on needing a certain amount of Euro each month and buying that amount.

You are advised to keep a notebook and enter every expenditure you make for your home, which is covered by your OHA and URM. That way, when it is time for the annual allowance surveys, you have accurate figures.

CIVILIAN ALLOWANCES

Information on Temporary Quarters Subsistence Allowance (TQSA) and Living Quarters Allowance (LQA) is available at the Department of State website **(http://www.state.gov/m/a/als/).**

HWC Showing Counselors

Last Name	First Name	DSN	Cellular
		(081-811-#### for commercial)	
Corcelli	Paolo	629-4404	335-122-2590
DeStefano	Enzo	629-4407	335-584-4436
Noschese	Roberto	629-4408	335-122-2600
Paolella	Marina	629-4282	335-650-0624
Ruotolo	Giacomo	629-4406	335-579-0011
Simeoli	Ciro	629-4292	335-584-4423

Authorized Landlord Representatives

Name	Telephone	Cellular
Abbey, Peter	081.509.1387	339.724.7194
Biery, Anna	081.816.7618	
Blackman, Susie		347.605.9787 / 338.999.6012
Booker, Emilia	081-804-4019	
Casalani, Ilaria		333.672.1319
Dimitriu, Vittoria		339.781.8583
Iardino Antonio	081 5091483	033.784.6270 / 335.525.2605
La Marca, Luisa		347.729.2381 / 320.273.0906
Mormile, Vincenzo	081.816.1216	333.855.8329
Palumbo, Antonietta		333.457.2683
Rendina, Geppino	081.509.3498	338.568.7525
Riccio, Carlo		338.456.1140
Salzwedel, Jane		338.434.7759
Scotto, Vincenzo	081.868.1540	338.714.3120
Zurlo Voncenzo		333.815.3640
Dermer Anna		333.327.3568

NOTE: In order for LL representatives to be authorized they must comply with NSA Housing regulations and policies. Every effort has been made to provide a list that is accurate at the time of delivery. However, please be advised that the list of LL reps is subject to change at any time due to non-compliance of a LL representative.

Finding a Home on the Economy

Things To Consider

- Always keep security in mind while you are looking at homes.
- All units are inspected by the Housing office and must meet safety and security standards.
- Be aggressive in your search—TLA authorization is 60 days for military and 90 days for civilian personnel.
- You *must* make a decision no later than 15 days before your last day of TLA to allow time for inspections, negotiations, electricity hook-up, delivery of furniture, and any other pre-occupancy requirements.

The Housing Welcome Center will help you...

- Complete a housing application.
- Apply for a codice fiscale, the Italian equivalent of a Social Security Number (required for phone and electrical service)
- View the current economy listings and choose homes you would like to see.
- Maintain your Temporary Lodging Allowance (TLA) eligibility during the house hunting process.
- Sign up for a showing tour or a tag-along tour. (These tours are required for TLA claim approval.) The tag-along tour allows you (or your spouse) to join someone else on their tour.
- Sign a bi-lingual lease.
- Establish and maintain utility service.

Contract Signing

For the contract signing appointment you will need to bring the equivalent of 2 months rent in Euro. Half will be paid to the Landlord when the lease is signed, the other half will be deposited in the General Service Fund to serve as a rental security deposit.

What do I want in a home?

A prioritized list of what you would like in a home will help simplify your search. As you develop the list, ask yourself, " Do I want…":

- A view?
- A yard?
- A house or an apartment?
- A garage?
- A landlord who allows pets?
- An Italian or an American neighborhood?
- Security features?
- A short commute time?
- Access to public transportation?
- Access to the school bus route?
- Close proximity to shopping?
- Close proximity to base services?
- Expenses within my housing allowances?

Placing a Property on Hold

- **Regular Hold:** When you find a home you may put it on regular hold for two working days. This will give you an opportunity to weigh the pros and cons of the house. If you like, you can continue to look at other locations during this time. If there is no second hold, a request for extension can be made.
- **A *Second Hold* :** A *second hold* is a regular hold that you put on a property that someone else has on regular hold. This puts you next in line for the property. If the *Priority* member later cancels the hold, the *Second Hold* becomes a Regular Hold. This is useful if you are on a *Tag along* tour and you like a house that the *Priority* member has placed on hold.
- **Contract Hold:** When you make your **final** decision you will need to put the house you have chosen on contract hold. Housing will then schedule a safety and security inspection. When the home meets the inspection standards a contract signing appointment will be scheduled for you and the landlord.
- Once you have a contract hold, *no more housing tours may be made.*

Economy Housing Checklist

The following is provided to assist you in evaluating prospective living accommodations. All applicable items should be considered prior to a contract hold. You may want to make a copy of this to use at each house you are seriously considering.

Notes:_____

_____

_____

_____

_____

_____

Distance, Traffic, and Automobiles

- ☐ Distance from work and base services
- ☐ Public transportation available
- ☐ Traffic patterns OK (weekdays/weekends/holidays)
- ☐ Adequate Parking?
- ☐ Roads leading to the home OK. Your car will pass
- ☐ Roads large enough for a delivery truck

Children

- ☐ Located near a school bus route
- ☐ Play areas for children available

Pets

- ☐ Landlord allows pets
- ☐ There is adequate room for my pets?

Security

- ☐ Secure Area
- ☐ Garage adequate (access, size, locks, alarm)
- ☐ Street is well lit
- ☐ Neighbors nearby
- ☐ Doors and windows secure
- ☐ Alarm system
- ☐ Gated

Electricity, Telephone, Gas and Heating

- ☐ Electric service is adequate (6KW advised)
- ☐ Electrical outlets located conveniently
- ☐ Sufficient number of electrical outlets
- ☐ Telephone and television jacks located conveniently
- ☐ Phone service available
- ☐ Gas service is available

  Type? (Circle One):

  Propane (AGIP) City gas Bombola (portable tank)

Costs and Fees

- ☐ Rent and utilities in correct price range
- ☐ Are there additional fees for condo, garbage, etc?

Space and Appliances

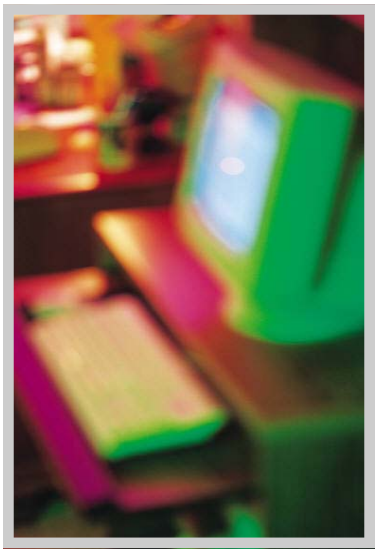
- ☐ The house has an acceptable square footage
- ☐ Adequate space for wardrobes
- ☐ Adequate space for the requested appliances
- ☐ Requested appliances will fit through doorways (Note: If you prefer larger American appliances, be sure the house is equipped to utilize before placing on "contract hold".)
- ☐ Hot and cold water available for washing machine
- ☐ Vent and gas connection within 2 feet of dryer location
- ☐ Electrical connection available for washer and dryer
- ☐ Gas and electric connection within 2 feet of stove
- ☐ Air conditioning adequate

Miscellaneous

- ☐ Yard or garden require maintenance acceptable (consider who will perform the maintenance… self, contractor, LL)
- ☐ No evidence of mildew (look for *bubbling* or peeling paint)
- ☐ Windows open in a convenient manner
- ☐ Check out the neighborhood and surrounding premises: Is it located a popular restaurant or disco that will be very noisy in the evenings?

Measure the area where the appliance is to be installed and ensure there is ample room for installation and functionality. Also, measure all doorways, staircases and tight spots that may prevent the appliance from being delivered. Keep in mind the height restrictions, doors that swing open, lids that raise, functionality, and ease of use.

ADSL Service in Economy Housing



The phone, Internet and email are all great tools to help us keep in touch with loved ones in the States. The NSA Housing Department will help you set up basic and ISDN phone services, but is not able to assist with other special phone services and Internet services (such as ADSL).

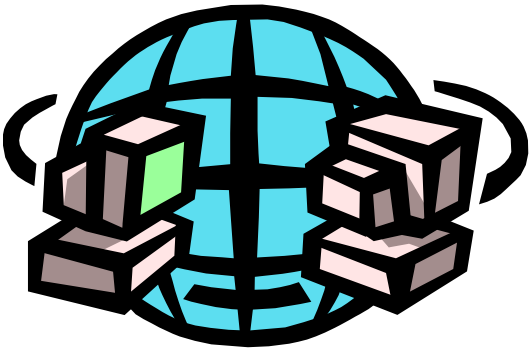
NSA Housing is not staffed to provide the level of technical support required to set-up and maintain Internet services. For instance, once your ADSL service has been set up and you experience problems with it, you'll need to contact the ADSL service provider directly. Their customer service representative will need to communicate with you directly while you are using your computer to properly troubleshoot the problem.

If you do subscribe to other special phone services and ADSL, pay special attention to service and termination agreements in the contracts. Residents should report their ADSL problems directly to their service provider.

The following is a list of contractors providing ADSL assistance to US/NATO community in the Naples, Italy area. They will help you set up ADSL service and they will provide follow-up technical assistance, if needed.

Company	Contact	Phone Number
CITRONIC	Mr. Salvatore Russo	393-069-6969
DIGITAL	Mr. Luciano Marino	328-674-9284
ELECTRA CORDUA SERVICE	Mr. Giulio Cordua	335-744-5177
HI-TEC	Mr. Antonio De Matteis	081-64-501

Those who have mastered the Italian language can visit the following web sites to arrange ADSL service. (Please note that these web sites are in Italian.)



Company Name	Company Web site
Tiscali	http://www.tiscali.it
Fastweb	http://www.fastwebroma.it
F5	http://internet.ngi.it/f5/listino.asp
Tele2	http://www.tele2.it/
Micronet	http://www.micso.net/adsl/
Alice	http://www.aliceadsl.it/alice/contents/index_statica.html
Libero ADSL	http://internet.libero.it/adsl/index.phtml
Aruba ADSL	http://adsl.aruba.it/
KATAWEB ADSL	http://www.adsl.kataweb.it/

Provider, type of connectivity, and price will be discussed directly between the customer and the contractor.

Please Note:
The ADSL contractors listed above are furnished for your information as a possible alternative only and do not constitute endorsement by the NSA Naples Housing or the Department of the Navy.

Loaner Furnishings & PFTF

Loaner Furniture

The Loaner Furniture program, provided by Navy Family and Bachelor Housing provides the basic furniture you'll need to set up housekeeping while you wait on your own household goods. You can also use this program when you get ready to leave Italy, so that you can ship your household goods out earlier ensuring that they will be delivered to your next duty station by the time you arrive.

If you're interested in taking advantage of the Loaner Furniture program, visit any of the Housing offices to make the appropriate arrangements for delivery or pick-up. It's up to you to request it and make sure delivery and pick-up dates are accurate.

The Loaner Furniture program entitlement ceases upon the receipt of your household goods or 90 days (whichever comes first) and begins 60 days prior to departure. Requests to retain the loaner furnishings beyond the 90/60-day period should be made prior to the expiration and must be submitted in writing to the Naples Housing Director.

Repair & Maintenance

The housing office will provide contracted maintenance personnel to care for furniture & equipment problems when they occur during normal day-to-day usage. If housing issued equipment or furniture requires service while it is issued to you, **call the Housing Maintenance Trouble Desk** (see pg. 2 for number)

PFTF—Partial Full Tour Furnishings

If you are living on the economy, Navy Housing provides Partial Full Tour Furnishings (PFTF) for the entire length of your tour. Eligible military personnel, DoD civilians, and DoDDS teachers with a transportation agreement to Naples, Gaeta, and Rome areas are entitled to full issue of PFTF items. Due to limited resources, the availability of PFTF may vary from time to time.

Information on PFTF is available at the Housing Welcome Center. A counselor will assist you in determining your requirements prior to placing a contract hold. Your request will be processed at the time you sign your lease.

Condition Of Furniture & Appliances

The Housing Department does its best to ensure that all loaner furniture and PFTF are delivered to you in a clean and serviceable condition. When you receive the furniture, be sure to note any obvious discrepancies about the pieces. Your notes will be filed with the Housing Warehouse and you will not be charged for damages annotated. Remember to check everything before the delivery crew leaves your home.

Scheduling Appointments

Housing Warehouse appointments, such as those for Loaner Furniture and PFTF, cannot be scheduled over the phone. If you wish to schedule or re-schedule (change) any furnishings appointment you must visit any Housing Office in person to complete the request. You must schedule your appointment at least three working days in advance. It's important to keep the appointment you've scheduled. Failure to maintain any Warehouse appointments (missing an appointment) as scheduled will cost you a $60.00 fee before a new appointment is rescheduled. If you need to cancel an appointment, you must notify Housing at least 24 hours in advance.

Delivery & pick-up

When loaner furniture and PFTF deliveries and pick-ups are initially scheduled by the housing counselor, only the date of service is specified. Later, the warehouse contractor will assign an AM or PM timeframe in order to better manage the workload by location. There are no exact appointment times for deliveries and pick-ups. If you'd like to find out if your appointment is taking place in the AM or PM timeframe, you can call the housing warehouse between 1500 and 1600 the day before the appointment at:

DSN 629-4242 or Commercial 081-811-4242

Timeframes

AM: 8AM to 1PM
PM: 1PM to 6PM

Appliance Specification List

The following is a list of appliance sizes currently available through the Housing warehouse.

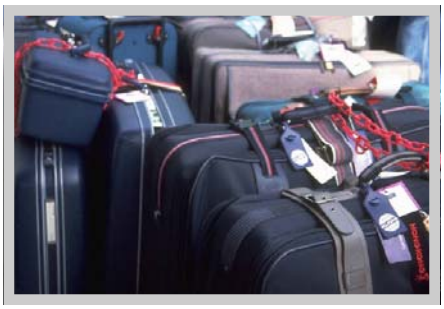
	Width	Depth	Height
Large Gas Oven	35" 89cm	23½" 60cm	29" 74cm
Small Gas Oven	23½" 60cm	23½" 60cm	33½" 85cm
Large Refrigerator* (American Style)	29½" 75cm	27½" 73cm	64½" 158cm
Small Refrigerator*	23" 58½cm	24" 61cm	66½" 171cm
Large Washer	26½" 68cm	25½" 65cm	42" 107cm
Large Dryer (gas only)	27" 68cm	27" 68cm	43½" 110cm
Small Italian Washer	23½" 60cm	19" 48cm	33" 84cm
Small Italian Dryer	23½" 60cm	21" 53½cm	33" 84cm
Italian Washer Dryer**	23½" 60cm	19" 48½cm	33" 84cm

* When ordering a refrigerator, please specify right-hand or left hand-door swing.

** The small Italian washer and dryer can be stacked or side by side.

Checking Out of Government Quarters

Notice of Intent to Vacate (1ST APPOINTMENT AT THE HOUSING OFFICE)



At least thirty days before your departure, contact the Government Housing Assignment Office to start the checkout process. The Assignment office is located at the support site and is open Monday through Friday, from 0730 until 1545. Contact the office at DSN 629-4468/4469 to schedule your first appointment.

Bring a copy of your PCS orders to this first appointment. You will complete an "Intent to Vacate" notice and schedule your preliminary and final inspections. The Assignment Counselor will arrange for loaner furniture to be delivered and picked up. For cleaning references, the Counselor will also give you a copy of the "Navy Housing Appliance/Furniture Cleaning Requirements".

Pre-Inspection (2ND APPOINTMENT AT YOUR HOME)

During the pre-inspection of your home, the Housing representative will inform you of what will be expected at the final checkout, as well as take notes of needed repairs. During the pre-inspection, be sure to ask any questions you may have concerning items that have been lost or damaged. This inspection will take approximately 30 minutes.

Please make arrangements to keep this pre-inspection appointment. Missing the appointment will reduce operational efficiency and slow the vacate process.

Final Inspection (FINAL APPOINTMENT AT YOUR HOME)

You must have a final inspection of your home in order to complete your requirements for vacating government quarters before PCSing. To complete the final inspection it is important to have all personal property removed prior to your scheduled appointment. At the final inspection a Housing representative will examine the residence in the following areas: condition and cleanliness of quarters; and inventory, condition and cleanliness of government equipment and loaner furniture. During the final inspection, you will sign a memorandum indicating the date that you passed your final inspection and vacated quarters.

Telephones

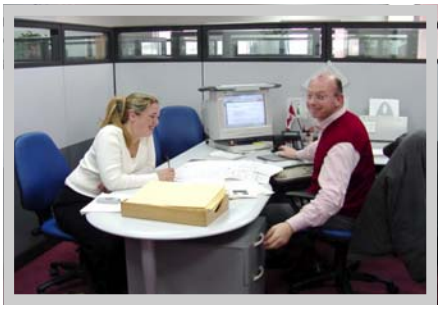
If you live in a government parco, you will need to make an appointment with the Housing office to terminate your telephone contract. Appointments should be arranged for at least one week before you leave. Telephone service will terminate 3 days after your termination request. You will need to bring in the last two paid telephone bills when you come to your appointment.

TLA

After turning in your keys and remotes you will move into the TLA hotel until the departure for your next assignment. Prior to their departure of Naples, Italy, military personnel are qualified for **three days** of TLA if they live in government housing. This allowance does not begin until the final inspection has been passed. Plan ahead when scheduling your appointments. Make TLA reservations well in advance.

Checking Out of Economy Housing

Preparing for Check-Out



- You must begin preparing for your housing check out at least 30 days in advance.
- Schedule your household goods shipment with the Personal Property office at DSN 629-6778 in Naples or DSN 627-7712 in Gaeta.
- Contact the Housing Welcome Center (HWC) to schedule the first of three termination appointments.

Letter of Termination (1ST APPOINTMENT ONLY AT HWC IN GRICIGNANO)

- Bring a copy of your PCS orders.
- The Housing counselors will prepare a letter of termination that you must mail to your landlord via Italian mail. He or she must receive the letter at least 15 days prior to termination.
- You will receive a Certificate of Repossession that you and your landlord need to sign.
- You will be told how much your final rental payment will be in Euro.
- The Housing Counselor will also arrange for loaner furniture to be delivered and picked up.

Inspection of Premise (2ND APPOINTMENT AT YOUR HOME)

- You and your landlord will inspect your home together.
- If no damages are found, your landlord will sign the Certificate of Repossession. This document is provided in both Italian and English. When signed, it releases you from your contract. This document MUST be presented to the Housing Office at your final clearance appointment. Tenants will not be released without written agreement by the landlord.

Final Clearance (FINAL APPOINTMENT ONLY AT HWC IN GRICIGNANO)

- Bring the signed Certificate of Repossession. If the landlord did not sign the Certificate, he or she will need to come to this appointment.
- If damages are determined to be the result of your tenancy, you are liable for the repair costs. If the costs exceed the amount of your deposit you are responsible for the difference.
- Your counselor will terminate your contract and negotiate damage reparation. If you and your landlord cannot reach an agreement, Housing will arrange an inspection of the home.
- Shut off your electrical power, bring your final ENEL meter reading and all of your bills.
- Telecom contract will be terminated. Bring the Telecom issued telephone and all of your bills with you to this appointment.
- Final utility consumption and damage costs, if any, can be deducted from your housing deposit. The balance will be refunded to you in Euro.

Additional Information

- If you are using *city gas* you will be given a document for recording your final meter reading during your first appointment. This document must be taken to Napoletana Gas Co. on Via Chiaia -Housing provides maps. You will need the paid receipt during your final clearance appointment.
- Most contracts include water usage. If yours does not, the contract for your use is in your landlord's name. In this case the bill is calculated at the final appointment so you can reimburse your landlord.
- You will not be reimbursed for any fuel remaining in your bulk gas tank.

Outgoing TLA

Make your departure TLA reservations in advance. Military personnel must use the Navy Lodge. TLA entitlement is for **six days** only, so please schedule carefully. You are not entitled to draw OHA for rent payments and TLA at the same time.

Showing Service Signature Sheet

Instructions: Initial each item to indicate understanding when instructed to do so during the briefing. This page will be collected at the close of area orientation.

1. _____ **AREA MAP**: Explanation given.

2. _____ **BUS TRANSPORTATION:** I understand that school bus transportation is provided only within the school bus commuting area, and that if I obtain housing outside this area I must transport my dependent students at my own expense between my residence and the school, or to an existing bus stop within the commuting area. It is imperative that all personnel contact the DoDDs School Transportation Office at DSN 629-4769 or commercial at 081-811-4769 prior to putting a housie on Contract Hold, to preclude andy problems with school transportation for DoDDs students.

3. _____ **TLA AGREEMENT:** (Copy given to customer) Please Note: 60 days authorized TLA for Service Member. 90 days for Civilians. Service Member's must complete 2 tours every 10 days with Housing office Showing Services for TLA approval.

4. _____ **CODICE FISCALE:** _____ Completed Application ____ Will apply on own

5. _____ **WAITING LIST FOR GOVERNMENT QUARTERS:** Must be housed in GQ within 60 days authorized TLA, otherwise must seek housing on the local economy. Must live on the local economy for at least 4 months before becoming eligible for placement in GQ.

6. _____ **ALLOWANCES: OHA, URM, MIHA**. (Ask questions if you have them prior to signing this) Military should follow up with PSD as they have the final authority on allowances. Civilians must get LQA directly from HRO (contact 626-5767).

7. _____ **ADVANCE OHA:** (For Service Members) Must apply before contract signing.

8. _____ **TOURS:** Explanation given of *TAG* tour vs. *PRIORITY* Tour.

9. _____ **HOME FINDER:** Verbal explanation given.

10. _____ **HOLDS:** The selection process and hold process has been explained. **REGULAR HOLD**—2 Days; Economy house hunting may continue; one 2 day extension is allowed if there is no *second hold* on the property. **CONTRACT HOLD**—Firm Commitment to a property. Customer is 100% sure this is the house they want. Negotiations begin for Rent amount and any improvements desired. No further tours. **If you find the house with someone other than a housing counselor (i.e. a LL representative), that person MUST be present when you place the house on contract hold.**

11. _____ **NO TOURS AFTER:** a) Assignment to GQ or, b) A Property has been placed on Contract Hold

12. _____ **INSPECTION PROCESS & STANDARDS:** Once a house has been put on Contract Hold, if it has not been recently inspected, it will go to the inspection department for the inspection process to make sure it meets Housing code and regulations. The customer may opt to attend this inspection if they are available at the time the inspection is scheduled.

13. _____ **CONTRACT APPOINTMENT:** Codice Fiscale & the equivalent of 2 months rent in Euro.

14. _____ **UTILITIES:** ENEL 5 Working Days for Hook-up, set up at contract signing. Upgrade costs for 4.5 and 6 Kwh service have been explained. TELECOM will be set up at contract signing if service is available at your location—verify telephone service availability with landlord. AGIP GAS COUPONS—any other brand OR city gas = NO TAX FREE GAS COUPONS. AIR CONDITIONING installations should not significantly affect the monthly rental price.

15. _____ **LOANER FURNITURE:** 90 days MAX. at least 3 working days for delivery. E-4 and below moving from barracks will not receive loaner furniture.

16. _____ **PFTF:** What is provided and the importance of measuring/checking for appliance connections has been explained. I understand that there is a $60 redelivery fee. I understand that this will be ordered at the time of contract signing.

_____	_____
Sponsor's Name—Printed / (SSN)	Sponsor Signature
_____	_____
Presenter's Name	Date

Request for Codice Fiscale

Social Security Number	☐☐☐ ☐☐ ☐☐☐☐
Name (last, first, full middle)	
Sex	☐ Male ☐ Female
Date of birth (dd/mm/yy)	
Birth Place (City, State)	
Command/Unit	
PSC BOX FPO, AE	

Command Location (Check one)

☐ JFC, VIALE LIBERAZIONE 80124 NAPOLI
☐ AEROPORTO CAPODICHINO 80144 NAPOLI

Official Use Only

Data Entry Date:

Date Entered By: