

QUARTERS ASSIGNMENT AGREEMENT

INSTALLATION NAME & ORG. CODE: _____ Quarters No: _____

METHOD OF PAYMENT: _____ Occupant's Name: _____

Payroll Deduction: _____ *Occupant's Soc. Sec. No. _____

Bill for Collection _____ Prepared By: _____

Address: _____ Date Prepared: _____

Benefitting Account _____

- Bureau Employee Volunteer-in-Park Contractor's Employee
- Essential Cooperator Federal Employee Other

The _____ (hereinafter called the bureau) hereby assigns to the above named occupant government quarters described above.

Rent shall be \$ _____ bi-weekly, as indicated on the attached Rent Computation Schedule. If occupant is a bureau employee, rent shall be payable bi-weekly through salary deductions in accordance with Section 75(a), Title 5, U.S. Code. If occupant is not a bureau employee, rent shall be payable _____ by cash collection. The rent shall be subject to automatic periodic adjustments due to rental surveys and in between rental surveys in accordance with Interior Property Management Regulations Part 114-52, utilizing the Department of Labor Rent Series of the Consumer Price Index (percentage changes) as the annual rent multiplier. The occupant will be notified in writing at least 30 days in advance of the rent adjustment. Rental surveys are usually conducted every five years. Consumer Price Index adjustments shall become effective the first full pay period in February of each year. A new Quarters Assignment Agreement will be required only when rates are revised pursuant to a rental survey.

Occupancy of the subject Quarters shall begin on _____. If occupant is a bureau employee, occupancy shall end upon expiration of occupant's employment at this location, unless previously terminated at the option of either party upon _____ days written notice. If occupant is not a bureau employee, occupancy shall end on _____, unless previously terminated at the option of either party upon 30 days written notice.

As a part of the consideration set forth above, the bureau will furnish occupant with the following equipment, utilities, and other services during the period of this assignment: _____

CERTIFICATION: Occupancy of the subject quarters by the named occupant is is not mandatory under the definition of required occupancy in 400 DM 3.2. (If occupancy is required, attach copy of Form DI 1872 Certification of Required Occupancy).

*Disclosure by Non-Departmental employee tenants of their social security number is voluntary. It is used as a basis for cross checking the identity of the tenants.

(CONTINUE ON REVERSE SIDE)

GENERAL TERMS AND CONDITIONS

1. Occupant may be evicted by the Bureau for:
 - (1) Breach of this Agreement
 - (2) Termination of this Agreement
 - (3) Serious threats to the public health and welfare.
2. The premises shall be used for residence purposes only. It shall not be assigned or sublet by occupant in whole or in part, nor shall any business be conducted on the premises unless authorized in writing by the bureau head or his/her designated representative.
3. Occupant shall keep the premises in clean, sightly, and safe (including mowing lawns/shoveling walks and driveways) condition at all times and, upon vacating, will leave the quarters in a clean and orderly condition. Upon moving-in, and upon vacating, a Quarters Inspection Form DI 1879 should be completed and signed by Occupant and designated bureau representative.
4. Occupant shall notify bureau of maintenance needs but shall make no repairs, alternations, improvements or addition to the premises unless authorized in advance in writing by the Bureau. All alterations, improvements or additions so authorized and made shall become and remain the property of the United States.
5. Occupant shall be charged normal rent for quarters during temporary periods of absence unless quarters are temporarily assigned to another paying tenant during absence of occupant.
6. Occupant shall occupy quarters and control his/her family and guests in such a manner as not to interfere with bureau operations at the installation.
7. The Installation Manager or his/her designated representative shall have free access to the premises at all reasonable hours with prior notice to occupant for the purposes of examining the same and to make repairs or alterations except for emergency situations.
8. Any damage to the premises resulting from neglect of occupant or from any cause except fire or reasonable wear and tear shall be repaired by occupant in accordance with No. 4 above. Any repairs so occasioned may be made by the bureau, and the cost to same to be reimbursed by occupant by cash payment or payroll deduction within 14 days.
9. We recommend that the tenant carry Homeowner insurance because Government liability is limited under the Tort Claims Act.
10. The bureau will maintain Quarters, paint exterior and interior, provide a window and floor covering, range, and refrigerator, where appropriate.

Other Conditions: _____

Subject also to any additional terms and conditions applicable to the installation and its Quarters as set forth on exhibit(s) _____ and _____ attached hereto and made a part thereof.

_____ Date

_____ By (Representative)

_____ Date

_____ By (Occupant)

_____ Date Filed

NOTICE OF APPEAL RIGHT: You have the right to appeal rental rate adjustments, or other changes pursuant to the restrictions contained in IPMR 114-52.6. Appeals shall be adjudicated as of the date the appeal is filed. The filing of an appeal shall not result in postponing implementation of a proposed rate pending adjudication of the appeal. When an appeal results in a revision of the rental rate, the employee shall be credited with whatever overpayment may have resulted during the period from the filing of the appeal to the date the decision is implemented. An appeal must be in writing, outlining in detail the basis for the appeal, within 20 days of the date notified above.