



FAMILY HOUSING DEPARTMENT

COMMANDER FLEET ACTIVITIES CHINHAE

PSC 479 FPO AP 96269-1100

MEMORANDUM FOR WISHING TO RESIDE COMMERCIAL HOUSES AT OFF-BASE

FROM : FAMILY HOUSING SERVICE CENTER IN CHINHAE

SUBJECT : Guidelines For Renting Places At Off-Base

Korean housing has greatly improved in the quality and quantity area, but it is still difficult to completely meet the U.S. Standard such as size, electric voltage, garage, etc.

Service members or DoD Civilians who want to reside in off-base units are highly recommended going through the Housing Service Center in order to get better service, prevent complication such as financial dispute or eviction that may occur and affect prompt move-in. Landlord or realtor must submit Property Ownership document for housing review and verification. All off-base housing units must be certified as adequate by housing representative. Housing is the approval authority on entitlements. Additionally, you can not change off-base units without prior inspection and certification of the unit. For service members in Chinhae and Busan, other changes affecting your entitlements such as Lease, relocation, additional personnel information will only be accomplished by the Housing Service Center.

Housing Service Center Responsibilities :

The member who is authorized to reside off-base MUST process all lease through the Housing Service Center.

The Housing Service Center will provide HRS (Housing Referral Services) to active duty, quality off-base housing and related services for U.S DoD employees.

Housing Service Center Will Offer The Following Services:

- Maintain an open-referral system via realtors/landlord that ensures customers can receive up-to-date information on nondiscriminatory rental properties.
- Review and process lease contract.
- Process paperwork for lease contract / Overseas Housing Allowance (OHA)
- Provide interpretation services in dealing with landlords.
- Provide lease agreements in English and Korean
- Perform property inspection

How is Housing Referral Service (HRS) Processed?

- Stop by the Housing Service Center to be briefed HRS.
- The member has 3 options to find the property. 1) on your own, 2) showing service from Family Housing, 3) through a realtor.
- Schedule appointments to look around houses or apartments and the property inspection done by housing representative. (the authorized realty and HSC check it out before making lease agreement)
- If selected, complete OHA for Service Member, Lease agreement and special agreement. The Housing Service Center will assist in completing the necessary documentation.
- Housing Director reviews and approves the necessary documentation.
- Forward the completed documentation to Yokosuka PSD for service member and to HRO Atsugi for civilian personnel assigned to CFAC, to HRO Taegu for civilian personnel assigned to DECA or Army Base.

Referral Processing Requirements (Military / Civilian)

- The Member PCS order / Civilian's TCS order (DD Form 1614) or Transportation Agreement (DD Form 1617).
- Housing Application Form (DD Form 1746).
- Sex Offender Policy Acknowledgement and Disclosure (CNIC 11103/1) Form.
- Command Sponsorship for dependents, if family members.
- CNA (Certificate Of Non Availability), if active duty member stays in the barracks.
- Official chit with an approval for OHA entitlement / Off-base housing thru a chain of commander.

Rental Payment For Military Members

- Payment will be made in the local currency to prevent members from losing money as a result of currency exchange-rate fluctuation.
- A lump sum payment is not allowed. Only month to month payment basis is authorized.
- Utilities and Rent shall be made separately
- Rent Money shall be set up based on fair market value so DON'T negotiate anything with a landlord until you inform the Housing Service Center of your lease contract.
- Service member or DOD civilian must submit a written termination to their landlords at least 30 days in advance before their moving out date.
- Members should use the rent receipt the Housing Service Center provided for each payment so as not to make any financial complications in future and submit the copy of the receipt when terminations. Housing Service Center is not responsible for the financial complications between members and landlords since we're not involved in the money transactions between themselves.

- Regarding delinquent rent or utility payment, FHSC contact the member's command along with proving material.
- Landlords are willing to provide the following service without increasing to the rent
 - Extra Transformers, 2 water bottles per month with a water dispenser
 - Window Treatment (Blind or Curtain) for outside windows only
 - : depends on the negotiation with a landlord.
 - Cable TV and Internet service at lease
- Most new apartments in Busan have been furnished with individual A/C units, stove, washer and refrigerator.

DoD Civilian Contract

- Payment will be made in US Dollars to prevent members from the losing money as a result of currency exchange-rate fluctuation. However, it can be changed according to each organization's policy and instruction.
 - For CFAC (NAVY) : One year Living Quarters Allowance(LQA) payment is recommended.**
 - For DCMA : Monthly payment basis and Local currency payment are recommended.**
- It is strongly recommended for members to make an advance payment for 1 year or more years that is easier and better process for the members. Also utilities are included in the advance payment
- If members leave earlier than lease agreement since they get the government official order, remaining advance payment can be calculated by the daily rent and will be returned to members.
- It is highly recommend that lease should be made within 90% of your authorized LQA. We're not responsible for possible financial complications result from using the maximum amount of LQA authorized.
- You should submit one copy of the receipt of the LQA payment to a landlord and the FHSC

Sub Lease Contract

Housing Service Center has experienced that our customers have chosen to sub-lease off-base housing units between him/her and sub-lessor even though we informed them of possible complications. **We do NOT PROCESS the Sub Lease Contract not to make any possible complications such as eviction or financial problems. SUB LEASE CONTRACTS ARE PROHIBITED.**

Jeonse (전세:傳賃) : Refundable Key Money

Jeonse is a real estate term unique to South Korea that refers to the way apartments are leased. Instead of paying monthly rent, a renter will make a lump-sum deposit on a rental space, at anywhere from 50-100% of the market value. At the end of the contract, usually two or three years, the landlord returns the amount in its entirety to the renter.

However, 'Jeonse' is not authorized by Chinhae Housing Service Center to prevent the military members or DoD Civilians from making personal profits with misappropriating the government money. It must be used only for legitimate purposes.

Management Fees (Gwan-Ri-Bi)

- All high rise style apartments and Villa (5 Story) require charges of “management fees (Gwan-Ri-Bi)”. Management Fees are composed of as follows :
 - Basic Management Fees : Cleaning of common areas, use of elevators, access area lighting, security, parking and related expenses
 - Actual Utilities Usage : Electricity, water, gas) use by the resident.
- Bottom line is **Management Fees = Basic Management Fees + Actual Utilities**
- Basic Management fee is fixed for units with same size and varied by the size of units.
- These variable charges, if incurred, must be paid with the “Utilities Allowance” portion of service members’ entitlements. Not part of Rent of OHA.
- Management fees must be paid on month to month basis.
- Most of the apartments in Korea ask to pay for the hire of an elevator use when you’re moving out. The amount will range from approximately 50,000KRW-100,000KRW, depending on apartments.

Loaner Furniture

- In order to minimize Temporary Lodging Allowance (TLA), Commander Fleet Activities, Chinhae (CFAC) will provide temporary loaner furniture support.
- Loaner furnishings and appliances may be issued for:
 - 90 days to eligible in-bound personnel
 - 60 days to eligible out-bound personnel
- CFAC will schedule a pick up appointment within 90 days from the date of issue. Under no circumstances are civilian personnel allowed to have government loaned furnishings beyond 90 days. Exceptions or waivers should be approved by CFAC Housing Director through CFAC Furniture Program Manager.
- Members will be supported with loaner furnishings :
 - Supplied by the CFAC FH team for Family Members
 - POC : Mr. Sin DSN 315-762-5291(Chong.II.Sin.KS@fe.navy.mil)
 - Supplied by the CFAC BH team for Single Members
 - POC : Mr. Yun DSN 315-762-5336 (Song.Hwan.Yun.KS@fe.navy.mil)
- **Gas Dryer : All costs associated with the installation of appliances shall be paid by the user.**
- **Extra Refrigerator : Members can request an extra refrigerator at the Family Housing Service Center, only if the family size is 5 and more including a member.**

Use of Rental Realty and Broker

Housing Service Center provides an off-base referral list of inspected units to all DOD personnel to include civilians and DODDS teachers that meet the requirements as outlined in USFK Reg 210-51, USFK

Housing Referral Service Program. Safety inspections have been performed on all units listed and a fair market price has been determined and agreed to by the owners. Once you enter into a lease with property from this list, we can assist if problems arise during your lease period. **Note: Please make sure a smoke detector and Fire Extinguisher are located inside of your quarters.**

An alarming number of military and DOD personnel have chosen to use off-base rental realties and brokers, both licensed and unlicensed. We have received numerous calls from members who have used these realties and experienced problems. Housing Service Center does not encourage or endorse the use of these realties. Therefore, we may be unable to assist or resolve problems that the member incurs. Be advised, if you enter into a property lease with these off-base agencies, you do so at your own risk. While our job is to assist members with housing issues, we have guidelines that we must adhere to. Please check with our office to find out exactly what off-base housing property has been inspected and listed.

Electric Bill Estimate

The Utilities or Electric cost for Korea Electric Power Company (KEPCO), Off-Base housing works like this: KEPCO impose 3 different base rates per KWh/h according to how much electricity you use. The residents may check Progressive Electricity Tariff on the back of bill statement you receive every month. Also, the rates differ according to whether you are a residential or commercial customer.

Q: What is progressive tariff?

Residential Service (Low-voltage)

- **Trump Marin/ Trump II /Centum Star**

- Residential customers (including apartment houses)
- Customers whose contact demand is 3kW or less

- Bachelor apartments(including dormitory) and social welfare facilities for multi-dwelling

The date of application : 2016/ 12/ 01

Demand charge (won/household)		Energy charge (won/kWh)	
1 ~ 200kWh	910	1 ~ 200kWh	93.3
201 ~ 400kWh	1,600	201 ~ 400kWh	187.9
400kWh ~	7,300	400kWh ~	280.6

Residential Service (High-voltage)

- World Mark Haeundae/ World Mark Marine/ Poseidon Hanundea/ Zenith/ I- Park Haeundae

Demand charge (won/household)		Energy charge (won/kWh)	
1 ~ 200kWh	730	1 ~ 200kWh	78.3
201 ~ 400kWh	1,260	201 ~ 400kWh	147.3
400kWh ~	6,060	400kWh ~	215.6

Electric Bill Estimate = Demand Charge (basic fee by usage) + Energy Charge (the use of electricity)

For example: one member uses 300kWh of electricity in Trump Marin Apt.

- Demand Charge : 1,600Won
- Energy Charge : 200kWh*93.3Won (1 ~ 200kWh)+100kWh * 187.9Won (201 ~ 400kWh)
- Total : 1,600 +37,450 =39,050Won

- Pyong

Sizes of apartments may be given in Pyong

1 pyong = 36 SF

30 pyong = 1080 SF

40 pyong = 1440 SF

Most 30 or 40 pyong Off-Base housing uses 300 to 400 KWh per month without A/C. With A/C, it can add up to 500 KWh or above very easily. Electricity in Korea tends to be very expensive if you don't conserve wisely otherwise, you may find yourself paying the excess out of pocket.

The electrical costs stated above are only an estimate. The power company establishes rates based upon a graduated table of usage. (Expect increased rates for usage during peak electrical periods Mid-Summer and Mid-Winter. Moreover, higher usage may result in higher rates) the rate change throughout the year based upon historical high and low power usage. The cost per KWH increases incrementally to reward conservative users while penalizing over use.

Using Standard Plastic Garbage Bags

First: Please use regulation garbage bags when you throw away general garbage.

Second: When it comes to recycling waste, please separate and put them in recycling cans.

Third: When it comes to food waste, please remove the liquid from the food waste as much as you can before you throw it away by using a standard food waste container.

- If you do not separate your garbage, citizens/residents will be shouldering the extra treatment cost.
- You may be fined with one million (over \$ 1,000) won or less, if you throw away garbage illegally
- Do not put food waste in regulation garbage bags (SS-RAE-KI-BONG-TU) except the following: Fish, Crab, Shellfish and Animal bone, Seeds, Herb remedy trash (Compost) and Fruit peelings.
- Do not put vinyl bag or non food trash in food waste container.
- Regulation garbage bags (SS-RAE-KI-BONG-TU) may be purchased from local markets, cigarette stores, etc. Your landlord or realtor should be able to identify the closest store to your APT/House. Trash collectors do not collect mixed food and normal trash.
- All trash and garbage must be seperated into recyclable and disposable trash must be placed in designated trash collection points or bins.

Temporary Lodging Allowance (TLA) Information

TLA begins when member and Dependents arrive at the Permanent Duty Station and government quarters are not available. Member has to report to Command Pay Personnel Administrator (CPPA) prior to payment of TLA.

On arrival: All Temporary Lodging Facilities (TLF) must be within the vicinity of Permanent Duty Station (PDS). Members will be advised to aggressively seek permanent quarters, keep an accurate record of expenses for lodging and to register and inform Housing Service Center at least every 10days of progress in obtaining permanent quarters.

The initial entitlement to arrival TLA is based on the member's arrival date in Korea and is not to exceed the 60 day limitation. If member exceeds 60 days then approval from Regional Commander (CNFK) is required.

Payment of TLA may be made upon receipt of evidence of the following:

1. That application for government quarters has been submitted to the appropriate base housing commander or Housing Service Center.
2. That the applicant has applied to the local housing referral office for assistance in obtaining private rental housing.
3. That command-sponsored family member have arrived in Korea
4. Upon presentation of lodging receipts and TLA certificates.

TLA Manager for and Approval Authority :

The housing director is the TLA manager and will ensure that TLA is managed prudently.

The housing director has the authority to authorize up to 60 days of incoming TLA and 3 to 10 days of out going.

Termination of TLA: If member refuse the first offer of government quarters. TLA entitlements will not exceed 30 days from the date of refusal.

On Departure: Payment of TLA upon departure from the permanent duty station where Government Quarters are Available will not exceed 1 day. For Non-Govt Quarters TLA will not exceed 10 days.

Allowances Authorized for members Living in the Economy.

- Overseas Housing Allowance / Living Quarters Allowance
- Move In Housing Allowance (one time payment)
- Cost of Living Allowance (if applicable)
- Dislocation Allowance

Rental Insurance

It is highly recommended via U.S. carriers to get rental insurance to protect yourself/Household goods. Contact American Insurance or local Insurance Companies.

Mold

Check for Mold. Look for leaks under the bathroom and kitchen sinks, floor damages due to soft wood, windows not been very well sealed, lack of insulation in some closets and walls, etc.

It's your responsibility to keep your place clean and free from mold.

Pet

Inform the landlords if you have pets. It is their right to lease or not. , you are responsible for any damages caused to the unit, furniture, appliances, carpet or grounds by your pet.

Cable TV

The majority of programs on Korean cable are in Korean. We are seeing more and more English Programming such as FOX; CNN; National Geographic; Animal Planet; the HISTORY Channel, and even Golf Channel. It just depends on the provider that services your area and the equipment they provide.

The landlord provides one set-top box installation and basic CATV Channels.

However, if you need additional set-top box installations in the other location of your house/apartment and watch the pay-per-view such as movies, sporting events, the replay of the broadcasted program as well as even softcore adult programs, these additional costs are charged by member's pocket expense.

Disaster Management

Disaster affects hundreds of thousands of people every year. It may happen at your local Navy Installation. It may happen to you.

Please explore the links on the below to find information and tools to help you and your family prepare for emergency situations that could arise any time without warning.

["http://www.cnic.navy.mil/om/emergency_management.html"](http://www.cnic.navy.mil/om/emergency_management.html)

For more information, please contact the Emergency Management (EM) at 315)762-5293.

Typhoon (Equivalent Of Tropical Storm) Information

1) Condition.

These conditions of readiness are declared by military authorities to begin preparations for strong winds. At COMFLEACT Chinhae, condition 4 is set automatically from 1 July through 30 November. Destructive winds are defined as winds 50 knots or greater, including gusts (1 knot=1.15 mph)

2) Preparations

Store water in containers and stock canned food in case of relocation; Make sure windows and doors and seal properly; Stock a portable radio, a flashlight, batteries, candles a first aid kit, and matches; Inspect quarters for needed repairs, such as cracked windows, loose stove pipes or antennas.

3) Action

TCCORs are graduated states of readiness based on the forecast onset of 50 knot (57 mph) winds.

TCCOR declarations are orders: take them seriously! Conditions may not look bad where you are, but they can change fast, and you can get caught in a violent storm without warning.

TCCOR's are passed over AFN radio base big voice announcing system and the TV scroller.

The following are the TCCOR Actions:

- All Clear: No tropical storms threaten Korea
 - o Exists from the end of November to the first of June every year unless a storm moves into the area.
 - o Keep your disaster supply kit together and rotate canned goods and water as needed.

- TCCOR 4 (TC 4): A storm could cause destructive winds of 50 knots (57 mph) or greater within 72 hours.
 - o Chinhae remains in TC 4 from 1 July to 31 November.
 - o Keep preparatory actions up to date and ensure you and your family know what to do if we go to higher TCCORs.

- TCCOR 3 (TC 3): A storm is in the area and is forecast to cause destructive winds within the next 48 hours. Take the following preparatory actions:
 - o Inventory your emergency supplies.
 - Replace expired or used items.
 - Ensure you have adequate water for yourself and your family.
 - Check your flashlights and batteries and ensure everything works.
 - Make sure your gas tanks (car and house) are full.
 - o Secure the larger, more difficult items in your yard.
 - Children's play sets
 - Trampolines
 - Kiddie Pools
 - Picnic tables
 - Gas Grills
 - Trash Cans and Recycle Bins

- Lawnmowers

- o Monitor the storm's progress

- Be prepared to finish your storm preparations quickly.

- The storm could intensify or increase its movement quickly, pushing Chinhae into a lower TCCOR than previously forecasted.

- TCCOR 2 (TC 2): A storm is approaching and is forecast to cause destructive winds within the next 24 hours. Take the following preparatory actions:

- o Ensure all preparatory actions for TCCOR 3 are complete.

- o Secure any loose items in your yard.

- Lawn Decorations

- Flower pots

- Anything that can cause debris.

- o Withdraw emergency cash before the storm. If electricity is down, cash machines will not work after the storm.

- TCCOR 1 (TC 1): A storm is approaching and is forecast to cause destructive winds within the next 12 hours. Take the following preparatory actions:

- o Ensure all preparatory actions for TCCOR 3 & 2 are complete.

- o Fill water containers for fire fighting, sanitation, and drinking as needed.

- Two quarts per person per day for drinking.

- A gallon per person per day is a good amount to keep on hand for sanitation.

- o Turn the temperature of your refrigerator/freezer to the coolest point and minimize the amount you open and close it. If power goes off, perishable foods will keep longer if they start at colder temperatures.

- o Have a plan for your children.

- TCCOR 1 Caution (TC 1C): Hazardous winds will likely occur within the next 12 hours, and winds of 34-49 knots (including gusts) are occurring. Non-essential functions close and personnel are released. Take the following actions:

- o Secure all doors and windows in your home and workplace if not already done.

o All personnel must stay inside until the Commander declares Storm Watch, or a lower TCCOR. (Note: This applies to all SOFA status personnel and their dependants, whether they live on base or off base. Personnel are to stay inside during TC-1C, TC-1E and TC-R.) Rapidly changing storm patterns could cause the island to move into TC 1 Emergency before previously forecast.

o Non-essential functions include, but aren't limited to:

- All AAFES
- MWR facilities, including child care facilities
- Commissaries
- USO
- AMC Terminal
- Child development centers.

• TCCOR 1 Emergency (TC 1E): 50 knot or greater winds and other dangerous conditions are present. All personnel must stay inside until Commander declares Storm Watch, or a lower TCCOR.

o Keep your emergency supplies handy. Your battery-powered radio and flashlights will be needed immediately if power goes out.

o STAY INSIDE!!! Continue monitoring the storm's progress and be prepared to remain in quarters for the duration of the storm. The storm could intensify or decrease its movement, subjecting the island to dangerous conditions longer than previously forecast.

• TCCOR 1 Recovery (TC 1R): Winds have decreased below 50 knots but life threatening hazards may be present on base.

o Only Mission Essential personnel are allowed outside of their quarters on the condition of performing mission essential tasks.

o Non-essential functions remain closed

o Continue to monitor storm's progress

• STORM WATCH: Life threatening hazards have been isolated or corrected, but damage may still exist. The base may still be experiencing some storm-related effects.

o Units and individuals assess damage to their facilities. Report damage the Emergency Operations Center.

o AAFES and Commissary facilities reopen after completing their damage assessment unless the Commander directs otherwise.

- o DoDD Schools remain closed to students, but teachers and staff report to work during normal duty hours.
- o All military personnel and civilian employees report to work within 2 hours of the Storm Watch declaration, at their normal duty hours, or as directed by the commander.
- o Continue monitoring the storm's progress. The storm could return quickly, pushing us back into TC 1, TC 1 Caution, or even TC 1 Emergency.

Anti-Terrorism and Force Protection (AT/FP)

The links on the below provide detailed information

http://www.cnic.navy.mil/om/operating_forces_support/force_protection.html

For more information, please contact the Security Office at DSN 315)762-5345.

Whom To Contact

For Referral Service, Family Housing Service Center 762-5454 or (Comm)055)540-5454

For Allowances or Financial Issues. 762-5203 or (Comm)055)540-5203

For more information, please call the Family Housing Service Center at DSN 762-5454

For HHG moving,
<BUSAN, CHINHAE>

-Outbound Section

DSN : 768-6791 (POC : Ms. Chong, Min Chae)

E-mail : minchae.chong2.ln@mail.mil

-Inbound Section

DSN: 768-6794 (POC : Yi, Hyang hui)

E-mail : hyang.h.yi.ln@mail.mil

Education

There are two DoDEA certified schools in Busan. Approval for attendance is via the Non-DoD Schools Program (NDSP) <http://www.dodea.edu/nondod> ; there are currently students from Navy families enrolled in each school.

Links to the schools are:

Busan Foreign School: <http://www.busanforeignschool.org/>

Busan International Foreign School: <http://www.bifskorea.org/>

Choe, Keun-Sik
Family Housing Director

I fully understand the content of this memorandum.

(Print Full Name / Signature)

(Date)