

# Moving Off Base

**A&FRC**  
**4 W Castle St**  
**Fairchild AFB, WA 99011**  
**(509) 247-2246**  
[www.fairchildfamilysupport.org/](http://www.fairchildfamilysupport.org/)



Congratulations on your selection for moving out of the dorms. In this packet, you will find useful information to have a successful move and information on how to establish yourself as a successful Airman in the world's best Air Force.

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**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 92D AIR REFUELING WING (AMC)**  
**FAIRCHILD AIR FORCE BASE WASHINGTON**

MEMORANDUM FOR DORMITORY AIRMEN

FROM: AIRMAN AND FAMILY READINESS CENTER

SUBJECT: Moving Off Base Classes

1. Call the Airman & Family Readiness Center (A&FRC) at 247-2246 to schedule and appointment with a financial counselor; at least 2 months prior to moving off base.
  
2. Bring to class the following COMPLETED items: (see packet or go to [www.fairchildfamilysupport.org](http://www.fairchildfamilysupport.org) > Financial Services. Members failing to bring in all documentation will be asked to reschedule:
  - a) Completed Income & Expenses Worksheet
  - b) Completed Statement of Understanding (both sides)
  - c) Most recent End Of Month LES
  - d) Letter from Dormitory Management
  - e) If married or engaged, your spouse/fiancée is encouraged to attend
  
3. Airman and Family Readiness hours are 0800-1600, Monday, Tuesday, Wednesday and Friday. Thursday's hours are 0800-1200.

Airman and Family Readiness Staff

# Steps For Moving Off Base Reminders and Tips!!!!

## Determine your budget:

- First month's rent plus security/damage deposit
- Allow enough for utilities (especially during the winter)
- Furnishings (plates, utensils, pots & pans, towels, sheets, furniture, etc.)
- Increased cost for gas (longer commute)
- Include Renters Insurance! (your landlord's insurance does NOT cover your stuff)

## Finding a place to live:

- Rental listings at <https://www.ahrn.com> or <http://www.housingsearchnw.org/index.html>
- Base Housing Office (<http://www.housing.af.mil/Units/Fairchild>)
- Other online listings (<https://spokane.craigslist.org/>, etc...)
- Crime in area? [www.SpokanePolice.org](http://www.SpokanePolice.org) has crime maps
- Ask the current tenant and/or neighbors about the building/complex/neighborhood
- Check on actual utility costs tenants have experienced
- Check it out at different times of day/night (noisy on weekends?)
- Think about someone living in the unit above, below, next to yours (noise, etc.)
- Think carefully about roommates - what if they deploy, PCS, don't pay their share???????

## Rental Agreement/Lease (It's a legal contract):

- Read and understand ALL of it BEFORE you sign
- Don't depend on what they TELL you, it must be in writing to be true!
- You can try to negotiate the terms (including the rent)
- Don't let them rush you to sign - Base Legal can review contract for you
- Be SURE it contains a "Military Clause" allowing you to leave if you deploy or PCS  
Check on FEES ( cleaning 'fee' when moving out?)
- Is your "Deposit" fully refundable if place is clean and undamaged when you move out?

## Moving In:

- Be 'picky' on move-in inspection - note ALL discrepancies on checklist
- Keep completed checklist with lease, you'll need it when you move out
- Avoid damaging stairwells, elevators when moving in
- Arrange to pay utilities you are now responsible for (paying on time helps your credit)  
Consider online bill-pay and/or direct debit, but make sure your account isn't overdrawn

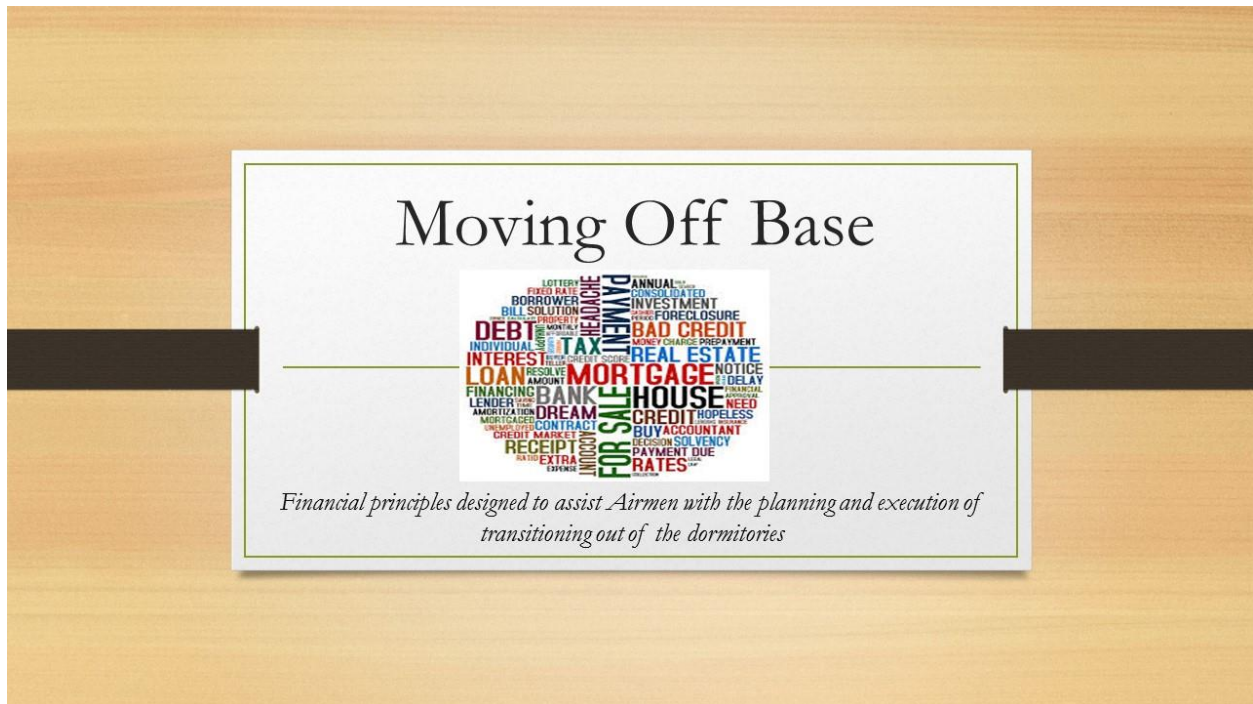
- Get Renter's Insurance (if you don't already have it- it covers theft, fire, etc., of your stuff)

### Living There:

- Pay rent and utilities on time!
- Report leaks or other problems ASAP!
- Keep your place clean
- Be considerate of your neighbors (late-night noise, etc.)

### Moving Out:

- Give notice - in writing - no later than 20 days before end of rental period
- Submit change of address to Post Office
- Clean EVERYTHING thoroughly
- Accompany landlord/rental agent for move-out inspection - have your move-in checklist in your hand to ensure you aren't charged for pre-existing stains/damage/etc.
- You should receive security deposit back within 14 days of inspection/move-out
- Change utilities you're paying out of your name - be sure your balance is paid off!!!!







# FOR OFFICIAL USE ONLY

## FAIRCHILD A&FRC STATEMENT OF UNDERSTANDING

### FINANCIAL SECTION

Date \_\_\_\_\_ Full Name \_\_\_\_\_ MI \_\_\_\_\_ Full SSN \_\_\_\_\_

Branch of Service: \_\_\_\_\_ Pay Grade \_\_\_\_\_ Unit/Squadron \_\_\_\_\_

DOD ID Number \_\_\_\_\_ Gender: Male Female Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home or Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Personal E-mail \_\_\_\_\_ Work E-mail \_\_\_\_\_

Marital Status: Married Single Divorced Separated Widowed Single Parent w/Custody Dual Military

Spouse Name \_\_\_\_\_

Spouse Email \_\_\_\_\_

Duty Status: AD GUARD RESERVE RET CIV PRP: Yes No

Reason for visit: AFAS FTAC TSP BRS First Duty Station MOB LES Other: \_\_\_\_\_

Would you like to be contacted for further financial assistance/guidance: Yes No

*This document is protected by the Privacy Act of 1974: 5 U.S.C. 552a, Authority: 10 U.S.C 8013 (Secretary of the Air Force), Executive Order 9397 (SSN) and amendment Executive Order 13478. Purpose: Client demographics required for client service delivery, trend analysis, and future family program planning. Information is secure and stored electronically.*

Welcome to the Airman & Family Readiness Center (A&FRC). We respect your right to privacy. However, *we do not have complete privileged communication*. Applicable laws and USAF policy require staff to contact proper authorities about statements made or information disclosed by a client that pertains to violation or possible violation of the IAW DoD Manual 5210.42\_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*; IAW AFI 40-301, *Family Advocacy*; or admission of a crime in violation of the UCMJ, federal or state law. *Examples of Disclosure* that must be reported to proper authorities include but are not limited to: Communicating a threat to injure or harm yourself or others, abuse/neglect of a child/spouse or other dependent, military members involved in the unauthorized use of firearms/dangerous weapons; crimes against the government. If your chain of command made an appointment for you, they may be notified you did keep the appointment and general feedback may be provided. When someone is seen as a self-referral, squadron personnel are not routinely notified. *Routine Uses* of information gathered is stored electronically and used for family trends and funding that impact the mission. Disclosure is *voluntary*.

Christopher Marble

//SIGNED//

Christopher Marble, Chief, A&FRC, Fairchild AFB, WA

DSN: 657-2246

COMM: 509-247-2246

My signature certifies I have read and understand the above information.

MEMBER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FAMILY MEMBER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

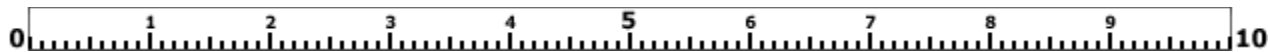
STAFF INITIALS \_\_\_\_\_

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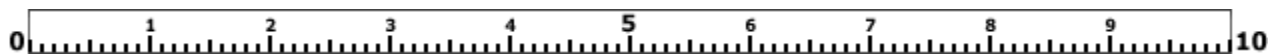
Name: \_\_\_\_\_ Sponsor's Last 4: \_\_\_\_\_ Date: \_\_\_\_\_

Please answer this brief inventory; it helps us understand your overall personal readiness and adjustment to military life. Instructions: Based on the past week please rate how well things are going by placing a hash mark on the 0-10 scales below, with 10 as the best possible rating. Your consultant will use your answers to clarify your goals for coming to the Airman and Family Readiness Center.

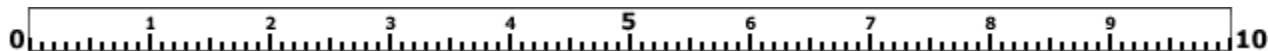
**OVERALL ADJUSTMENT TO MILITARY LIFE**  
(Understand & support the military lifestyle & mission requirements, etc...)



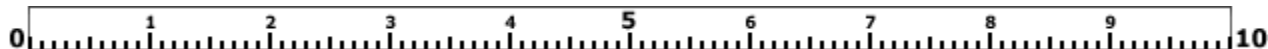
**RELOCATION/MOVING**  
(Ability to move when required)



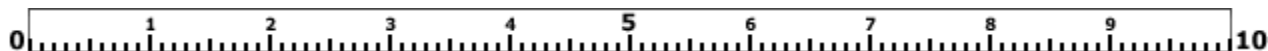
**ADJUSTMENT TO COMMUNITY**  
(Ability to find on/off-base information, services, events & activities, etc...)



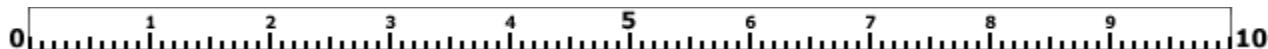
**DEPLOYMENT READINESS**  
(Ability to support short-notice deployments, awareness of available support for loved ones, etc...)



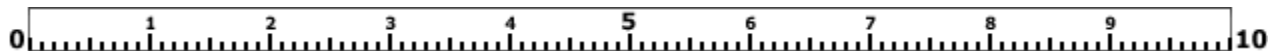
**EMPLOYMENT**  
(Job search techniques & skills, ability to secure suitable employment, etc...)



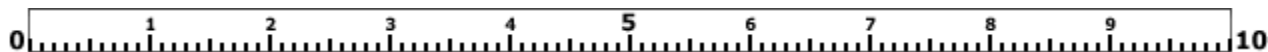
**FINANCIAL READINESS**  
(Basic needs & financial obligations met, savings, investments & retirement, etc...)



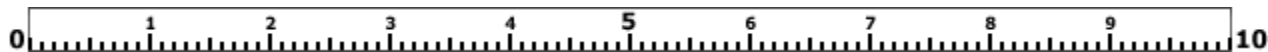
**MILITARY/WORK ENVIRONMENT**  
(Work environment/relationships OPSTEMPO/pace of work)



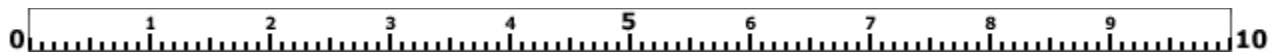
**PERSONAL RELATIONSHIPS**  
(Family, Friends, & loved ones etc...)



**RETENTION**  
(Intention to continue military career past current commitment)



**TRANSITION TO CIVILIAN LIFE**  
(Prepared for separation/retirement, aware of benefits & entitlements, etc.)



The information accessed through this application must be protected IAW AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 [Public Law 93-579] as Amended Applies



