

The Military Housing Office staff is here to assist you in locating both on and off base housing (temporary or permanent). We can provide you with important information regarding your housing options and the local community to ensure that you have a smooth PCS experience. Be sure to visit <http://www.housing.af.mil/> for more info.

**BASE INFORMATION:** For a wide variety of base information, go to: <http://www.housing.af.mil/> where you can find about-Us/Newcomers.

**PET OWNERS:** You need to verify if your animal is as loved by your destination city/landlord as by you. Aggressive breeds such as Pit Bulls, Dobermans, Rottweilers and large breeds (26+ lbs.) have been restricted by many of the local cities/landlords. The AF now bans the following breeds on and off-base privatized residency: Aggressive dog breeds are defined as Pit Bulls (American Staffordshire Bull Terrier, or English Staffordshire Bull Terrier) (all mixed breed Terriers included), Dobermans, Rottweilers, Chows, & wolf hybrids, reptiles, ferrets, those generally considered to be wild or exotic (e.g. raccoons, monkeys, etc.), and arachnids. Both on and off base residency with JBLE-Langley Family Housing restrictions are based on breeds that have aggressive character traits and/or exceed 100 lbs.

**ON-BASE PRIVATIZED HOUSING:** At JBLE-Langley, the base housing is privatized. They are owned by Hunt Military Communities in the Air Force Privatized Housing Grouped Project Barksdale/Langley/Bolling (BLB) Family Housing. If you have any questions regarding housing, Hunt waitlist coordinators information is provided below according to your category below.

**Waitlist coordinator for Hunt Military Communities:**

Jr. NCO's (E-1-E-6):

Victoria Wenzel

Phone: (757)690-2241

Email: [Victoria.Wenzel@huntcompanies.com](mailto:Victoria.Wenzel@huntcompanies.com)

Sr. NCO's/Officers/Retirees/DoD:

Elizabeth Vela

Desk Phone: (757) 865-1330

Email: [elizabeth.vela@huntcompanies.com](mailto:elizabeth.vela@huntcompanies.com)

The housing floor plans are viewable at [www.langleyfamilyhousing.com](http://www.langleyfamilyhousing.com) along with their housing application form. The current homes on the installation offer garages, patios, full size washer and dryer connections, fully equipped kitchens, lawn mowing, and at this time, paid water, sewer and trash pickup.

The residents are also given a base-line allowance for electric and gas. (This is suspended at the present time for further evaluation).

The BLB Langley Family Housing Welcome Center offers amenities such as a swimming pool, fitness and business centers, playgrounds, and a splash-pad. You can reach them at (757) 865-1330 or (833)716-1290 for additional information to include eligibility, availability and waitlist standing.

**MILITARY RENTAL SPECIALS OFF-BASE:** Active duty Air Force personnel assigned to the JBLE-Langley vicinity looking for affordable off-base housing should explore the Rental Partnership Program. Within Homes.mil, look for the properties which have the Rental Partnership Program or within the "Apt Listings" spreadsheet, look for those in bold print.

Upon your arrival, stop by the housing office in order for one of the counselors to verify your eligibility to participate in Rental Partnership Program (RPP). Once the process is complete, you will be provided all information needed in order to be a participant. The partnering apartment communities offers "military only" assigned to JBLE-Langley good deals which may reduce rent, waive security deposits, application fees, and credit checks in exchange for a signed lease and rent paid by allotment. NOTE: If you are PCS'ing from overseas or from a hotspot in the U.S, you need to check with your Langley leadership to confirm if ROM is still required before visiting the gov't offices.

**BAH ENTITLEMENTS:** Select which is applicable to you:

1. If you're at JBLE-Langley in a TDY status, you might need to verify with your finance personnel whether you will need to provide them with a "non-availability" and/or a "Memo" from the dorm staff stating you are authorized BAH and per diem.

2. E-5s and above will draw BAH based on your declared dependency status.

BAH will start at the JBLE-Langley rate as soon as you file your travel voucher.

3. E-4s and below:

a. Those with dependents established on their orders will draw BAH. BAH will start at the JBLE-Langley rate as soon as you file your travel voucher.

b. E-4s with >3 years of service (with or without custodial dependents) will draw BAH. However, you do have to follow the procedures for obtaining the entitlement. Stop at the Consolidated Dorm Management Office (CDMO) located at

37 Cedar Ave, bldg. 123 to start the process.

c. Those who are married to a military spouse (any branch): Occupancy in the dorms and/or BAH entitlement is determined by installation assignment of each member. DO NOT sign a lease prior to BAH acquisition. Occupancy in the dorms may still be required. Stop by CDMO or the Housing Referral office to determine eligibility.

d. Those with <3 years of service: Occupancy in the dorms and/or BAH entitlement is determined by rank. Stop by CDMO for room assignment or to start the BAH process.

**RENTAL HOUSEHOLD APPLIANCES and/or FURNITURE:**

Contact the Airmen & Family Readiness Center located at 45 Nealy Ave, Wing B, Suite 100, phone: (757) 764-3990 to inquire about their loan closet of House Hold Goods (HHG) items. Check with our Airmen's Attic at 74 Burrell Loop, Community Commons, (757) 764-1363 for used free household items.

**LAUNDROMAT:** There is a coin laundry Soaps-N-Suds, located at 300 E Mercury Blvd, Hampton, VA 23663, less than 5 minutes from base.

**FINDING OFF-BASE RENTAL HOUSING or FOR SALE BY OWNER:**

Visit [www.HOMES.mil](http://www.HOMES.mil) for a current rental list. There are many commercial entities of which you can utilize when searching for off-base properties. Some include:

Automated Housing Referral Network ([www.AHRN.com](http://www.AHRN.com)) (previously sponsored by DoD and continues to be highly used by local property managers), [www.militarybyowner.com](http://www.militarybyowner.com).

**NOTE:** Due to possible scams we DO NOT recommend you send any monies for a listing they have not first physically visited and/or toured with the property manager to avoid potential loss of their down payments.

Never sign a lease for a rental sight-unseen. In this area, local landlords do not normally require last month's rent.

**MILITARY RENTAL SPECIALS OFF-BASE:** Active duty Air Force personnel assigned to the JBLE-Langley vicinity looking for affordable off-base housing should explore the Rental Partnership Program. Within AHRN, look for the properties which have the Rental Partnership Program icon (blue circle with the letter "S") or within the "Apt Listings" spreadsheet, look for those in bold print.

**GRAB & GO:** The Housing Referral Office has a wide source of reference materials. We have community information books, maps covering all the surroundings areas, on and off-base community phone books, pamphlets consolidating all the school district calendars and locations, and home purchasing materials.

**VIRGINIA CAR TAGS:** <https://www.dmv.virginia.gov/#!/Locations>

**LODGING/BILLETING/TLF:** Make reservations with JBLE-Langley AFB Lodging Commercial: (757) 764-4667/DSN: 754-4667, Website:

<http://af.dodlodging.net/property/Joint-Base-Langley-Eustis>. There are some pet friendly rooms available.

**IN-PROCESSING:** Assistance offered by the local housing referral office can often save you money and possible later inconveniences should you be unaware of the regulations governing off-base housing. Our office is located at 11 Burrell Street bldg. 65 and our hours of operation are:

**0800-1630**, Monday-Friday, except on holidays. If you have any questions, please contact us before entering into any type agreement per your PCS orders, whether it is a rental or sales contract for off-base housing. At this time, there are no sanctioned landlords within the JBLE-Langley area.

No federal endorsement intended on any of the information provided.

# Langley AFB Rental Partnership Program



*Langley AFB Housing Office*

**Ms. Gwendolyn Cunningham Housing Mgt Specialist**

11 Burrell Street  
Langley AFB VA 23665

Phone: COMM: 757-764-5048/5049  
DSN: 574-5048/5049

Fax: 757-764-5480  
Office Hours: M-F, 0800-1530

## WHAT ARE THE BENEFITS FOR MANAGERS AND LANDLORDS?

- Reduces vacancy
- Pre-qualified renters
- Dependable payments via allotment
- Direct referrals - save precious marketing dollars
- Rent payment troubleshooting by housing office and FirstNet
- Service member must pay by money order or certified check for rental payment until the allotment becomes effective - No personal checks accepted.



## WHAT IS THE RENTAL PARTNERSHIP PROGRAM?

The Rental Partnership Program provides affordable off-base housing for Air Force personnel assigned to Langley AFB, VA.

The program brings together the private housing community and service members to ease transition and defray costs incurred while moving, such as security deposits, no application fees and offers a 5% discounted rent.

The Rental Partnership Program assures quality off-base housing for military members and their families.



### Who is Qualified?

- Active Duty Air Force personnel assigned to Langley AFB, VA, with one year retainability
- Cannot be turned down for bad credit rating, only bad rental references, evictions and judgments. In these cases security deposits and the first month's rent would be required



### How does it work?

*The Manager/Landlord agrees to:*

- Waive application fees and security deposit
- Reduce rental rates by 5%

*The Service Member agrees to:*

- Pay rent by allotment
- Have 12 months retainability and sign a one year lease

### What documents are required?

- A copy of the service member's PCS orders assigning them to Langley AFB
- A current first-of-the month LES



### What is the Process?

- Upon arrival, the Housing Office provides an off-base briefing and a list of properties that participate in the Rental Partnership Program.
- After selecting your apartment of choice, the service member completes an application at the housing office and a Verification of Eligibility is provided to take to the leasing agent.
- The leasing agent provides a "Letter of Intent."
- The service member brings the "Letter of Intent" to the Housing office and requests the allotment form be completed.
- Upon completion of the allotment paperwork, the service member provides a copy to their apartment rental office.
- Any prorates are paid by cashiers check or money order only.

*All rental allotments are processed through the housing office via "My Pay" with the service member's assistance.*

WE WILL NEED THE FOLLOWING ITEMS BROUGHT BACK TO THE HSG OFFICE TO COMPLETE YOUR RENTAL PARTNERSHIP APPLICATION.

1. A CURRENT LES
2. PCS ORDERS TO LANGLEY AFB, VIRGINIA
3. RETAINABILITY LTR FROM FIRST SHIRT
4. LETTER OF INTENT FROM THE APARTMENT COMPLEX
5. DUTY PHONE NUMBER

REMEMBER, IT IS THE RESPONSIBILITY OF THE SERVICE MEMBER TO REVIEW HIS/HER LES TO MAKE SURE THEIR RENT ALLOTMENT STARTED.

IF YOUR RENT ALLOTMENT DID NOT START, YOU MUST GO TO THE APARTMENT COMPLEX AND PAY YOUR RENT BY MONEY ORDER OR CASHIER'S CHECK ONLY. DO NOT PAY WITH A PERSONAL CHECK. RENT IS DUE ON THE FIRST OF EACH MONTH AND IF YOU PAY AFTER THE FIFTH DAY, YOU WILL INCUR A LATE FEE, ETC.

ALSO, PLEASE SEE A HOUSING MANAGEMENT STAFF MEMBER TO CHECK ON WHY YOUR ALLOTMENT DID NOT START.

THE APARTMENT MANAGERS RECEIVE A RENTAL PARTNERSHIP PROGRAM PAYMENT REGISTER ON THE FIRST OF EACH MONTH. YOU CAN CALL YOUR APARTMENT MANAGER AND THEY CAN TELL YOU IF YOUR RENT ALLOTMENT WAS PAID.

IF YOU SEE ON YOUR LES WHERE THE RENT ALLOTMENT DID START AND THE APARTMENT MANAGER POSTED A NOTICE ON YOUR DOOR STATING THEY DID NOT RECEIVE RENT, REMAIN CALM, AND GIVE MS. JOHNSON A CALL AT 764-5040 AND SHE WILL LOOK INTO IT FROM THAT POINT.

A POWER-OF-ATTORNEY CANNOT BE ACCEPTED. THE ACTIVE DUTY MEMBER MUST COMPLETE THE RENTAL PARTNERSHIP PROGRAM APPLICATION WITH THE HOUSING OFFICE. THE HOUSING OFFICE WILL PREPARE THE ALLOTMENT PAPERWORK AND START AN ALLOTMENT VIA MYPAY WITH YOUR ASSISTANCE.

YOU MUST HAVE **12 MONTHS RETAINABILITY** TO BE ELIGIBLE FOR THE RENTAL PARTNERSHIP PROGRAM. NO EXCEPTIONS.

WHEN IT IS TIME TO MAKE ANY CHANGE TO YOUR CURRENT ALLOTMENT (THIS INCLUDES STOPPING YOUR ALLOTMENT, INCREASING YOUR RENT, ADDING WASHER/DRYER RENTAL, ETC), YOU MUST COME BY THE HOUSING OFFICE TO MAKE THESE CHANGES. THIS WILL BE DONE THROUGH MYPAY WITH YOUR ASSISTANCE AND THE OTHER NECESSARY FORMS WILL BE COMPLETED.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 633D AIR BASE WING  
LANGLEY AIR FORCE BASE VA

MEMORANDUM FOR PROSPECTIVE RENTERS

FROM: 633 ABW/JA

SUBJECT: Your Rental Rights Under the Servicemembers Civil Relief Act

1. The Servicemembers Civil Relief Act (SCRA) was passed by Congress and signed by the President in 2003. It strengthens, clarifies, and modernizes the legal protections and rights given to servicemembers entering the military, called to active duty, or deployed.

2. **Servicemembers' Rights:** There are many important legal protections under SCRA. The following list contains a brief description of some of the rental rights you have as a servicemember under SCRA.

a. **SCRA can protect against eviction of servicemembers without a court order.** SCRA does not prevent your landlord from evicting you, but it does require s/he follow a set of procedures to obtain an eviction.

b. **SCRA allows for termination of leases before the lease term ends.** Military members may terminate residential leases if the member PCSes, retires, permanently separates, deploys, or goes TDY for more than 90 days. In order for a termination to be effective, the member must: 1) provide a copy of military orders or a letter signed by the commander, and 2) provide proper, written notice of the intent to terminate the lease. Once proper notice is made, termination is effective 30 days after the first day on which the next rental payment is due. Failure to provide proper notice may result in the member owing additional rent.

c. **SCRA rights extend to a military member's dependents.** Dependents are those persons entitled to an ID card through a military member. SCRA rights apply to joint leases by the military member and his/her dependents. **SCRA does not extend protections to non-dependents.**

d. **SCRA protections end if you waive them.** SCRA rights are federal rights and supersede all rights granted by any state. However, you may waive SCRA if you do so in writing. Once waived, SCRA protections no longer apply to you. **READ YOUR LEASE CLOSELY TO SEE IF YOUR LANDLORD ASKS YOU TO WAIVE SCRA.** If you are unsure if your lease contains a waiver, visit the Law Center during walk-in legal assistance hours to read the lease with an attorney.

3. **The Virginia Residential Landlord and Tenant Act is not the same as SCRA.** The VRLTA provides some of the same rights as SCRA; however, there are important rights that only exist under SCRA. If a lease states that a member waives his/her rights under SCRA and agrees to be bound by VRLTA instead, the member may lose important protections that Congress intended him/her to receive.

4. Contact the Langley Law Center at DSN: 574-3277 or 757-764-3277 and visit <https://aflegalassistance.law.af.mil> if you have any questions about your rights under SCRA. The Law Center has walk-in legal assistance hours Mondays 1200 to 1400, Wednesdays 0830 to 1030, and Thursdays 1200 to 1400.

**6. Protections Extend to Family Members**

Dependents of servicemembers are entitled to all of the protections under the statute relating to leases upon a showing that their ability to comply with the lease obligations is materially affected by the servicemember's military service.

**7. Waivers**

The provisions require that any waiver of a servicemember's rights under the SCRA must be in a separate document. In other words, a waiver cannot be included in a Lease Agreement. A "limited waiver" is recommended, which may include some or all of the following provisions to eliminate the inconsistencies between the SCRA and the VRLTA:

- The tenant waives the 90-day stay;
- The tenant agrees that the 35-mile radius limitation contained in Section 55-248-21:1(A) of the VRLTA is applicable;
- The tenant agrees to pay the rent by allotment;
- The tenant agrees that any "military orders" dated prior to the date of the rental agreement are not valid; and
- The tenant agrees to waive the 90-day stay provisions in the SCRA; and
- The tenant agrees that the effective date of an early termination of lease shall not occur prior to X days prior to deployment, or permanent change in duty station (to reflect the service branch policy on time a servicemember gets before transfers), or more than X days after a discharge or release from active duty.

**8. Termination of Lease Includes Family Members**

If a servicemember terminates a lease under the SCRA, the obligations of any dependents of lessee are also terminated.

**9. Lease Terminations**

Under both the SCRA and Section 55-248.21:1(B) of the VRLTA, a servicemember's lease termination is effective: 1) not less than 30 days after the next rental due date; and 2) no more than 60 days prior to the date specified in the order. This means, for example, that if an order is received on May 15, the earliest termination date would be July 1st (provided this is no more than 60 days prior to the departure date).

A servicemember is required to provide a copy of the "military orders" to the landlord, which can be delivered any time prior to the lease termination date. It is also important