

Manual

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Chapter 7, Quarters Management

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Revocable Permits

Distribution: Deputy Area Directors
Administrative Officers
Real Estate Warrant Officers

This chapter provides updated guidance for the management of ARS-owned quarters, furnishings, and household goods; issuance of revocable permits for quarters and the implementation, adjustment, collection and use of quarters rental charges.

CHAPTER 7

QUARTERS MANAGEMENT

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I. PURPOSE AND SCOPE

This Chapter sets forth legislative and regulatory guidelines, as well as the policy and responsibility for the prescribed procedures for the issuance, amendment, administration, and termination of revocable permits for the use of quarters owned, leased, or otherwise controlled by the ARS located within the 50 States, the District of Columbia, Puerto Rico, the Virgin Islands and the territories and possessions of the United States as authorized by Reference (a) and delegated by Reference (b). This chapter also sets forth forms and procedures to be used in managing Government-furnished Quarters (GFQ), establishing rental rates, and collecting charges for related facilities.

2. REFERENCES

- a. 5 United States Code (U.S.C.) 301
- b. Policies and Procedures (P&P) 115.1-ARS, Administrative Delegations of Authority dated March 30, 2006
- c. P&P 245.2-ARS, Real Estate Warrant Program, dated _____
- d. 5 U.S.C. 5911
- e. 5 U.S.C. 5536
- f. Office of Management and Budget (OMB) Circular No. A-45, Revised, October 20, 1993
- g. OMB Circular No. A-25, Revised, July 7, 1993
- h. 24 Code of Federal Regulations, Vol. 1, Part 35, Subpart A, Sec. 35.88, dated April 1, 2003
- i. Public Law (P.L.) 98-473, Sec. 320, dated October 12, 1984, as amended by P.L. 100-466, Sec. 316, dated September 27, 1988
- j. P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, dated April 13, 1998
- k. Federal Management Regulations, Subchapter C–Real Property, 102-72 and 102-75

3. ABBREVIATIONS

- AD - Area Director
- AO - Administrative Officer
- BRR - Base Rental Rate
- CD - Center Director
- COE - Condition of Employment
- COG - Convenience of the Government
- CPI - Consumer Price Index
- DAD - Deputy Area Director
- FD - Facilities Division
- GFQ - Government-furnished Quarters
- GSA - General Services Administration
- IAA - Inter Agency Agreement
- LC - Location Coordinator
- MBRR - Monthly Base Rental Rate

NBC	-	National Business Center
NEC	-	Nearest Established Community
NFC	-	National Finance Center
OMB	-	Office of Management and Budget
P.L.	-	Public Law
QMIS	-	Quarters Management Information System
REWO	-	Real Estate Warrant Officer
RL	-	Research Leader
RPMB	-	Real Property Management Branch
RRSR	-	Regional Rental Survey Report
SPO	-	Servicing Personnel Office
U.S.C.	-	United States Code

4. DEFINITIONS

Administrative Adjustments: OMB Circular A-45 authorizes certain adjustments that can be made to the base rent. These include adjustments for isolation, lack of site amenities, loss of privacy/restricted use, excessive size of quarters, inadequacy of quarters or need of temporary quarters/maintenance of two households. Such adjustments are intended to account for many of the differences in conditions between the established communities from which rental data is gathered, and the sites at which Government furnished quarters are located.

Appliances: Household devices operated by propane, solar, electricity or fossil fuel. Appliances include refrigerators, ranges, dishwashers, wood stoves, fireplace inserts, washers, dryers, televisions, radios, window air conditioners, irons, etc.

Bunkhouse/Dormitory: A housing unit classified as a dormitory or bunkhouse will have at least one of the following:

- a. Multiple bathroom fixtures such as several sinks, showers and toilets in one bathroom.
- b. Multiple kitchen fixtures, such as several ranges, refrigerators and sinks, or a lack of a kitchen.

Base Rental Rate (BRR): The base rental rate is the rental value of the quarters before applying any administrative adjustments or charges for related facilities.

Comparable Housing: Comparable housing is housing in the private sector, which is generally equivalent in size to the rental quarters, with the same number of bedrooms, and with generally equivalent amenities and related facilities. Such housing is housing available on a landlord-tenant basis, with rental rates reflecting the fair market value of the accommodations. This is distinguished from housing rented on an employer-employee basis or between friends and relations, for which other considerations may influence the rental rates. In addition, other Government (Federal, State, or local) rental housing and

housing provided by churches or religious societies is excluded from this definition of comparable housing.

Consumer Price Index (CPI): The CPI produces data on changes in the prices paid by urban consumers for a representative basket of goods and services. CPI adjustments are applied annually to rental rate of quarters.

Consumer Price Index - Monthly Base Rental Rate (CPI – MBRR): This is the rental value of a GFQ that is equipped with a refrigerator, water heater, range, and floor and window coverings. Where applicable, this rate reflects exclusions of excess (closed off) and “Official Use” space. This rate is determined by a survey or appraisal analysis of market rental comparables. This rate does not include charges for related services or administrative adjustments.

Established Community: An established community is ordinarily the nearest population center (Metropolitan Statistical Area or an incorporated or unincorporated city or town) having a year-round population of 1,500 or more (5,000 or more in Alaska), provided that it has minimum essential medical facilities (i.e., at least one physician and one dentist) available to occupants of Government quarters on a non-emergency basis, and a private rental market with housing available to the general public. Population determinations will be based upon the most recently published decennial census of the United States.

Furnishings: Furnishings include appliances, (at a minimum, cooking stoves and refrigerators) and other household effects necessary to provide a reasonable degree of livability in Rental Housing/Quarters. Furnishings do not include installed fixtures or equipment which is permanently affixed to and part of the rental unit (i.e. heating system, smoke detector, cupboards, range hood, or cabinets). Note: Property and services listed on the Government Quarters Inventory contained in the Quarters Management Information System (QMIS) Training Guide may be provided by the Government; however, QMIS includes charges for such within the Net Rental Rate.

Government-Furnished Quarters: Except as specifically excluded herein or by statute, includes housing units owned or leased by the Government for which the Government serves as landlord. The word “furnished” in this term means provided by the Government, and is not intended to imply that the Government has provided furniture, small appliances, equipment or other household effects. This term includes quarters supplied under specific Government authority to federal employees, contractors, contractor employees, and all other persons to whom housing is provided as an incidental service in support of Government programs. It includes, but is not limited to, Government-owned or leased single family dwellings, apartments, bunkhouses, dormitories, trailer pads, cabins, guard stations and lookouts, mobile homes, house trailers, housekeeping as well as non-housekeeping units.

House – Single-Family Detached: A building containing one single housing unit designed for occupancy by one individual or family is a single-family detached house.

House – Single-Family Plexed: A building containing two or more single-family living units that are joined or connected. Plexed units are also referred to as duplexes, triplexes, row houses, townhouses, cluster homes, and patio homes.

Household Goods: These are uninstalled minor household goods articles (excluding furniture, appliances, equipment, and floor and window coverings) necessary for the operation of a household. These include cooking and eating utensils, bedding material, linens, wall hangings, and personal articles.

Insurance: Contractual coverage binding a party to indemnify against specific loss in return for premiums paid is called insurance. **Tenants are strongly encouraged to obtain their own renter’s insurance.** Although loss or damage of personal property may be covered by the Federal Tort Claims Act, such coverage requires proof of negligence or wrongful acts by the Federal Government.

Mobile Home: A moveable living unit that is located on a site where the wheels and axles have been removed, a skirt is installed around the unit, and the unit cannot be rapidly moved to another site. There are no restrictions on the size, length or width of a mobile home; it is classified as a mobile home solely on being disabled from immediate removal to another site.

Modular Housing: A structure that is partially fabricated at a factory and later assembled on site is referred to as modular housing. Such units of modular housing should be inventoried based upon their design (i.e., single-family house).

Optional Equipment and Furnishings: Includes equipment such as lamps, fans and furnishing such as rugs which may be provided for within quarters provided a request has been submitted and justification and approval obtained.

Other Services: Including, but not limited to, trash removal, lawn care, and snow removal.

QMIS: A computerized housing inventory and rental rate-setting program. QMIS rents and charges are established in compliance within the applicable references contained in Section 2 herein.

Reasonable Value: Reasonable value for rental quarters is to be measured by the test of equivalence (i.e., what the employee would pay for comparable housing in the open market). Reasonable value is the net rental charge resulting after adding charges for related facilities, and after administratively adjusting the Monthly Base Rental Rate (MBRR) or the CPI-Adjusted MBRR.

Regional Surveys: A method of setting the BRR by means of a series of economic models using typical rental rates for comparable private housing in the general area in which the Government quarters are located.

Related Facilities: Related facilities are equipment, supplies, and services made available in connection with the occupancy of quarters including, but not limited to, appliances, utilities, equipment, and trash collection services.

Rent Class: Term used for housing classifications in QMIS (i.e., house, mobile home, or apartment). The design of a structure rather than its use will determine rent class.

Rental Housing/Quarters: These are defined in OMB Circular A-45, revised as follows: "...all furnished and unfurnished quarters supplied under specific Government authority to Government employees, contractors, contractor employees, and all other persons to whom housing is provided as an incidental service in support of Government programs. It includes, but is not limited to, Government-owned or leased dwellings, apartments, bunkhouses, dormitories, trailer pads, cabins, guard stations and lookouts, mobile homes, house trailers, and housekeeping as well as non-housekeeping units. The term excludes tents, containers, housing which due to extreme deterioration is unsuitable for occupancy except in exigent circumstances, and "public quarters" designated for occupancy by members of the uniformed services with loss of allowances, but it includes quarters occupied by such personnel on a rental basis under 37 U.S.C. 403(e), 42 U.S.C. 1594a(f) and 1594b and other authorities."

Utilities: Electricity, oil, natural gas, propane, telephone, cable television, water, and sewer services.

Site Amenities: Difference in living conditions attributed to Government housing vs. established communities (i.e., water supply, police protection, etc.).

Transient Quarters: Quarters occupied for a period of 90 days or less within which household goods are furnished, provided written justification and approval has been obtained in accordance with Section 12 herein.

Temporary Quarters: Quarters occupied for the convenience of the Government for a period generally in excess of 60 days and for which no per diem is received.

5. FEDERAL POLICY

- a. In accordance with Reference (d), rental rates and charges for Government quarters and other facilities will ... "be based on the reasonable value ... to the employee...in the circumstances under which the quarters and facilities are provided, occupied, or made available." As intended by Congress, reasonable value to the employee or other occupant is determined by the rule of equivalence; namely, that charges for rent and related facilities should be set at levels equal to those prevailing for comparable private housing located in the same area, when practicable. Finally, this authority contemplates that the general method of collection will be through payroll deductions.
- b. In accordance with References (e), Federal employees whose pay and allowances are fixed by statute or regulation may not receive additional pay and allowances for any

service or duty unless specifically authorized by law. Consequently, rents and other charges may not be set so as to provide a housing subsidy, serve as an inducement in the recruitment or retention of employees, or encourage occupancy of existing Government housing.

- c. In accordance with Reference (f), employees on leave will continue to be charged for quarters and related facilities unless the quarters are vacated and made available for reassignment.
- d. Acquisition or construction of quarters shall be in accordance with Reference (f).
- e. To avoid potential conflicts of interest, agencies will not assign employees occupying quarters or their subordinates to be involved in the processes of recommending, reviewing, or resolving issues related to quarters rent or charges for services in accordance with References (f) and (g).
- f. Tenants/Permittees shall receive disclosure of the presence of any known lead-based paint and/or lead-based paint hazards in the quarters and be provided with an Environmental Protection Agency-approved lead hazard information pamphlet in accordance with Reference (h).
- g. In accordance with Reference (i), notwithstanding 5 U.S.C., or any provision of law, before September 30, 1984, rents and charges collected by payroll deduction or otherwise for the use or occupancy of quarters shall be deposited in a special fund in each agency, to remain available until expended, for the maintenance and operation of the quarters of the agency. Amounts collected for loss and damage to Government property are not rental receipts and must be deposited with the U.S. Treasury.

6. ARS POLICY

In addition to that stated in Section 7 herein, the following are ARS policies regarding the acquisition, assignment, use, and retention of quarters:

- a. Use and occupancy shall be at the Convenience of the Government (COG) unless justified and approved as a Condition of Employment (COE). Occupancy as a COG appointment is associated with the need for and responsibility of a particular position. For COE assignments, the Area Director (AD) must make the determination that essential services cannot be rendered or that the property of the Government cannot adequately be protected. Occupancy as a COE shall be specified in the corresponding job announcement, position description and SF-50, *Notification of Personnel Action*, for the position under which the employee is serving and occupying GFQ; see Reference (j) for additional information.
- b. Privately owned house trailers shall not be permitted on ARS-controlled land.

- c. If there appears to be no immediate or foreseeable need for housing units, such units should be considered for conversion to other uses.
- d. All assignments shall be made without regard to race, religion, gender, color, creed, handicap, national origin, marital status or familial status.
- e. ARS shall assume customary responsibilities of a landlord and those who occupy rental quarters shall assume customary responsibilities of a tenant (i.e., as the landlord, ARS contracts for repairs to or replacement of a roof if the dwelling requires such and as the tenant, the Permittee shall be responsible for lawn and shrubbery maintenance, including cutting and trimming, watering, reseeding, etc.).
- f. ARS shall ensure that Government rental quarters are safe and sanitary. The Area REWO, or his/her designated representative, shall be permitted to conduct annual quarters inspections to ensure compliance with the Special Conditions and Terms and Conditions of the Form ARS-494, *Revocable Permit*, for quarters assignment. Such inspections will also be performed to identify health and safety related maintenance issues. Tenants shall be responsible for routine household maintenance (i.e., light bulb replacement, etc.) and cleaning. **REWOs shall ensure that revocable permits issued for quarters these Special Conditions as well as any location-specific Special Conditions.**
- g. To ensure a consistent local pattern in rents and utility rates, as well as implement a comprehensive quarters' management system, ARS entered into a Inter Agency Agreement (IAA) with the National Business Center (NBC), Department of the Interior. **The use of QMIS is required, unless an approved waiver is received from Real Property Management Branch (RPMB), Facilities Division (FD).** The IAA requires:
 - 1) Preparation and publishing of Regional Rental Survey Reports (RRSR) for estimating fair market rent of Government quarters rented to civilians on a four-year survey cycle or according to the cycle agreed upon by the National Quarters Council;
 - 2) Annual compilation and publishing of tables of CPI-adjusted rents and related software and
 - 3) A comprehensive quarters' management system and all necessary services to support such a system, including baseline software applications compliant with current regulations.
- h. All QMIS data from the Areas shall be compiled annually and submitted to the RPMB, FD, for review and subsequent transmission to NBC. Exhibit 1 contains sample QMIS screen prints.

- i. ADs shall be responsible for determining the need for acquisition, construction, conversion and retention of quarters, as well as the degree of need for the standard level of furnishings required by the nature of the Location's activities or programs.
- j. Furniture and household goods will not be provided in Rental Housing/Quarters except for Transient Quarters normally occupied on a transient basis at a few Locations that maintain a 24-hour working staff, safety, and/or mechanical servicing accommodations or at isolated field Locations where commercial hotel and sleeping facilities are not available within a reasonable distance. Justification must be provided and approval must be obtained to provide furniture and household goods as provided in Section 12 herein.
- k. To avoid potential conflicts of interest, employees residing in quarters, or their subordinates, may not be involved in the appraisal, survey, or approval processes related to quarters furnishings, repair/maintenance, or alternations/improvements.
- l. Unless otherwise requested by the AD and approved, by the Chief, RPMB, the Regional Survey Method shall be used in lieu of an appraisal for determining and setting rents. If approved, RPMB shall automatically request that NBC adjust the IAA charges.
- m. All Federal employees occupying GFQ shall pay rent. The Tenant/Permit will be permitted to have his/her immediate family, domestic partner, and dependents reside within the Quarters unit. Guests shall be permitted to visit; a visit shall not exceed 30 days.
- n. The occupant/Permittee shall be responsible for assisting in the completion of a Government Quarters Inventory for rent calculation purposes and accurately reporting the number of dependents/residents within quarters for utilization purposes.
- o. Government quarters shall not be sublet.
- p. ADs may develop and approve additional Area and/or Location-specific policies or guidelines pertaining to the assignment and utilization of quarters along with special conditions for Quarters Revocable Permits. Such conditions may address prohibitions or limitations regarding pets (i.e., cold or warm blooded, number and size limitations), tenant responsibilities, and identification of yard (i.e., 100 feet from quarters, within limits of fencing) area to be maintained by tenant.

7. DELEGATIONS OF AUTHORITY AND LIMITATIONS ON SCOPE

- a. The authority to grant permissive use of property is not specifically granted by statute. It is incidental to the general authority to make the most effective use of property, the exercise of which is a function of the management of such property. Reference (a) addresses the responsibility of the head of an Executive department to prescribe regulations for the custody, use, and preservation of property.

- b. Reference (b) addresses the authority of any Agency head to provide an employee with quarters when conditions of employment or of availability of quarters warrant such action and delegates to the head of each Agency the authority to prescribe regulations, not inconsistent with the regulations of the President, necessary and appropriate to carry out the functions of the Agency head with regards to quarters.
- c. The authority to grant revocable permits is delegated to the RPMB in Reference (b). This is further delegated to each Area Real Estate Warrant Officers (REWO) under Reference (c). The authority is limited to property with an annual fair market rental value less than or equal to \$50,000. This authority may not be re-delegated.
- d. With respect to revocable permits covering excess property, ARS acts only as agent for and on behalf of the General Services Administration (GSA) for property reported as excess to GSA under the authority of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 471) and the Federal Management Regulations.
- e. This chapter does not cover the use of property otherwise covered under Chapter 6 of the ARS Real Property Management Manual entitled "Revocable Permits."

8. PROCEDURE FOR PROCESSING REQUESTS

- a. Upon receipt of an application package for assignment to quarters, the REWO shall review the documentation and make the required determinations under Sections 5 and 6 herein. In addition, the REWO will review the request with the head of the Location to determine whether or not the proposed occupancy is consistent with the Location's programs and operations. The application package should include:
 - 1) A Nomination Letter (Exhibit 2) from a Recommending Official to the Area REWO. The REWO will review this letter and prepare a cover memorandum (Exhibit 3) to be vetted through the Deputy Area Director (DAD) to the AD regarding the recommendation for the employee to reside in Federally-owned quarters as a COG or COE appointment. The DAD and AD shall sign their names and indicate "Approved" or "Denied". If approved, the prospective tenant shall be placed on a waiting list or assigned to quarters, if available, and a Form ARS-494 shall be prepared and processed in accordance with Section 11 herein. Note: Employees occupying quarters as a COE appointment should consult with a tax attorney for tax advice regarding their quarters assignment and tax impacts.
 - 2) A REE-16, U.S. Department of Agriculture, Research, Education, and Economics Occupancy of Federally Owned Quarters (Exhibit 4). The REE-16 must be signed by the employee, if the suggested appointment is to be a COE assignment. Upon approval, the AD shall also sign this form.
- b. If it is determined that Permittee's use of ARS real property is inconsistent with the policies set forth in Sections 5 and 6 herein or is otherwise determined to interfere with

the ARS program, the request shall be denied by the REWO. It is recommended that the denial be in the form of a written notification.

- c. If it is determined that the use of ARS real property is consistent with Sections 7 and 8 and it is determined that the use will not interfere with the ARS mission at the Location, rental charges shall be determined in accordance with Section 10 and the request processed in accordance with Section 11 herein.

9. RENTAL CHARGES

The determination of reasonable value of GFQ will be based upon an impartial study of comparable private rental housing. There are two methods which may be employed to determine the BRR. Results of either method shall provide the reasonable rental value to the Federal employee based upon comparable rental properties. Non-Federal employees should be assessed fair market value in accordance with that of open markets and no administrative adjustments should be made; such factors should have been considered in the valuation process.

The first method, regional survey, creates a series of economic models based upon a survey of comparable private rental properties throughout the region. The second method, appraisal, involves direct comparison with individual private rental housing units in the established community.

Regional survey or appraisal results shall be reviewed by the Area REWO prior to implementation to assure that they are fair and reasonable and that the method used to implement rental charges was developed in accordance with the provisions of this Chapter. Each REWO shall be responsible for ensuring records regarding recommendations and adjustments of the appraiser and/or regional survey are kept to support the implementation of rents and justify administrative adjustments.

a. Regional Surveys

Field surveys are performed in the form of a private rental survey. NBC provides procurement support and project coordination for these surveys which are to determine and establish reasonable quarters rents, through an analysis of the market rents of comparable private housing in established communities nearest to concentrations of Government housing. Comparables include properties that closely match the specific subject properties in physical characteristics and location. Adjustments are made for all significant differences. The goal of these regional surveys is to produce reasonable rents that are relatively consistent with the local market rents for similar housing and are logical from one unit to another.

Each regional rental survey is prepared for classes for which a representative sample can be readily obtained within the private rental market. NBC selects comparables built to Housing and Urban Development minimum housing standards, wherever possible. Each class of comparables is analyzed separately.

The Quarters Operations Office of NBC establishes charts for monthly BRRs for the various classes of rental housing which include size/age tables for the three major categories of housing and contain rental adjustments that are used to produce a net rent for individual quarters. Each RRSR received by RPMB is circulated to the applicable Area REWO(s) for review and comment prior to implementation. Comments received by RPMB are compiled and submitted to the QMIS Program Manager to address.

b. Appraisals

ARS recognizes that an independent appraisal may be justified in some cases (i.e., the addition of new quarters). **If the AD determines that an independent appraisal is justifiable for determining quarters rental charges, a written request to perform and utilize an appraisal shall be submitted to the Chief, RPMB for approval.** Upon approval being granted, RPMB will request, the IAA with NBC be adjusted; however, costs associated within independent appraisals shall be borne by the Area and/or Location. Preparation of the *General Specifications for the Appraisal Report* (Exhibit 5) and Statement of Work for the Appraisal (Exhibit 6) should be prepared through the REWO and derived from this chapter to ensure compliance with Reference (f), policy and uniformity of BRRs within ARS. Requirements for the Appraiser Certification are also provided (Exhibit 7).

If the appraisal method is authorized, ARS Form 11, *Appraisal of Quarters Furnished Federal Employees* (Exhibit 8), and ARS Form 261, *Quarters Comparison and Appraisal Documentation* (Exhibit 9), shall be completed by the appraiser for inclusion in the appraisal report. Appraisal reports will be prepared in narrative form and will include, at a minimum, all essential data to disclose the purpose of the appraisal, the scope of the appraisal problem, and the principal methods and reasoning processes employed, along with all available pertinent supporting data to sustain the appraiser's final conclusion as to the monthly BRR based on the requirements of Reference (f).

- 1) **Urban and Suburban Locations:** If Government quarters are located in or within 5 miles of an established community (i.e., in an urban or suburban location) the BRR may be determined by an appraiser. None of the administrative adjustments (see Section 10d. herein) will be made for isolation, site amenities, space devoted to official use, or excessive heating or cooling costs when an appraisal is made in an urban or suburban location. These factors, if appropriate, shall have already been considered by the appraiser in the appraisal process. Adjustments, suitably documented, may be made by the REWO when an appraiser has not considered or incorrectly calculated the effect of these factors.
- 2) **Rural Areas:** When the appraisal method is used to determine the reasonable value of quarters which are not located in or within 5 miles of an established community, it will be subject to the following limitation:

“To ensure a uniform approach to valuation when conducting an appraisal in a rural area not located in or within 5 miles of an established community, the appraiser will

be limited to comparing the Government rental quarters with housing in the nearest established community (NEC). If the NEC does not contain sufficient comparables or is unduly affected by severe economic conditions, the appraiser may select comparable rental units from the next closest established community that does have sufficient comparables or does not have a severely deflated or inflated housing market. Such comparison will be limited to adjustments for the physical differences in the housing. The appraiser in such circumstances will not make adjustments for location (isolation) or for the absence of site amenities. These adjustments, if applicable, will be made administratively in the same manner as authorized for regional surveys.

- 3) **Qualifications of appraiser:** Whenever the services of a contract fee appraiser are to be used to determine the reasonable rental value for quarters, it should be anticipated that he/she may be required to testify as an expert witness in legal proceedings. Therefore, it is necessary that the appraiser selected have the necessary qualifications and credentials to perform the assignment. When possible, the appraiser should have experience with conducting appraisals for the Federal Government and have been certified in accordance with Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 and not reside in GFQ. In addition, the appraiser must have a nationally recognized designation (i.e., Member of the Appraisal Institute, Society of Real Estate Appraisers). Consideration should be given to the following:
 - a) Best qualified appraiser(s) to appraise the type of property to be acquired
 - b) Timeframe within which the appraiser proposes to complete the appraisal
 - c) Appraiser's ability as expert witness(es) in legal proceedings
 - d) The appraiser's estimated fee
- 4) **Scope of assignment:** Solicitation for appraisals are to include the following information: the purpose of the requirement; identification of the property(ies) to be appraised and site inspection availability; and identification of any pertinent data available for the appraiser's review, such as construction plans, existing quarters inventory information, applicable regulations (i.e., OMB Circular No. A-45, Revised) and existing forms to be used.
- 5) **Questionable valuation:** The reviewing official must be satisfied with the appraisal report. If, upon completion of the analysis, the reviewing official is not in agreement with the appraiser's estimate of value, method of arriving at such value, or the supporting data upon which it is based, the appraiser shall be consulted to resolve such differences.
- 6) **Prohibition against disclosure of appraisal information:** Appraisals are obtained solely for use by the Government and may form the basis of testimony in actions in

condemnation. Disclosure by contract appraisers and/or Government personnel of the values reported and valuation approaches used to estimate such values is prohibited, except to authorized Government personnel. Authorized Government personnel will be considered to be those personnel directly concerned with and responsible for the consummation of a project. The *Statement of Work for Appraisal* must include a statement instructing the appraiser that the findings and opinion of value shall not be divulged to anyone other than the proper officials of the ARS, unless otherwise authorized in writing.

c. Charges for Related Facilities

- 1) **Utilities:** It is Government policy to minimize energy consumption. Occupants of GFQ are required to pay for the actual cost of utilities used. Utilities should be furnished by a private company and billed directly to the occupant, whenever possible. When Government-furnished utilities are provided, they shall be metered or measured (i.e., kilowatt hour), where practicable. The rate for utilities furnished by the Government will be the same as the residential rate for these utilities in the NEC or survey area used in determining the BRR. The consumed amount of Government-furnished utilities that are individually metered or measured will be determined by actual readings.

When Government-furnished utilities are not individually metered or measured, consumption will be determined on the basis of an analysis of the average amounts of utilities used in comparable private housing in the NEC or survey area. Where the Government furnishes utilities and quarters rental rates are established by the regional survey method, the utility rates shall be the regional average utility rates prescribed in the RRSR and not the prevailing rates in the NEC.

- 2) **Furnishings:** If there is an inadequate market of comparably furnished housing for purposes of comparison with furnished quarters, the rents on otherwise comparable unfurnished private units may be used as a comparable for the BRR and adjusted by a reasonable charge for furnishings. The administrative adjustment should be based on actual replacement costs allocated over the useful life of the furnishings.
- 3) **Other services:** Charges for other services provided by the Government, including but not limited to laundry, trash and garbage removal, lawn care and snow removal will be based upon prevailing rates for such services in the NEC when the appraisal method is used or survey area when the survey method is used.

d. Administrative Adjustments

Additional adjustments in the form of deductions from the BRR are appropriate in the specific situations described below. The total deduction for all reasons must not be excessive, resulting in a rental rate to the tenant that is less than the reasonable value of the quarters since this would constitute a supplementation of salary. The rental rate after all adjustments must not be less than 50 percent of the BRR, unless an adjustment for

isolation has been made. In cases where an isolation adjustment is made, the rental rate may be set at not less than 40 percent of the BRR.

- 1) **Site Amenities:** Living conditions at some Government housing sites are not always the same as those within the survey communities. Where the rental charge for comparable housing includes the values of utilities, furnishings, or other services, downward adjustments to obtain the BRR will be based on the prevailing rates for such in the NEC (i.e., appraisal method) or survey area (i.e., survey method). The value of furnishings and other services may be based upon national average costs when data is available.
 - a) **Reliability and adequacy of water supply:** The water delivery system at the quarters site, including wells, should provide potable water free of discoloration or odor (reference local potable water regulations), at adequate pressure at usual outlets. If this amenity is not present at the quarters' site, deduct 3 percent from the monthly BRR or the CPI-monthly BRR.
 - b) **Reliability and adequacy of electric service:** Service must equal or exceed a 100-ampere power system capable of providing 24-hour service under normal conditions (occasional temporary outages are considered normal). If an adequate backup generator is available, the amenity will be rated as present regardless of the reliability of the primary power source. If this amenity is not present at the quarters site, deduct 3 percent from the monthly BRR or the CPI-monthly BRR.
 - c) **Reliability and adequacy of fuel for heating, cooling and cooking:** There should be sufficient fuel storage capacity to meet prevailing weather conditions and cooking needs. Fuel includes electricity and fossil fuel. Where electricity is used to heat, cool, or cook, this adjustment is to be made only when the deduction in (b), above, applies. If this amenity is not present at the quarters site, deduct 3 percent from the monthly BRR or the CPI-monthly BRR.
 - d) **Reliability and adequacy of police protection:** Law enforcement personnel, including Government employees with law enforcement authority, should be available on a 24-hour basis. Availability is defined as the ability to respond to emergencies as quickly as if located in, or adjacent to, an established community. If this amenity is not present at the quarters site, deduct 3 percent from the monthly BRR or the CPI-monthly BRR.
 - e) **Reliability and adequacy of fire protection:** Fire insurance should be available with the premium charge based upon a rating equal to the rating available to comparable housing located in or adjacent to the NEC; or, in the alternative, adequate equipment, adequate water or fire retardant chemical supply, and trained personnel (i.e., trained volunteers) should be available on a 24-hour basis to meet foreseeable emergencies. If either element is present (i.e., comparable insurance rating or adequate fire fighting capability) no adjustment may be made. If this

amenity is not present at the quarters site, deduct 3 percent from the monthly BRR or the CPI-monthly BRR.

- f) **Reliability and adequacy of sanitation service:** An adequately functioning sewage disposal system and a solid waste disposal system, whether community or individually provided, should be available. Individual sewage disposal systems (i.e., septic, cesspool, or other) will be considered adequate even though they may require periodic maintenance, as long as they are useable during periods of occupancy. If the amenity is not present at the quarters site, deduct 3 percent from the monthly BRR or the CPI-monthly BRR.

- g) **Reliability and adequacy of telephone service:** Commercial telephone facilities should be available.
 - (1) If telephone service (either private or party line) is not available both within the quarters and within 100 yards of the quarters, deduct 3 percent from the monthly BRR or the CPI-monthly BRR.
 - (2) If telephone service (either private or party line) is available within 100 yards of the quarters, but not in the quarters, deduct 2 percent from the monthly BRR or the CPI-monthly BRR.
 - (3) If telephone service is available in the quarters, but is not private line and/or is not accessible on a 24-hour basis (i.e., occasional temporary outages are considered normal), deduct 1 percent from the monthly BRR or the CPI-monthly BRR.

- h) **Noise and odors:** If there are significant and frequent disturbing noises or offensive odors at the quarters' site, deduct 3 percent from the monthly BRR or the CPI-monthly BRR.

- i) **Miscellaneous improvements:** One or more of the following improvements should be present: paved roads, sidewalks, or streetlights. If one or more of these improvements are present at the quarters site, no deduction is authorized. If none of these improvements is present at the quarters site, one percent may be deducted from the monthly BRR or the CPI-monthly BRR.

- j) **Isolation:** In some cases, the Government supplies quarters in locations where minimal community services are available but only at some distance from the quarters. In addition, travel conditions or mode of transportation may serve to further isolate some employees from minimal community services. In situations where the quarters location and the travel categories meet the requirements contained in OMB Circular A-45, an isolation adjustment should be applied; specific computation guidance is provided within the applicable RRSR.

- k) **Loss of privacy or restricted use:** Administrative adjustments in the BRR are allowed for loss of privacy, or for Government imposed restrictions upon the use of the quarters. In each case, the REWO, in coordination with the head of the Location, will make a special determination of the specific conditions making certain that the conditions have not already been reflected in establishing the BRR. To qualify for this adjustment, it must be determined that the occupant's use and enjoyment of the quarters has been seriously diminished by constant and substantial infringement on the private family area, or by restrictions imposed by Federal agencies.
- (1) **Loss of privacy:** If occupants are subject to loss of privacy during non-duty hours by virtue of continual and substantial repeated public visits (i.e., occurring several times daily) or inhibited from enjoying the full range of activities normally associated with rental occupancies due to restrictions imposed by Federal agencies, a deduction up to 10 percent from the monthly BRR or the CPI-monthly BRR may be authorized. Proportional reductions will be made in situations of less frequency, such as repeated public visits which are limited to a six-month period each year which might warrant only a 5 percent deduction.
- (2) **Restricted use:** When the Head of the Agency determines that the use of a portion of the quarters is required for official business (i.e., office, storage, or for the exclusive accommodation of the general public or official visitors and the occupants of the quarters are restricted from using the space as living space) the loss of living space should be reflected by an adjustment to the monthly BRR. Such space should be considered "official use space" and the value of the space shall be excluded from the monthly BRR. Or, when a quarters occupant is prohibited from enjoying the full range of activities normally associated with rental occupancies due to written agency instructions or regulations.
- 2) **Quarters of excessive or inadequate size or quality:** If there is a lack of housing of appropriate size or quality, an employee may be provided Government quarters of a size or quality either excessive or inadequate to that which the prudent employee would have selected in the private community. In these exceptional circumstances, the BRR will be reduced by up to 10 percent in direct proportion to the degree of the excess or deficiency. This reduction will not continue beyond one month after the availability of either appropriate rental quarters or private housing, except when the Area office, in coordination with FD, determines that the reassignment of quarters will not serve to benefit the Government.
- 3) **Excessive heating and cooling costs:** A deduction from the BRR is permissible if quarters require an unreasonable additional expense to the employee for heating or cooling because of poor design, the lack of all-weather construction or other related factors. The amount of the deduction will be determined as follows: if the rental quarters in question require expenses to the occupant in excess of 25 percent for the

heating or cooling season over the average of heating or cooling for comparable housing in the same area and climate zone as determined by a suitable survey or appraisal. The Area office, in coordination with FD, may determine that the excessive costs (i.e., those in excess of 25 percent over the average) may be deducted from the annual rental rates.

4) **Transient and Temporary Use of Quarters for Other than Temporary Duty Assignments**

- a) **Transient tenants:** Charges for quarters occupied on a transient basis (90 days or less) will be assessed at rates equivalent to private housing of comparable type and quality. There are two ways to charge rent for transient quarters. The first is based on the transient rental rate which is determined by Survey Region. This rate assumes that the tenant will not have all their own household goods. The rental charges include a once monthly maid service (i.e., maid service is providing linens and cleaning) fee plus a 20 percent administrative fee. This rate is not calculated by QMIS. The second is based upon the QMIS Rate, if the transient quarters are entered into QMIS as inventory. The QMIS Rate would be based on the reasonable monthly rental rate to be divided by 30 days for the nightly rate or four and one-third weeks for the weekly rate.
- b) **Temporary tenants:** The charges for quarters occupied on a temporary basis are adjusted when a permanent employee occupies quarters on a temporary basis (normally more than 60 days) for the convenience of the Government and does not receive per diem while transferred to a field Location under certain circumstances. If the employee maintains two households, one permanent and one temporary, the agency is authorized to adjust the rental rate so that the combined rent or rent and mortgage payment paid during the period of occupancy is not excessively burdensome.

The adjustment may not exceed 20 percent of the QMIS BRR of the quarters unit. Note: If the employee is on a temporary work assignment, at the request of the Government, and is being paid travel per diem, the rent charged should be equal to the lodging portion of the per diem rate in lieu of rent.

e. Cyclical and Annual Adjustments

- 1) **Adjustments based on surveys or appraisals:** BRRs established for rental quarters shall be affirmed or adjusted by a survey or appraisal of the private rental market, as follows:
 - a) At least every fifth year or when the BRR for the quarters has been increased by 40 percent through application of the U.S. City Average Revised CPI for Urban Wage Earners and Clerical Workers, Rent Series, whichever occurs first; or
 - b) Any year when changes in the private rental market in the NEC indicate a need

to adjust BRRs of a survey or appraisal of the rental market. Note: NBC will issue annual CPI notifications to RPMB; these will be forwarded to the Area REWOs for implementation.

- 2) **Adjustments based on changes in the CPI:** Annual adjustments in the BRR shall be made by applying the percent change in the CPI from the month and year that the last regional survey or reappraisal of the private rental market was conducted. The new rates shall be effective at the beginning of the first pay period that starts on or after March 1 of each year. Though effective in March, the adjustment shall be based on the preceding September CPI data to provide the required lead time.
- 3) **Annual adjustments for isolation:** The Isolation Adjustment Factor will be recomputed each year. The recalculation will reflect the Government mileage allowance for automobiles published by GSA as of the last day of September each year. The new isolation adjustment factor will be used to compute the monthly isolation adjustment applicable to rents being charged starting with the first full pay period in March of each year. This is done to coincide with the implementation of rental rates adjusted by the CPI each year.
- 4) **Annual adjustments of utilities:** To ensure that rates for Government-furnished utilities keep pace with current costs, they shall be adjusted annually. Where appraisals are used, the rate will be the average residential rate for the utility and services in the NEC as of the last date of September. Where surveys are used, utility costs will be adjusted by amounts coinciding with the changes in the appropriate components of the September CPI. The new utility rate will be charged in the first full pay period in the following March to coincide with the CPI adjustment to rental rates.
- 5) **Newly acquired quarters:** Rates for newly acquired quarters shall be the same as those prevailing for similar Government quarters in the area. If there are no established rates, an initial survey or appraisal to establish valid and realistic comparability with private rental facilities shall be made upon acceptance of newly acquired quarters, and the corresponding rental rates shall be made effective upon occupancy. The initial CPI adjustment in rental rates shall be adjusted annually by applying the percentage change in the CPI rent series from the month and year that the last baseline regional survey or appraisal was conducted.
- 6) **Incremental adjustments:** If surveys, appraisals or annual adjustments increase rental and related facilities charges by 25 percent and/or \$100 or more above current charges, such increases may be imposed incrementally over a period not to exceed one (1) year, on the condition that they be applied in equal increments on at least a quarterly basis. If the increase in charges is less than 25 percent or \$100, bureaus/offices must implement the increase in full. This incremental implementation does not apply to initial occupancy but rather only those that are currently occupy GFQ. Incremental implementation is not applicable to Non-Federal Tenants/Permittees.

f. Qualifications and Extensions

The principle of comparability with private rental practice may be modified under the conditions described below:

- 1) **Extension of comparability:** For lack of available alternative quarters, employees must sometimes occupy space for use as quarters which are generally unsuitable for that purpose. Such space may be unsuitable, for example, because it was originally built for seasonal occupancy only, or because it was not originally built for use as quarters. In other instances, quarters may be suitable only for particular types of occupancy, such as rooming houses, bunkhouses, bachelor quarters, residence hotel-type structures, barracks-type structures, or guard stations and lookouts. If no comparable rental data can be obtained, or professional appraisals are not made rental rates will be determined by the square footage occupied at a rate equivalent to one-half the BRR per square foot charged for the nearest adequate ARS rental quarters or the nearest adequate rental quarters, of any other Federal agency. This determination will be made by the REWO in coordination with the head of the Location. This rate will apply only to the base rental rate of the quarters, with additions thereto for all other related facilities at rates comparable to those in the area.

Rental and other charges will be based upon designed capacity and, when so determined, will remain in effect for each occupant without regard to fluctuations in the number of occupants from time-to-time either above or below designed capacity. In buildings where space is assigned for occupancy of several persons or families, common-use space in the building will be distributed to all occupants in proportion to the space assigned for the sole occupancy of each, to determine the number of square feet chargeable to each. Common-use space includes, for example, washrooms, stairs, hallways, storage, lobby, and lounge areas.

- 2) **Instances of hardship.** In certain hardship cases where continued occupancy of quarters by former Federal employees (or other occupants) and dependents or dependents of deceased Federal employees (or other occupants) may continue to occupy Federally furnished quarters for a period normally not to exceed 60 days. Such occupants will continue to pay established rental rate for those quarters.

10. **REVOCABLE PERMITS FOR QUARTERS**

Occupancy of quarters may not be addressed through a Cooperative Agreement or Memorandum of Understanding. The realty instrument for assignment of quarters is the Form ARS-494 (Exhibit 10) . Three copies of this form are to be prepared in accordance with the following guidelines:

- a. **Block 1:** (From) Complete the name and address of the appropriate Area Office issuing the Permit.

- b. **Block 2:** (Permit No.) A permit number is inserted behind “FY” in Block 2. This number is comprised as follows: 57 (for Real Property Contract) - XXXX (the four-digit Organizational Code) - XX (Fiscal Year) and – XXX (three-digit sequential control number). A logbook or spreadsheet for all Revocable Permits issued, including those for ARS Quarters, should be maintained by the REWO.
- c. **Block 3:** (Date Issued) Upon execution by the REWO, this field should be completed with the date signed by the REWO.
- d. **Block 4:** (Amendment No.) If the Revocable Permit is modified in any way, the amendment number should be indicated in this block. Amendments should be numbered sequentially and contain the revised wording for the entire Revocable Permit versus merely any changes.
- e. **Block 5:** (Date Issued) The date of issuance for the Amended Revocable Permit should be reflected here.
- f. **Block 6:** (Period of Use) "From." Indicate the date when the Permittee will be allowed to use ARS real property. "Through." Indicate the date when the Permittee’s use of ARS real property will terminate. In no case will this `date exceed five years.
- g. **Block 7:** (Permittee) Indicate the complete name, title, address and telephone number of the employee who will be occupying the quarters.
- h. **Block 8:** (Government Representative) Name, title, address, and phone number of the REWO is to be inserted in this block.
- i. **Block 9:** (Purpose) State the intent for which the real property will be used (i.e., “Government residence to be used exclusively for housing and occupied solely by the Permittee and his/her dependents.”).
- j. **Block 10:** (Description of Property) Indicate the residence number, address, name of the Location and the City and State where the real property is located. Include the total amount of square feet and “all grassed area definable as “lawn” or “yard”. Attach a drawing or map if available and identify such as an exhibit to the revocable permit.
- k. **Block 11:** (Special Conditions) Indicate any special conditions that pertain to the Permittee's use of the property. This block should also include “Page # of #” on subsequent pages of Special Conditions and include a statement regarding the Permittee’s receipt of QMIS Screen Prints (Exhibit 1, Pages 1 through 6).
- l. **Block 12:** (Real Estate Warrant Officer or Authorized Representative) The Name and Title of the REWO should be filled in. Upon having the Permittee sign and date the permit, the REWO shall sign and date this block and fill in Block 3.

- m. **General Terms and Conditions:** (reverse side of Form ARS-494).
 - 1) Condition 6 should have a period of time (i.e., number of days) inserted. Generally, 30-60 days is used as the period of notification.
 - 2) Condition 8 should have a period of time (i.e., number of days) inserted. Generally, 30-60 days is provided for removal of property.
- n. **Exhibits:** Additional exhibits may be incorporated by reference (i.e., yard diagram defining the Tenant's/Permittee's area of responsibility).

Executed revocable permits and amendments thereto shall be distributed as follows:

Original	REWO
Copy	Tenant/Permittee
Copy	Location

11. **CERTIFICATE OF ACCEPTANCE AND CONDITION REPORT**

- a. **Requirement:** When the occupant takes possession of Federally-owned quarters or immediately prior thereto, an inspection of the property will be made and the Location Representative shall prepare a *Certificate of Acceptance* (Exhibit 11) for the quarters. This should be signed by the Tenant and Government Representative at the termination of check-in inspection. A *Condition Report* (Exhibit 12) is also prepared by the Location Representative during a joint inspection with the resident.
- b. **Purpose:** The purpose of making a joint inspection of the property and preparing a *Condition Report* is to determine and show the condition of the property at the time the occupant assumes possession in order to avoid any questions as to the condition of the property at that time.
- c. **Preparation of Report:** The report will be prepared and three copies made for distribution. The report for some properties will not require the same detail as other larger or more complex properties. Accordingly, sufficient factual information and detail should be obtained and included in the report so as to avoid future controversies as to condition in which the quarters were initially received.
- d. **Photographs:** Photographs should be made a part of the *Condition Report*. Detailed photographs should be taken, especially if there is excessive wear and tear or damage that is difficult to describe. Photographs should be labeled with the Residence Number and Date. Photographs should be taken of any defects in the unit (i.e., broken plumbing, cracks, damaged countertops).
- e. **Execution of Condition Report:** The report shall be signed and dated by the resident and Location Representative, and REWO preparing the report. Any difference of opinion should be clearly set forth in the report.

f. **Distribution of Certificate of Acceptance and Condition Report:** The fully executed Condition Report shall be distributed by the REWO as follows:

Original with photographs	REWO
Copy with photocopied photographs	Tenant/Permittee
Copy with photocopied photographs	Location

12. **LEAD PAINT DISCLOSURE REQUIREMENTS**

Written notice of disclosure of lead-based paint to all GFQ tenants in qualifying housing is a legal requirement per Reference (h). The required lessor's disclosure document must be signed by the Tenant/Permittee and REWO. This form is available at the following website: http://www.epa.gov/oppt/lead/pubs/lesr_eng.pdf.

The fully executed disclosure is distributed by the REWO as follows:

Original	REWO
Copy	Tenant/Permittee
Copy	Location
Copy	Servicing Personnel Office (SPO)

The Tenant/Permittee must also be issued a federally approved Lead Hazard Information pamphlet which is available at <http://www.epa.gov/opptintr/lead/pubs/leadpdf.pdf> and any available records or reports pertaining to the presence of lead-based paint and/or lead-based paint hazards. In addition, any revocable permit for quarters constructed prior to 1978 shall include disclosure and acknowledgement of lead-based paint hazards and reference the above-referenced disclosure document and pamphlet were issued to the Tenant/Permittee.

13. **RATE APPEALS PROCEDURE**

Employee-tenants have the right to contest any aspect of the quarters management and rental rate establishment process. Employee-tenants may request reconsideration of rental rates, adjustments, or other charges, whenever they believe the quarters have been improperly classified by erroneous factual determinations, or rates have not been established according to current guidelines or those of OMB Circular A-45; Non-Federal tenants may not seek reconsideration/appeal. An appeal may not be submitted simply because the rent has been recalculated to account for the required annual CPI adjustment.

However, in years when a new survey is implemented a tenant may appeal a new rent if it is significantly more than in the NEC for the same size and type of housing unit.

The reconsideration request or appeal must be in writing and outline in detail the basis for the request and the name(s) of the occupant(s) participating in the request for reconsideration. The request shall be filed with the REWO within 30 days following receipt of the notice of change in rate.

The submission of a request for reconsideration or appeal **shall not** delay implementation of the revised rental rates and related facilities charges. However, the employee shall be credited with whatever overpayment, if any, that results during the period from the date of the rental increase to the date of modification, if the request results in a modification. Conversely, the employee shall pay the Government for any underpayment if any, that results during the reconsideration period.

An Area Appeals Board, consisting of two or more persons, shall be appointed by the REWO to review and evaluate appeal requests. The REWO shall issue a decision on the request within 30 days of initial receipt. The Tenant/Permittee shall bear the burden of proof on a request for reconsideration and subsequent appeal as to questions of fact.

Appeals or requests for reconsideration submitted after 30 days will not be considered unless sufficient written justification, acceptable to the REWO is provided, giving reasons why the appeal could not have been filed within the specified period.

14. NOTIFICATION OF RENTAL PAYMENT

- a. **Payment by Salary Deductions:** For agency employees, a REE-17, *Rates for Quarters and Services Furnished to Federal Employees* (Exhibit 13), shall be prepared by the REWO, signed and dated by the employee and distributed in accordance the guidance below. The form shall be completed with all pertinent information, and will be used for all rental actions including reappraisal adjustments and for the amount to be deducted from the employee's salary.

Charges shall be made on a pro rata basis when quarters are vacated prior to the end of a full rental period. **This form must be signed and returned by the quarter's occupant within 15 days from receipt. If an appeal or REE-17 has not been received within the 15-day period, the form will be prepared and processed without the employee's signature.** The new rate will be effective on the date indicated on REE-17.

- b. **Preparation of REE-17:** The original and five copies of the form shall be prepared when any of the following situations occur. **This form should include a bolded remark within the REMARKS section if the employee is occupying the residence as a Condition of Employment to ensure the SPO properly codes the deductions for reflection on the employee's W-2 Form, Wage and Tax Statement.**
- 1) **New Tenant (Action – Establish):** When an employee occupies quarters for which deductions must be made from his/her salary.
 - 2) **Location Change (Action – Change):** When an employee moves from one unit to another at the same Location.
 - 3) **Additions or Deletions (Action – Change):** When facilities, utilities, or services furnished are changed in a manner which will require an adjustment of the rates.

- 4) **Change in BRR (Action – Change):** When there is a change in rate of occupied quarters.
- 5) **Termination (Action – Terminate):** When an employee terminates assignment or the Government initiates termination.

c. **Distribution of REE-17**

- 1) When the forms have been fully executed, the copies will be distributed by the REWO as follows:

Original	REWO
Copy	Tenant/Permittee
Copy	SPO
Copy	Location
Copy	AD

- 2) The SPO shall ensure that the National Finance Center is notified to implement or cease payroll deduction based upon a fully executed REE-17.

- d. **Other Forms of Payment:** Quarters occupied by Non-Agency or Non-Federal employees on a permanent, transient or temporary basis as described herein shall be covered by form ARS-494 and subject to all applicable regulatory guidance. Should the REWO, in coordination with the Location, determine that it is advantageous to the Government to permit Non-Agency or Non-Federal occupancy, applicable utility and rental charges may be collected. Payment must be in the form of check or money order payable to USDA-ARS. On a limited basis, some quarters are available for overnight lodging to Location visitors on official business and formal assignment documentation is not necessary for such lodging. See Section 20 herein.

15. **ADMINISTRATION OF REVOCABLE PERMITS**

The REWO shall administer all revocable permits for use of real property. Annual compliance inspections will be made to insure that Permittees are complying with the terms and conditions of the permits. Such inspections will be in full coordination with the occupant and be sufficiently broad to determine if any unauthorized use is being made of the property. It is recognized that personnel limitations may preclude performance of inspections as often as may be desired; therefore, the REWO needs to establish a working relationship with Locations to assure that inspection requirements are being met.

16. **TERMINATION OF REVOCABLE PERMITS**

If a determination is made by the REWO that a Permittee has failed to fulfill or comply with his or her obligations under a permit, or if termination is necessary for any other purpose, the REWO shall coordinate with the Location and the occupant to terminate the

ARS-494 for said occupancy permit pursuant to the termination provisions thereof. The Area REWO shall complete a REE-17 and prepare a *Report of Termination* (Exhibit 14).

Except when occupancy is through COE appointment, the Permittee may terminate the revocable permit by providing the REWO with a written Notice of Termination. The Tenant/Permittee shall relinquish possession of the property to the Government onsite representative in accordance with the terms and conditions of the permit, including any restoration requirements.

A *Report of Termination* or Notice of Termination shall be distributed as follows:

Original	REWO
Copy	Tenant/Permittee
Copy	Location
Copy	SPO

17. USE OF RENTS

The use of rents collected from quarters rentals is to be deposited in a special fund to remain available until expended for the maintenance and operation of the housing program per Reference (i). The following examples of authorized uses are provided to assist Areas:

- Maintenance and repair of quarters
- Quarters maintenance inspections
- Maintenance and repair of water and sewer lines between quarters and the water and sewer mains
- Maintenance and repair of streets, streetlights, driveways and sidewalks in the immediate vicinity of quarters
- Installation, maintenance and repair of utility systems which provide direct service to quarters
- Acquisition, installation and repair of appliances and furnishings in Rental Quarters/Housing, so long as attributable to normal wear and tear
- Acquisition, installation, repair and replacement of household goods in Transient Quarters, so long as attributable to normal wear and tear
- Costs directly associated with the disposal of housing, furnishings, household goods and appliances used in quarters

Since the rental income from one or more quarters may not collectively cover all required maintenance (i.e., septic system replacement), annual appropriations may also be used for the maintenance of both occupied and unoccupied quarters, so long as the unit is not excess to ARS needs and is considered mission related. There may be instances where the maintenance and upkeep of required quarters may exceed the rents collected and a decision to expend annual appropriations would be subject to fundholder approval and building authority compliance.

18. PROCEDURES FOR REQUESTING NEW OR REPLACEMENT FURNISHINGS, HOUSHOLD GOODS, OR ALTERATIONS

Upon receipt of a request for the acquisition of new or replacement furnishings, household goods, or procurement of goods or services to alter the quarters unit, the following procedures are to be followed:

- a. **Administrative Officer** (AO) makes an initial determination as to whether the furnishings, household goods, or alterations are required before preparing a written justification which identifies the Transient Quarters, specifies the type of furnishings, household goods, or alterations required, and the reason why they are necessary. Should the AO be a resident of GFQ, the initial determination shall be made by the next level (see b. below). The AO also prepares a written justification which is submitted to the Center Director (CD), Research Leader (RL), or Location Coordinator (LC) for concurrence.
- b. **CD, RL, or LC** reviews the request and written justification for concurrence. If concurrence is received, the request is to be forwarded to the REWO for review and approval.
- c. **REWO** reviews the request and submits a decision in writing to the CD, RL or LC. On a case by case basis, the REWO may request concurrence from the AD.

19. ACQUISITION, RETENTION AND DISPOSAL OF QUARTERS

In accordance with Reference (f) and OMB Circular A-11, “*Preparation, Submission and Execution of the Budget*”, as well as ARS Policy, the AD shall determine what additional, if any, quarters are needed and determine if construction of new facilities is appropriate. Upon ensuring existing owned, leased or otherwise-managed quarters are utilized at a rate exceeding 95% and contingent upon obtaining the required building authority and funding, the Area shall determine, by statistical study, the requirements for the acquisition of housing. Compliance with maximum and minimum net floor areas per Reference (f) is required for any newly acquired units. The AD shall also be responsible for determining if quarters shall be retained for use.

Annually, quarters are surveyed as part of the Federal Real Property Profile. If a determination is made that a quarters is no longer essential to the mission of ARS or not being put to optimum use, a quarters may be rented to an employee of another USDA Agency or to an employee of another Government agency. Quarters may also be converted for other uses when the nature, value or location of the unit could be utilized for a different and significantly higher and better use. In such cases, the REWO must notify RPMB to delete the quarters from the IAA. The REWO should also delete the quarters from the QMIS database and update the asset record to reflect the modified Predominant Usage and Sub-Category, etc. within the Corporate Property Automated Information System.

After considering a quarters for alternative uses, if the asset remains excess to agency needs, the asset should be declared excess and offered to other USDA agencies for transfer, offered for sale, or disposed of in accordance with Reference (k). In the case of disposal, disposal documentation shall be provided to RPMB in accordance with Chapter 8 of the ARS Real Property Management Manual entitled "Disposals". Prefabricated movable structures, such as mobile homes (with or without undercarriages) may be disposed of as personal property.

20. COOPERATIVE AGREEMENTS & QUARTERS SUPPLIED BY NON-FEDERAL AGENCIES

A Cooperative Agreement shall not be used to address or be utilized for occupancy of Federal quarters. Actual use and assignment of quarters shall be covered by an ARS-494 with the cooperator. Generally, no direct rental payment will be made by occupants of quarters made available to a cooperative agency, since the value of these quarters is considered as part of the financial arrangements connected with the cooperative undertaking. The rental rate for quarters occupied by a State employee shall be applied at the option of the Area Director, based, not to exceed the Non-Federal rental rate in QMIS. In accordance with current regulatory requirements, any associated rents collected shall be deposited in a special fund. In lieu of payroll deduction, any charges for services or rent shall be paid by cashier's check or money order, made payable to USDA-ARS.

The furnishing of rent-free or reduced rate quarters to ARS employees by non-Federal agencies is prohibited. Should occupancy occur at a State Experiment Station, the State would be expected to receive fair and reasonable rental payments, by check or money order from the Federal tenant.

EXHIBITS

1. QMIS Screen Prints: (All QMIS Screen Prints should be attached to each Revocable Permit and annually to the tenant's rental adjustment notification letter.)
 - Monthly Base Rent Computation Schedule (Page 1)
 - Monthly Net Rent Computation Schedule (Page 2)
 - Government Quarters Inventory (Pages 3 and 4)
 - Tenant Rent Notice (Page 5)
 - Quarters Assignment Agreement (Page 6)
2. *Nomination Letter*
3. *Recommendation Letter* from REWO to AD
4. REE-16, *Occupancy of Federally Owned Quarters* (Required for Condition of Employment assignments only)
5. *General Specifications for the Appraisal Report*
6. *Statement of Work for Appraisal*
7. *Appraiser Certification*
8. ARS Form 11, *Appraisal of Quarters Furnished Federal Employees*
9. ARS Form 261, *Quarters Comparison and Appraisal Documentation*
10. Form ARS-494, *Revocable Permit*
11. *Certificate of Acceptance*
12. *Condition Report*
13. Form REE-17, *Rates for Quarters and Services Furnished to Federal Employees*
14. *Report of Termination*
15. *Cleaning Checklist*

**QMIS Screen Print:
Monthly Base Rent Computation Schedule**

DRAFT - Pending Review MONTHLY BASE RENT COMPUTATION SCHEDULE Page 1
200X _____ SURVEY Agricultural Research Service Effective Date: _____
03/07/200X Consumer Price Index Quarter Number _____ Prepared: _____
By: _____

This is a 3 Bedroom (3 Bed Used) 1640 Square Foot House, built in 1998, 7 Yr Age, EXCEL/EXCEL condition.

The CHART RENT is	\$733.00
BathRoom	\$88.00
Exterior Condition - Excellent	\$90.00
Interior Condition - Excellent	\$90.00
Refrigerated AC	\$71.00
Location Adjustment for _____	\$0.00
MONTHLY BASE RENT (Rounded)	\$1,072.00
Cpi Adjustment (1.00%)	\$10.72
MONTHLY CPI ADJUSTED BASE RENT (Rounded)	\$1,083.00

Exhibit 1, Page 1 of 6

**QMIS Screen Print:
Monthly Net Rent Computation Schedule**

DRAFT - Pending Review	MONTHLY NET RENT COMPUTATION SCHEDULE	Page 2
200X _____ SURVEY	Agricultural Research Service	Effective Date: _____
03/07/200X Consumer Price Index	Quarter Number _____	Prepared: _____
	By: _____	
	MONTHLY CPI ADJUSTED BASE RENT: \$1,083.00	
ADMINISTRATIVE ADJUSTMENTS	FEDERAL EMPLOYEE	NON-FEDERAL
Isolation	\$0.00	\$0.00
Amenities (9.00%)	(\$97.47)	\$0.00
Invasion Of Privacy	(\$108.30)	\$0.00
Inadequate Size	\$0.00	\$0.00
Excessive Size	\$0.00	\$0.00
Preliminary Administrative Adjustment	(\$205.77)	\$0.00
Maximum Allowable Adjustment	<u>(\$541.50)</u>	<u>\$0.00</u>
Net Administrative Adjustment	(\$205.77)	\$0.00
RELATED FACILITIES		
\$3.00 Dishwasher	\$2.45 Storage Shed	
	\$19.35 Trash Removal	
	\$64.50 Misc Charges	
Total Related Facilities	<u>\$89.30</u>	<u>\$89.30</u>
NET MONTHLY RENT (1 Planned Tenants)	\$966.53	\$1,172.30
NET BI-WEEKLY RENT (1 Planned Tenants)	\$446.05	\$541.02
NET DAILY RENT (1 Planned Tenants)	\$32.19	\$39.04

QMIS Screen Print: Government Quarters Inventory

Page 3

GOVERNMENT QUARTERS INVENTORY

Agricultural Research Service

Quarter Number _____ Prepared: _____

LOCATION

<u>Agency Abrv</u> ARS	<u>Installation</u> _____	<u>Quarter ID</u> _____	<u>Name of Quarter</u> RESIDENCE	<u>Survey Region</u> _____
---------------------------	------------------------------	----------------------------	-------------------------------------	-------------------------------

<u>Nearest Established Community</u>	<u>Paved Miles</u> 1	<u>Unpaved Miles</u> 0	<u>Unimproved Miles</u> 0	<u>Water Miles</u> 0	<u>Air Miles</u> 0	<u>Management Unit</u> _____	<u>Facilities Mgmt ID</u> _____
--------------------------------------	-------------------------	---------------------------	------------------------------	-------------------------	-----------------------	---------------------------------	------------------------------------

Justification of Quarter Approved
Yes

STRUCTURE

<u>Rent Class</u> House	<u>Date Built</u> 01/01/1998	<u>Planned Tenants</u> 1	<u>Interior</u> EXCEL	<u>Exterior</u> EXCEL	<u>Insulation</u> ADEQ
----------------------------	---------------------------------	-----------------------------	--------------------------	--------------------------	---------------------------

Space(Square Feet)	Basement	First Floor	Other Floors
Gross Finished	0	1640	0
Offical Use	0	0	0
Unused Finished	0	0	0
Unfinished	0	---	---

<u>Number of</u>	<u>Actual</u>	<u>Used</u>	<u>1 Car Garage</u> 0	<u>2 Car Garage</u> 0	<u>Carport</u> 0	<u>Seasonal</u> No	<u>Lead Paint</u> No	<u>Handicap Accessible</u> No
Total Rooms	7	7	<u>Carbon Monoxide Detectors</u> 0	<u>Smoke Detectors</u> 1	<u>Fire Sprinklers</u> No	<u>On Govt Premises</u> Yes	<u>Current Use</u> QMIS	
Bedrooms	3	3						
Bathrooms	2	2						
Dorm Rooms	0	-						

AMENITIES

<u>Adequate Water</u>	No	<u>Loss Of Privacy</u>	10.00%	<u>Excessive Size</u>	0.00%	<u>Inadequate Size</u>	0.00%	<u>Excessive Heating/Cooling</u>	\$0.00
<u>Adequate Electric</u>	Yes	<u>Type of Phone In Quarter</u>	PRIVT	<u>Additional Charges</u>	\$64.50	<u>Additional Deductions</u>	\$0.00		
<u>Reliable Fuel</u>	Yes								
<u>Adequate Police</u>	Yes								
<u>Adequate Fire</u>	No								
<u>Adequate Sanitation</u>	Yes								
<u>Noise/Odors OK</u>	No								
<u>Sidewalks</u>	No								
<u>Street Lights</u>	No								
<u>Paved Streets</u>	Yes								
<u>Phone in Quarter</u>	Yes								
<u>Phone Near Quarter</u>	Yes								

**QMIS Screen Print:
Government Quarters Inventory**

Page 4

GOVERNMENT QUARTERS INVENTORY

Agricultural Research Service

Prepared: _____

Quarter Number _____

UTILITIES

<u>Utility</u>	<u>Billed In Rent</u>	<u>Government Provides</u>	<u>Metered</u>	<u>Average Monthly Usage</u>
Electricity	No	No	Yes	0
Natural Gas	No	No	Yes	0
Sewer	Yes	No	No	---
Water	Yes	No	No	---

PROPERTY/SERVICES - Central Heating & Cooling, Fireplace

<u>Central Heating/Cooling System</u>	<u>Fuel</u>	<u>Number</u>
Central Heating - Forced Air	Natural Gas	1
Central Cooling - Refrigerated	Electricity	1

<u>Fireplace</u>	<u>Fuel</u>	<u>Number</u>	<u>Used For Primary Heating</u>	<u>Used For Primary Cooking</u>
None	---	---	---	---

PROPERTY/SERVICES - Government Provided Appliances

<u>Appliance</u>	<u>Fuel</u>	<u>Number</u>
Dishwasher	Electricity	1
Range	Electricity	1
Refrigerator	Electricity	1
Water Heater	Electricity	1

PROPERTY/SERVICES - Government Provided Equipment & Services

<u>Equipment/Service</u>	<u>Fuel</u>	<u>Number</u>	<u>Used For Primary Heating</u>	<u>Used For Primary Cooking</u>
Storage Shed	---	1	---	---
Trash Removal	---	1	---	---

Exhibit 1, Page 4 of 6

**QMIS Screen Print:
Tenant Rent Notice**

DRAFT - Pending Review

200x _____
03/07/2004 Consumer Price Index

TENANT RENT NOTICE
Agricultural Research Service

Quarter Number _____
ARRIVAL DATE: _____

Effective Date: _____ Page 5

Prepared: _____

By: _____

OCCUPANT: _____ FEDERAL EMPLOYEE: Yes

In accordance with the Quarters Assignment Agreement and the provisions of OBM CIR A-45, it has been determined that an adjustment in your monthly rental rate is necessary for the following reason -

Application of Consumer Price Index.

The previous net bi-weekly rent was \$446.05.
The new net bi-weekly rent is \$446.05.
The foregoing is an increase of \$0.00, or 0.00%.

If the above named tenant incurred an increase in rent of twenty-five percent or more due to this change in rent, the increase may be implemented over one year in four equal increments, commencing at the beginning of each three month period, as follows.

- Increment #1 - Effective Date: _____ Amount: None.
- Increment #2 - Effective Date: _____ Amount: None.
- Increment #3 - Effective Date: _____ Amount: None.
- Increment #4 - Effective Date: _____ Amount: None.

NOTICE OF APPEAL RIGHTS: You have the right to appeal this adjustment. Appeals shall be adjudicated as of the date the appeal is filed. The filing of the appeal shall not result in postponing implementation of a proposed rate pending adjudication of the appeal. Where 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.

RECEIPT ACKNOWLEDGED

Occupant's Signature or Certified Mail Receipt Number _____
(Signed Certified Mail Receipt indicating receipt by Occupant must be filed).

Date Filed: _____

QMIS Screen Print:
Quarters Assignment Agreement

DRAFT - Pending Review QUARTERS ASSIGNMENT AGREEMENT Page 6
 200X _____ Agricultural Research Service Effective Date: _____
 03/07/2004 Consumer Price Index Prepared: _____
 Quarter Number _____ By: _____
 OCCUPANT: _____ ARRIVAL DATE: _____ EMPLOYEE TYPE: Permanent

____ Payroll Deduction Billing _____ Benefitting
 ____ Bill for Collection Address _____ Account _____

The Agricultural Research Service (hereinafter called the Agency/Bureau) hereby assigns to the above named occupant, Government quarters described above.

Rent shall be \$446.05 Bi-Weekly (\$966.53 Monthly), as indicated on the attached rent computation schedule. If occupant is an Agency/Bureau employee, rent shall be payable bi-weekly through salary deductions in accordance with 5 USC 5911(c). If occupant is not an Agency/Bureau employee, rent shall be payable _____ (e.g. monthly) by cash collection. The rent shall be subject to automatic periodic adjustments due to rental surveys and annual adjustments required by OMB Circulars A-45/A25. The occupant will be notified in writing at least 30 days in advance of the rent adjustment. Baseline rental surveys or appraisals are usually conducted every 3 years. Annual adjustments shall become effective at the beginning of the first full pay period in March of each year. A new Quarters Assignment Agreement will be required only when rates are revised pursuant to a baseline survey or appraisal. Occupancy of the subject quarters shall begin on _____ If occupant is an Agency/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 an Agency/Bureau employee, occupancy shall end on _____ unless previously terminated at the option of either party upon 30 days written notice.

As part of the consideration set forth above, the Agency/Bureau will furnish occupant with the equipment, utilities, and other services indicated on the attached rent computation schedule.

CERTIFICATION: Occupancy of the subject quarters by the named occupant is mandatory under the definition of required occupancy. (If occupancy is required, attach a copy of Certificate of Required Occupancy). The requirement to occupy Government quarters is a condition of employment. The requirement to occupy Government quarters is not for the convenience of the Government. The assigned quarters is located on the premises of the Government.

Nomination Letter



United States Department of Agriculture
Research, Education, and Economics
Agricultural Research Service

January 1, 2009

SUBJECT: Nomination Letter for Assignment to Quarters

TO: Jane Doe, Real Estate Warrant Officer

FROM: _____, Research Leader

I am requesting that Dr. Robert Smith, (Insert Title) Veterinarian, of the (Insert Name of Research Unit) be assigned Government quarters. (Include any information to support the proposed assignment.) Due to severe winter weather conditions at this location and our being 20 miles from the nearest established community, having an experienced employee who is willing to provide emergency animal caretaker services, including feeding and milking our 50-head herd of cattle, would benefit the Government.

I recommend Dr. Smith be offered the vacant residence on site as a Convenience of the Government appointee.

Should you have any questions or which to discuss this nomination, please contact me on (XXX) XXX-XXXX.

cc:
(Area Director)
(Deputy Area Director)



Administrative and Financial Management
5601 Sunnyside Avenue • Beltsville, MD 20705-5100

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Exhibit 2

Recommendation Letter



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

February 15, 2009

SUBJECT: Convenience of the Government Quarters Recommendation

TO: _____, Area Director
_____ Area, ARS

THROUGH: _____, Deputy Area Director
_____ Area

FROM: Jane Doe, Realty Specialist
Real Property, _____ Area

Approval is requested for Dr. Robert Smith, Veterinarian within the Animal Sciences Research Unit (ASRU), to occupy Residence (Insert Quarters Number) as a Convenience of the Government appointment. Mr. Smith provides (insert justification) quick and efficient response to emergencies for cattle, as needed during inclement weather or electrical outages. Dr. Smith would not only provide medical care, but feeding and milking services.

Enclosed is a copy of the recommendation letter from the ASRU Research Leader. If this request is approved, the term shall not exceed five years; however, Dr. Smith's appointment may be extended, if the need for him to live on site remains.

Prior to assign Dr. Smith to Government-owned quarters, your concurrence or denial is requested. Based on your response, I will proceed accordingly.

Enclosure



Administrative and Financial Management
5601 Sunnyside Avenue • Beltsville, MD 20705-5100

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Exhibit 3

REE – 16

U.S. Department of Agriculture Research, Education, and Economics	
OCCUPANCY OF FEDERALLY OWNED QUARTERS	
EMPLOYEE INFORMATION	
NAME OF EMPLOYEE	
POSITION TITLE	
LOCATION OF LIVING QUARTERS	
DUTY STATION	
AGREEMENT STATEMENT	
<p><i>For the convenience of the Government, it is understood and agreed to by the employee named above that he/she must occupy Federally owned quarters as a condition of employment in the above-identified position. It is further understood and agreed to by said employee that the employee may not vacate the living quarters so long as he/she occupies the position, without specific authority in writing by the Area Director. However, nothing in this agreement shall preclude said employee from being required to vacate the quarters he/she occupies if it is in the interest of the Agricultural Research Service.</i></p>	
SIGNATURES	
AGREED TO BY EMPLOYEE (SIGNATURE)	DATE
APPROVED BY AREA DIRECTOR (SIGNATURE)	DATE
Form REE-16 (10/1997)	This form was electronically produced by USDA/ARS/OCIO/AD

Exhibit 4

General Specifications for the Appraisal Report

The appraisal report is a document used to support, and to justify in part, the decisions made by management and for the implementation of monthly base rental rates. In preparing the appraisal report, the appraiser should be mindful of the fact that the appraisal report, as well as the appraiser, may be subpoenaed into court or become the subject of investigation by the Committee of the Congress. Therefore, it is essential that its contents reveal that the appraiser has made an intelligent and adequate study and analysis of the appraisal problem, has considered all available, pertinent and reliable data, and that he/she has used sound and logical reasoning in developing his valuation conclusions.

1. FORMAT

The report shall be bound in durable cover with a typewritten label on the face thereof, identifying the appraised property. The paper used shall be a good grade bond (the heavier the better, in order to withstand repeated usage) of size 8-1/2 x 11 inches. All pages shall be numbered consecutively from the beginning of the report to the end, including maps, plans, photographs, and exhibits, and each important heading shall be shown in the Table of Contents.

2. OUTLINE

To provide uniformity, the text shall be divided into three parts: Part I, Part II, and Part III. The report shall contain tabulations or schedules of supporting data, with a brief explanation of their connection with the narrative sections of the report. Computation data in support of the approach(es) to value should be included. The following specified outline may vary, dependent upon the type of property being appraised. Of necessity, additional data will be required in the case of highly specialized properties. At times, certain items may be deleted (as in the case of land valuation only). Generally, however, the following outline contains the minimum information required and the omission of any item shall be justified by narrative.

PART I

Title Page

1. Table of Contents
2. Letter of Transmittal
3. Photographs
4. Statement of Limiting Conditions
5. References

General Specifications for the Appraisal Report Continued

PART II – ANALYSES AND CONCLUSIONS

1. Purpose
2. Legal Description
3. City of Area Data
4. Neighborhood Data
5. Property Data (for Subject and Comparables)
 - a. Site
 - b. Improvements
 - c. Equipment
 - d. Condition
 - e. Assessed Fair Market Value
 - f. Zoning
 - g. History
6. Analysis of Fair Market Rental Value
7. Detailed findings by approach(es)
8. Appraiser's Opinion of Value by approach(es)
9. Certification

PART III – ADDENDA

10. *Location Map (Within the City or Area)
11. *Comparable Data Map (Showing Geographic Location of the Appraised Property and the Comparable Properties Analyzed.)
12. Detail of the Comparative Data (Narrative)
13. *Plot plan and/or site map
14. *Floor plans
15. Other Pertinent Exhibits
16. Qualifications of licensed or certified contact appraiser, including specific designations

***All maps and plans may be bound as facing pages opposite the description, tabulation, or discussions they concern.**

Statement of Work for Appraisal

STATEMENT OF WORK FOR APPRAISAL

The Agricultural Research Service (ARS) requires an appraisal of :

for the purpose of determining the fair market rental value of said Government-furnished quarters based upon the comparison of the present rental rates, in the private rental market, of comparable single-family homes in _____ area. U.S. Department of Housing and Urban Development, Fair Market Rent Values (FMRV) may not be used. The fact that the quarters being appraised are located on Government-owned property is not to be considered, or factored into the establishment of the FMRV.

The appraiser is hereby advised that the that appraisal report findings shall not be divulged to anyone other than the proper officials of the ARS, unless otherwise authorized in writing.

The following items should be provided by the appraiser in the proposal and/or the appraisal report:

1. The *General Specifications for the Appraisal Report* describes in detail the format and items to be included in the appraisal report. The appraiser will provide a statement in the proposal that this format will be followed in the appraisal report.
2. The appraiser certification is to be included in the appraisal report. The appraiser will provide a statement in the proposal that this certification will be included in the appraisal report.
3. A description of the property to be appraised, including a plat or site map, will be provided in the appraisal report. Based upon availability, a description and any available survey or map will be furnished by ARS. Additionally, related regulatory material or references utilized by ARS may be requested by the appraiser.
4. The appraiser must have a current license or certification within the State or Territory in which the appraisal is being conducted and possess a recognized professional designation, i.e., Member of the Appraisal Institute (MAI), or Society of Real Estate Appraisers (SREA). The appraiser shall provide evidence of his/her educational background in both the proposal and the appraisal report.
5. The appraiser must have experience in performing appraisals for the Federal Government and should provide evidence of this experience in both the proposal and the appraisal report

Statement of Work for Appraisal Continued

6. The appraiser must have experience in performing appraisals for the Federal Government should provide evidence of this experience in both the proposal and the appraisal report. The appraiser must have experience in performing appraisals on the type of property to be appraised. The appraiser should provide evidence of this experience in both the proposal and the **appraisal report. Exhibit 6**, Page 1of 3 Statement of Work (SOW) for Appraisal.
7. Three (3) copies of the appraisal report, with those items listed in paragraph 10 herein, will be required. The following individuals should receive copies of all relevant documents :

Chief, Real Property Management Branch
USDA, ARS
5601 Sunnyside Avenue
Beltsville, Maryland 20705-5126
301-504-1224 – voice
301-504-1236 – fax

Area Property Management Officer

Research Leader/Location Coordinator

8. The appraiser will contact the Area Property Office and/or Location for the purpose of admission and directions to the property(ies) to be appraised as follows:

9. The appraisal report will be completed within thirty-one (31) workdays after official notice to proceed.

10. Three phases of work will be conducted under the SOW, as follows:

Phase I - The appraiser will provide ARS with the nearest established community data, in writing, to the ARS contacts shown in item number 7, within seven (7) workdays after the notice to proceed. The appraiser will proceed only when directed by ARS. ARS will review the

Statement of Work for Appraisal Continued

appraiser's recommendations and advise the appraiser within five (5) workdays after receipt of the appraiser's conclusion whether to proceed.

Phase II - The appraiser will provide a preliminary estimate(s) of fair market rental value and baseline information pertaining to the comparables being used, in writing, to the ARS contacts shown in item number 7, within seven (7) work days. The appraiser will proceed only when directed by ARS. ARS will review this information and advise the appraiser within five (5) work days after receipt.

Phase III - After review by ARS of the preliminary estimate(s) of fair market rental value and upon direction from ARS, the appraiser will proceed to complete the appraisal report. The report will be submitted to the ARS contacts shown in item number 7, within seven (7) workdays, for final review and approval. The appraiser must provide evidence of a license or certification after July 1, 1991, as required by Title XI of the Federal Institutions Reforms, Recovery, and Enforcement Act of 1989 (FERREA).

Additional items to be included and/or considered in the appraisal report are as follows:
(Include any items or conditions unique to the appraisal.)

Appraiser Certification

APPRAISER CERTIFICATION

I hereby certify that:

- The statements of fact contained in the report are true and correct;
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions, limiting conditions, and legal instructions, and are the personal, unbiased professional analysis, opinions, and conclusions of the appraiser;
- I have no present or prospective interest in the property appraised and no personal interest or bias with respect to the parties involved;
- The compensation received by the appraiser for the appraisal is not contingent on the analyses, opinions, or conclusions reached or reported;
- The appraisal was made and the appraisal report prepared in conformity with the *Uniform Appraisal Standards for Federal Land Acquisitions (USPAP)*;
- The appraisal was made and the appraisal report prepared in conformity with the Appraisal Foundation's *Uniform Standards for Professional Appraisal Practice*, except to the extent that the *Uniform Appraisal Standards for Federal Land Acquisitions* required invocation of USPAP's Jurisdictional Exception Rule, as described in Section D-114 of the *Uniform Appraisal Standards for Federal Land Acquisitions*;
- I have made a personal inspection of the property(ies) herein appraised and that I have also made a personal field inspection of the comparable rentals relied upon in making said appraisal;
- That the property owner(s), or his/her/their designated representative, were given the opportunity to accompany me during my inspection.

I contacted him/her/them by _____ on _____
(Phone, Mail, etc.) (Date - Month and Day)

20_____. _____ did/did not accompany me.
(Year) (Name/Names)

- No one provided significant professional assistance to me in performing this appraisal. (If professional assistance was provided the appraiser, the name of the individual(s) providing such assistance must be stated and their professional qualifications should be included in the addenda of the appraisal report. This requirement includes both professional appraisal assistance and providers of subsidiary assistance, e.g., planning and permitting consultants, engineers, cost estimators, marketing consultants.);
- I understand that the report may be used in connection with the acquisition of real property using Federal funds and may be submitted to the United States Congress and its Committees;
- the report has been made in conformity with applicable State laws, regulations and policies and procedures regarding the appraisal of real property;
- I have not and shall not revealed the findings and results of the report to anyone other than the proper officials of the ARS and shall not do so unless so authorized by ARS, in writing, unless required to do so by due process of law, or until released from this obligation by having publicly testified as to such findings; and

Appraiser Certification Continued

That my opinion of fair market rental value for Quarters _____ as of the _____ day of _____, 20 _____, is _____ based upon independent appraisal and the exercise of my professional judgment.

Signature

Date-MM/DD/YYYY

ARS FORM 11

APPRaisal OF QUARTERS FURNISHED FEDERAL EMPLOYEES		1. STATION LOCATION	
INSTRUCTIONS: Prepare an original and 4 COPIES. Original retained by RAO. 1 copy to Employee; 1 copy to Official in Charge of Field Location; 1 copy to SPO; 1 copy to Area Director. See AM 245.1.		2. BUILDING NO.	3. LOCATION OF BUILDING
		4. NAME OF PRESENT OCCUPANT	
ANNUAL RATE SCHEDULE			
BASIC RENTAL RATE - Based on rates prevailing for comparable private housing before any adjustments.		QUARTERS BASIC RENTAL RATE	ADJUSTMENTS (Amenities and unusual transportation - explain)
		A	B
7. Shelter rent		\$	MINUS (- \$)
PERSONAL ADJUSTMENTS		% OF 7A	
B. Imposition on space for official use (If approved in writing)		(- \$)	(- \$)
9. OTHER (Specify)		(- \$)	(- \$)
LIMITATION- (All Shelter Rent and Personal Adjustments may not exceed 50% of Quarters Basic Rental Rate, item 7A, except not to exceed 33% when transportation deduction exceeds \$45.00 per month)		10. QUARTER'S RENTAL RATE \$	
Occupants of Government quarters shall obtain utilities and services from and pay direct to commercial sources.			
UTILITIES AND SERVICES (All charges are calculated on the basis of prevailing local domestic rates)	CHECK IF EMPLOYEE PAYS DIRECT TO COMMERCIAL SOURCES	GOVERNMENT BILLS EMPLOYEE DIRECT AT COMMERCIAL RATE (Amount)	RATE FOR COMPARABLE PRIVATE SERVICE
	A	B	C
11. Electricity		\$	\$
12. Telephone			-\$
13. FUEL (Specify type and Use)			
14.			
15. Water			
16. OTHER (Specify)			
17.			
18. Subtotals		\$	-\$
20. DATE APPRAISAL COMPLETED		19. TOTAL RENTAL RATE-UTILITIES AND SERVICES (Item 10C plus item 18E) \$	
CHAIRMAN OF SURVEY BOARD OR REALTY SPECIALIST			
21. SIGNATURE		22. TITLE	23. ADDRESS
24. COMMENTS AND EFFECTIVE DATE			
25. APPROVED (Signature)		26. TITLE	27. DATE

ARS FORM 11
NOV. 1973

PREVIOUS EDITIONS OBSOLETE

USDA-ARS

Exhibit 8

ARS Form 261

QUARTERS COMPARISON AND APPRAISAL DOCUMENTATION			1. LOCATION		
NOTE: Private quarters should be observed. Pictures may be taken for the record. RAO retain original in Real Property file.			2. NEAREST ESTABLISHED COMMUNITY		3. GOV. QUARTERS NO.
			4. MILEAGE (Boundary to Residence)		
5. SOURCE OF INFORMATION (Name, Address, and Phone No.)			6. ADDRESS OF PRIVATE RESIDENCE		7. ANNUAL RENTAL RATE (Private qtrs.)
COMPARISON OF QUARTERS					
	GOVERNMENT A	PRIVATE B		GOVERNMENT A	PRIVATE B
8. Dimensions of building			16. Kitchen	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
9. Type of construction			17. Dining room	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
10. Heat system (Specify type,—i.e. central heating, space heaters, single vent outlet, etc.)			18. Living room	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			19. Sun porch	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
11. Exterior condition			20. Garage	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
12. Interior condition			21. OTHER (Specify)	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
13. Floor area above basement	sq. ft.	sq. ft.	22. OTHER (Specify)	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			23. OTHER (Specify)	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
14. No. bedrooms			24. OTHER (Specify)	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
15. No. bathrooms				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
25. COMPUTATION OF ANNUAL QUARTERS RENTAL RATE					
ARS FORM 261 NOV. 1973		PREVIOUS EDITIONS OBSOLETE		USDA-ARS	

Exhibit 9, Page 1 of 4

ARS Form 261 Continued

39. AMENITIES (Each amenity is assigned the value of two percentage points)				GOVERNMENT		PRIVATE	
				(+)	(-)	(+)	(-)
1. Paved streets							
2. Street lighting at least at intersections							
3. Sidewalks							
4. Lawns, trees and landscaping							
5. General attractiveness of the neighborhood *							
6. Community sanitation services (Government or Private) *							
7. Reliability and adequacy of water safe for household use *							
8. Reliability and adequacy of electrical service *							
9. Reliability and adequacy of telephone service *							
10. Reliability and adequacy of fuel for heating, hot water and cooking *							
11. Police protection at station or in community							
12. Fire protection at station or in community							
13. Unusual design features of the dwelling *							
14. Absence of disturbing noises or offensive odors *							
15. STANDARDS OF MAINTENANCE	Building (Interior and Exterior)	GOVERNMENT		PRIVATE			
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
	Grounds (Gardening)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
40. TOTALS				+	%	-	%
41. Net amenity adjustment for Government quarters as compared to Private Rental (Indicate + or -)				%			
42. EXPLAIN THE SPECIFIC BASIS OF AMENITIES 5, 6, 7, 8, 9, 10, 13, AND 14 WHEN ADJUSTMENTS ARE GRANTED							

Exhibit 9, Page 3 of 4

ARS Form 261 Continued

ITEMS 43 THRU 47 NEED ONLY BE COMPLETED ONCE FOR ALL QUARTERS ON THE STATION		
43. NAMES AND ADDRESSES OF OTHER CONTACTS MADE TO OBTAIN RENTAL LISTINGS (<i>Realtors, VA, FHA, Savings and Loans, Banks, Private Lessors, etc.</i>)		
44. OTHER LISTINGS OBTAINED USED FOR COMPARISON OR FOR DEMONSTRATION OF MARKET		
45. BASIS OF APPRAISAL IN ESTABLISHED COMMUNITY OR ADJACENT TO (5 miles) <input type="checkbox"/>	PROFESSIONAL REAL ESTATE APPRAISER <input type="checkbox"/>	46. DATE APPRAISAL COMPLETED
REGIONAL BASIS <input type="checkbox"/> (OR) NEARBY REPRESENTATIVE PRIVATE COMMUNITY <input type="checkbox"/>	REAL ESTATE RENTAL VALUE CONCEPT <input type="checkbox"/>	
47. COMMENTS, REMARKS OR OPINIONS		
MEMBERS OF SURVEY BOARD, REALTY SPECIALIST OR PROFESSIONAL REAL ESTATE APPRAISER <i>(Chairman must always sign each appraisal document)</i>		
48. SIGNATURE	49. TITLE	50. ADDRESS
51. SIGNATURE	52. TITLE	53. ADDRESS
54. CHAIRMAN'S SIGNATURE	55. TITLE	56. ADDRESS

Exhibit 9, Page 4 of 4

ARS-494

United States Department of Agriculture Agricultural Research Service REVOCABLE PERMIT		
FROM (Agency and complete mailing address (including ZIP Code)) <p style="text-align: center;">Block 1</p>	PERMIT NO. FY - Block 2	DATE ISSUED Block 3
	AMENDMENT NO. FY - Block 4	DATE ISSUED Block 5
	PERIOD OF USE: FROM Block 6	THROUGH
PERMITTEE (Name and complete mailing address (including ZIP Code)) <p style="text-align: center;">Block 7</p>	GOVERNMENT REPRESENTATIVE (Name, title, and complete address) <p style="text-align: center;">Block 8</p>	
PURPOSE (Describe privilege requested in detail) <p style="text-align: center;">Block 9</p>		
DESCRIPTION OF PROPERTY (Specify unit numbers, metes and bounds, etc.) <input type="checkbox"/> LAND <input type="checkbox"/> BUILDING <p style="text-align: center;">Block 10</p>		
SPECIAL CONDITIONS <p style="text-align: center;">Block 11</p>		
REAL ESTATE WARRANT OFFICER OR AUTHORIZED REPRESENTATIVE		
SIGNATURE	NAME AND TITLE (Typed or Printed)	DATE ISSUED
Block 12		
PERMITTEE		
<i>This Permit is accepted subject to the terms, conditions, and requirements expressed herein.</i>		
SIGNATURE	NAME AND TITLE (Typed or Printed)	DATE ISSUED
Block 13		
Form ARS-494 (6/88)	See reverse for General Terms and Conditions	USDA-ARS

Exhibit 10, Page 1 of 2

ARS-494 Continued

GENERAL TERMS AND CONDITIONS

1. **Grant** — This permit is granted by the United States of America, acting by and through the Real Estate Warrant Officer, or duly authorized representative, for the specified purposes, and subject to the conditions and requirements set forth herein.
2. **Use Limitations** — The permittee's use of the described premises is limited to the purposes herein specified. The permit is subject to such easements and rights-of-way in, over, or upon the herein-described lands that have been granted or that may hereafter be granted by the Government and shall be subject further to the right of access by duly authorized Federal Personnel to any part thereof in the performance of official duties.
3. **Damages** — The permittee shall hold the United States harmless from claims, demands, suits in law or in equity of any kind or nature for damage to or loss of property, or of injury to, or death of persons resulting from or attributable to the development, use or maintenance of the herein-described lands of the Government.
4. **Operating Rules and Laws** — The permittee shall keep the premises in a neat and orderly condition at all times, and shall comply with all municipal, county, and State laws applicable to operations under the permit as well as all Federal laws, rules, and regulations governing the area described in this permit.
5. **Responsibility of Permittee** — The permittee, by operating on the premises, shall be considered to have accepted these premises with all the facilities, fixtures, or improvements in their existing condition as of the date of this permit. At the end of the period specified or upon earlier termination, the permittee shall give up the premises in as good order and condition as when received except for reasonable wear, tear, or damage occurring without fault or negligence. Notwithstanding other provisions in this permit requiring reasonable care, the permittee shall be strictly liable for any and all damages to property, real or personal, including, but not limited to, damages or loss caused from fires, or injury to or loss of livestock, resulting from or attributable to the use or operation on the herein-described lands.
6. **Revocation Policy** — This permit may be revoked at the will of the Real Estate Warrant Officer or duly authorized representative. Upon giving of such notice or revocation, this permit shall be null and void and, within a period of not more than _____ days, the property of the permittee shall be removed in such manner as not to endanger property of the Government or to interfere with the use thereof by the Government, and the premises utilized in this permit shall be restored to the same condition as when this permit was first issued, ordinary wear and tear excepted.
7. **Termination Policy** — At the termination of this permit, the permittee shall immediately give up possession to the Government representative, reserving the rights specified in paragraph 8.
8. **Removal of Permittee's Property** — Upon the expiration or termination of this permit, the permittee may, within a reasonable period as stated in this permit or as determined by the Government representative, but not to exceed _____ days, remove all structures, machinery and/or equipment, etc., from the premises for which the permittee is responsible. Upon failure to remove any of the above items within the aforesaid period, they shall become property of the United States.
9. **Transfer of Privileges** — No rights under this permit may be transferred without the advance written approval of the Real Estate Warrant Officer, or duly authorized representative.
10. **Officials Barred from Participating** — No member of or delegate to Congress or Resident Commissioner shall be admitted to any share or part of this permit or to any benefit to arise therefrom. This provision shall not be construed to extent to this permit if made with a corporation for its general benefit.
11. **Non-discrimination** — This permit is made subject to the provisions in "Assurance of Compliance with the Department of Agriculture Regulations under Title VI of the Civil Rights Act of 1964," Form ARS-519. In addition to signing the permit, the permittee is required to sign the attached Form ARS-519 — *not applicable to Government rental of quarters.*
12. **Use of Insecticides** — The permittee shall not use an "Active Ingredient" as defined in Section 2 of the Federal Insecticide, Fungicide, and Rodenticide Act, as amended, (61 Stat. 163; 7 U.S.C. 136 et seq.) in violation of said Act on the land described in this permit.

Certificate of Acceptance

CERTIFICATE OF ACCEPTANCE

The attached *Condition Report* covers the premises located at:

The premises have been accepted as of _____. The attached report consists of _____ pages and has been jointly prepared by the undersigned parties.

Deficiencies noted herein are recorded for protection of the Government and the Occupant, particularly for termination purposes, by either party, of the corresponding Revocable Permit.

All conditions noted are minor and in no way render the premises unsuitable for assignment as public quarters. The Occupant is aware of his/her responsibilities and fully informed that charges shall be assessed should damage to the quarters, or other Government property, exceed normal wear and tear *and/or* the quarters not be vacated in a clean and orderly condition.

Upon either party giving notice to terminate occupancy, a cleaning checklist shall be made available to Occupant to assist him/her in the clearing of quarters.

The attached *Condition Report* shall be a baseline in assessing damages due for reimbursement to the Government for loss or damage. In the event of loss or damage to the quarters or other Government property, the Occupant shall be afforded an opportunity to repair or replace property damaged or considered to exceed normal wear and tear. Property/premises shall be restored prior to vacating quarters and returning _____ sets of keys. Any repairs/replacements shall satisfactorily meet the acceptance of a Government Representative before relieving the Occupant of further liability.

Date

Signature of Assigned Occupant

Date

Signature of Government Representative

Exhibit 11

Condition Report

CONDITION REPORT		Condition Codes: D/U=Damaged Usable G=Good N=New R=Repair/Replace
Room /Item	Condition Code	Comments/Description of Deficiency
Living Room		
Windows/Blinds/Shades		
Doors		
Floor		
Walls/Ceiling/Trim		
Lighting/Outlets		
Dining Room		
Windows/Blinds/Shades		
Doors		
Floor		
Walls/Ceiling/Trim		
Lighting/Outlets		
Kitchen		
Windows/Blinds/Shades		
Doors		
Floor		
Walls/Ceiling/Trim		
Lighting/Outlets		
Cabinets		
Countertops		
Refrigerator		Make: Model:
Range		Make: Model:
Dishwasher		Make: Model:
Entry/Hall		
Doors		
Closet		
Floor		
Walls/Ceiling/Trim		
Lighting/Outlets		

Condition Report Continued

Room /Item	Condition Code	Comments/Description of Deficiency
Bedroom 1		
Windows/Blinds/Shades		
Doors		
Closet(s)		
Floor		
Walls/Ceiling/Trim		
Lighting/Outlets		
Bedroom 2		
Windows/Blinds/Shades		
Doors		
Closet(s)		
Floor		
Walls/Ceiling/Trim		
Lighting/Outlets		
Bedroom 3		
Windows/Blinds/ Shades		
Doors		
Closet(s)		
Floor		
Walls/Ceiling/Trim		
Lighting/Outlets		
Garage/Carport/ Parking		__ Detached __ Attached
Yard		
Shrubs/Plantings		
Utility Room		
Hot Water Heater		
Furnace/AC		Fuel type:
Miscellaneous		
Resident's Signature		Date
Location Representative or REWO		Date

REE-17

U.S. Department of Agriculture Research, Education, and Economics			
RATES FOR QUARTERS AND SERVICES FURNISHED TO FEDERAL EMPLOYEES			
INSTRUCTIONS: Explain all changes in Remarks section. Distribution - Official in Charge, submit an original and 4 copies to ARS Real Estate Warrant Officer (REWO), REWO retain original copies; Area, Servicing Personnel Office, Official in Charge of field location, and employee.		NAME OF EMPLOYEE <i>(Last, first, middle initial)</i> SOCIAL SECURITY NO. _____ EFFECTIVE DATE OF ACTION _____ STATION ADDRESS _____	
ACTION <input type="checkbox"/> ESTABLISH <input type="checkbox"/> CHANGE <input type="checkbox"/> TERMINATE		BUILDING NAME, NUMBER & LOCATION _____	
ANNUAL QUARTERS RENTAL RATE _____			
UTILITIES AND SERVICES FURNISHED BY FEDERAL GOVERNMENT			ANNUAL COST
ELECTRICITY			_____
TELEPHONE			_____
COAL			_____
OIL			_____
WATER			_____
TRASH COLLECTION			_____
OTHER <i>(Specify)</i>			_____
TOTAL ANNUAL RENTAL RATE - UTILITIES AND SERVICES			\$0.00
BI-WEEKLY DEDUCTIONS _____			
REMARKS			
NOTIFICATION/APPROVAL SIGNATURES			
EMPLOYEE	DATE	REAL ESTATE WARRANT OFFICER	DATE
Form REE-17 (10/1997)		This form was electronically produced by USDA/AR	

Exhibit 13

Report of Termination



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

October 1, 2010

SUBJECT: Termination

TO:

FROM: Jane Doe, Real Estate Warrant Officer
_____ Area

You are hereby notified of the termination of the following-described instrument in accordance with the terms herein:

- Revocable Permit Number 57 - XXXX-XX-XXX
- Location of Premises:

- Effective date of termination: November 1, 2010
- Termination for/by: Convenience of the Government
- Compliance with the Quarters Assignment Agreement, Effective on _____, the Special Conditions and General Terms and Conditions of the above-referenced instrument is requested.

Please contact me at (301)504-XXXX to schedule a preliminary and final inspection. The Preliminary Inspection will assist you with identifying deficiencies that should be corrected prior to your Final Inspection. Should you not be able to complete any identified repairs/replacements or cleaning requirements, charges may be assessed. Please note that your quarters should be completely cleaned and _____ sets of keys ready to be turned in at your Final Inspection. Should you wish to obtain a cleaning checklist, I will be happy to provide you with this upon scheduling your inspections.

Preliminary Inspection Date: _____ Time: _____
Final Inspection Date: _____ Time: _____

Exhibit 14

Cleaning Checklist

CLEANING CHECKLIST

GENERAL

Completely removal all personal items from the home, storage areas, and garage/carport. Garages and carports should be free of any containers, grease, oil, paint, etc.

Ensure yard is free from garbage, animal feces, cigarette butts, and personal items. Any grassy areas that have been damaged or are barren should be reseeded and covered with straw; if vacating during the winter months, a product the same or comparable to Scott's Patchmaster should be used.

All Government-provided equipment and furnishings, including appliances, fixtures, hardware, windows and doors must be intact and in proper working order.

Walls and ceilings should be neutral in color, if not the original color. All nails, stickers, markings, etc. should be removed.

CARPET

Carpet, if government-furnished, should be steam cleaned and free of damage and/or discolorations.

KITCHEN

All appliances, inside and out; surfaces, including cabinets inside and out, countertops; and floors should be cleaned, free of grease, food particles.

BATHROOM(S)

All fixtures and surfaces should be clean, free of soap residue, mold, mildew and other dirt building up.

BEDROOM(S), LIVING AREA and DINING AREA

Walls, doors, and fixtures should free of nails, stickers, etc. and be clean. No damage should be present.

Exhibit 15, Cleaning Checklist