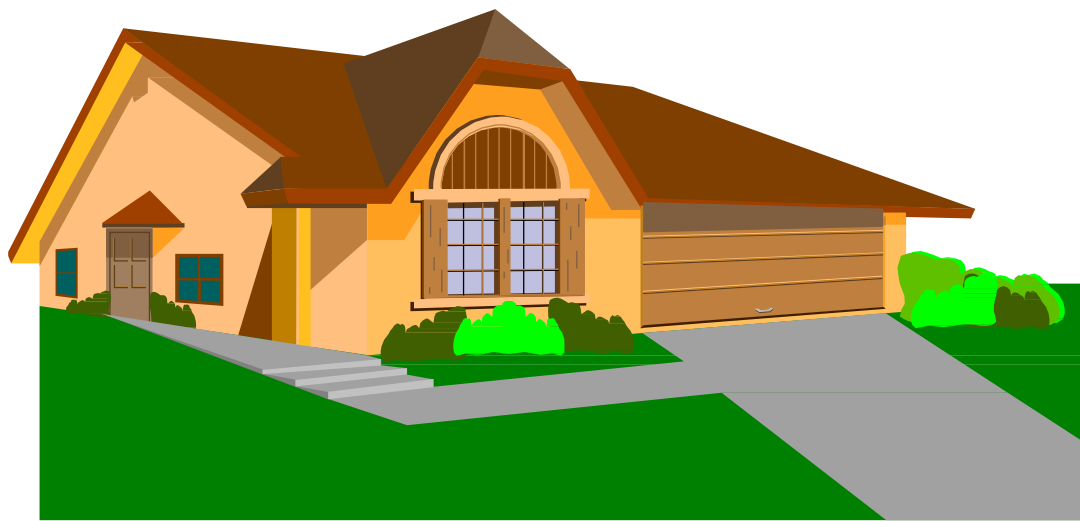


DoD NATIONAL RELOCATION PROGRAM

(DNRP)

TRANSFeree HANDBOOK





TO: All DoD Civilian Employees

SUBJECT:

DNRP- Dept. of Defense National Relocation Program

NRPO- National Relocation Program Office administers the DNRP

The DNRP is designed to assist eligible and authorized Department of Defense (DoD) civilian employees to relocate from one duty station to another. The DNRP offers an optional alternative to the PCS reimbursement process for those authorized employees who must sell their primary residences. It also offers other valuable services to assist employees in their relocation. Some of these services are available at no cost to both the government and to the transferring employee. The DNRP is not mandatory, but may be used at the sole discretion of the transferring employee, once it is approved by their command.

This handbook is an important guide to aid you in understanding the DNRP. The services discussed herein are provided by Relocation Management Contractors (RMC) hired by the NRPO and evaluated by a joint panel of representatives of the major DoD Components and selected through competitive contracting procedures required by the Federal Acquisition Regulations.

The U.S. Army Corps of Engineers is the DoD executive agent for the DNRP. The NRPO is located in Baltimore, MD and is responsible for administering the DNRP. The NRPO staff can be reached at 800-344-2501 or 410-962-3166. In addition, the (RMC) will have a Relocation Counselor (RC) available to help you through the relocation process. An (RC) will be assigned to you after you have been approved for the DNRP by your Command and processed into the program by the NRPO.

It is the goal of the NRPO to assist you during what can be a very stressful time by offering you a fair and equitable alternative for selling your home. If you have questions or concerns about any aspect of the Guaranteed Home Sale (GHS) process, Property Management (PM) process, or the DNRP program, please contact the NRPO staff.

We wish you all the best in your transfer, and we look forward to working with you during your relocation.

The NRPO Staff



DoD NATIONAL RELOCATION PROGRAM

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WHY DNRP?



	Real Estate Reimbursement	DNRP
Does the Transferee pay the Real Estate closing costs and then submit for reimbursement?	YES	NO
Does the Relocation Management Contractor (RMC) pay the Real Estate closing costs?	NO	YES
Are the closing costs considered taxable income to the Transferee?	YES	NO
Does the Transferee receive a payment to offset the taxable income?	YES	Not Applicable
Does the Transferee receive an offer to buy their home from DNRP?	NO	YES
Does the Transferee receive Home Marketing Assistance?	NO	YES
Does the Transferee receive Home Finding Assistance?	NO	YES
Does the Transferee receive Mortgage Assistance?	NO	YES
Can the Transferee receive an interest free Equity Advance, up to 75%, to buy a new home?	NO	YES
Does the Transferee have to pay any DNRP fees? NO!		
Should the Transferee use the DNRP Program? YES!		

IMPORTANT INFORMATION

DoD NATIONAL RELOCATION PROGRAM (DNRP)

National Relocation Program Office (NRPO) Phone Numbers:

- 800-344-2501; 410-962-3166

General Information Email: dnrp@usace.army.mil

DNRP Web page: www.nab.usace.army.mil/dnrp

Frequently Asked Questions (FAQ's): www.nab.usace.army.mil/dnrp

How To Get Started:

****Relocation Services are NOT initiated for you automatically!***

You must initiate the request for DNRP services. DNRP is managed by the National Relocation Program Office (NRPO) in Baltimore, MD.

How To Initiate Your Services:

Go to www.nab.usace.army.mil/dnrp; click on DNRP Online Relocation Services Request Form.

IMPORTANT:

- **Do NOT list your home for sale until AFTER you receive your PCS orders and you have the Exclusion Clause in your listing agreement.**
- **You MUST include the DNRP Listing Exclusion Clause- Addendum to Listing Agreement. (it can be found on the DNRP web page: www.nab.usace.army.mil/dnrp)**
- **If you have listed your home without the DNRP Listing Exclusion Clause call the NRPO.**
- **The NRPO does NOT have DSN or Autovon capability. Use Commercial numbers only.**
- **DNRP is required to be authorized on your original PCS travel orders.**

An NRPO Realty Specialist (RS) will contact you by phone to initiate program services after receipt of your completed/approved DNRP Online Relocation Services Request Form. During this call, information will be verified and processed to the RMC.

FRAUD, WASTE, and ABUSE

The DNRP is administered in accordance with the provisions of the Joint Travel Regulations (JTR). Any violation of these regulations by the employee may result in discontinuation of services received under the DNRP and referred to appropriate authorities for investigation and possible disciplinary action.

INTRODUCTION

This handbook provides guidelines and general information about the DoD National Relocation Program (DNRP). DNRP is governed by the Joint Travel Regulations (JTR). You can access the JTR and other DoD Travel Policy information at the Defense Travel Management Office website: www.defensetravel.dod.mil

This handbook is a generic guide intended for the use of civilian employees of all DoD components and activities. Some components and activities may have internal procedural requirements which are unique to their organizations and which may not be consistent with normal DNRP procedures and responsibilities discussed in this handbook.

Before beginning the DNRP process, you should check with your Human Resources Office for possible additional instructions.

The DNRP is an important benefit for transferring DoD civilian employees. It offers significant advantages to the standard Permanent Change of Station (PCS) entitlements.

Guaranteed Home Sale (GHS) or Property Management (PM) will not be authorized for every transferring employee. Contact your Human Resources Office (HRO) to determine your command's eligibility criteria.

RELOCATION SERVICES

I. Services Currently Available at No Cost to Employee or DoD:

A. Program Information Counseling

B. Departure Services:

1. Referral to a Real Estate Broker Network to help list your home for sale

C. Destination Services:

1. Homefinding for Buyers
2. Homefinding for Renters
3. Mortgage Counseling and referral to national lenders

These free services are available for all relocating employees, and may be requested by sending an email request to dnrp@usace.army.mil or calling the NRPO at 800-344-2501 or 410-962-3166

II. Government-Paid Relocation Services:

DoD pays the fees for the following relocation services and these Relocation Services must be authorized by your component or Agency on your original PCS Travel Orders (DD Form 1614) and on the DNRP Online Relocation Services Request Form found at www.nab.usace.army.mil/dnrp.

A. PCS Travel Orders (DD Form 1614)

- RELOCATION SERVICES – must be checked
and
- PROPERTY MANAGEMENT- must be checked

B. DNRP Online Relocation Services Request Form

- Guaranteed Home Sale- must be checked
or
- Property Management- must be checked

DNRP ELIGIBILITY

Each DoD component or agency establishes the eligibility criteria for its organization under the requirements of the JTR.

Any DoD civilian employee considering relocating may use Program Information Counseling, Departure Services and Destination Services. These are free services which you may use at any time by contacting the NRPO staff; they will refer you to a DoD Relocation Management Contractor (RMC).

I. Eligibility for Permanent Change of Station (PCS) Expenses and DNRP:

Generally, you are entitled to reimbursement for reasonable and actual eligible expenses incurred during a PCS move within the United States, its territories or possessions, and from overseas when returning to a duty station which is different from the one you departed.

II. Eligibility for DNRP (Government Paid Services)

You are eligible for Guaranteed Home Sale (GHS) and Home Marketing Assistance, or Property Management (PM) if you:

- A. Meet the requirements for PCS;
- B. You are authorized to use these services by your component or agency;
- C. Your residence meets the criteria established by the JTR and DNRP.

III. Purpose of DNRP (Government Paid Services):

The DNRP allows a timely sale of your home at the old duty station and helps you find a suitable home in the new duty station. The program minimizes family separation and reduces the time necessary for you to get settled and productive.

- **DNRP services must be completed before your PCS entitlement period expires.**
- **Contract of sale must be executed by both you and DoD's Relocation Management Contractor (RMC) before your PCS entitlement period expires.**

HOME MARKETING ASSISTANCE

Home Marketing Assistance will help you obtain an offer on your home.

I. Your Relocation Counselor (RC) will:

- A. Recommend listing brokers and analyze proposed marketing strategies;
- B. Review comparable/competing properties in your market area;
- C. Identify repairs/improvements that may expedite the sale of your home;

II. Listing Your Property

- **Do not list your home for sale until AFTER you receive your PCS orders!**
- **You are required to list your house within 7 days of the receipt of the (RMC's) Broker's Market Analysis (BMA) report.**
- **You must market your home for at least ninety (90) days, after DNRP program initiation, before appraisals will be ordered.**
- **You must use a licensed real estate broker. "For Sale by Owner" listings are not allowed.**
- **You must include the DNRP Listing Exclusion Clause - Addendum to Listing Agreement in the agreement with your real estate broker. It allows you to reserve the right to sell your property to the RMC without further obligation to the listing broker or paying a commission.**

(www.nab.usace.army.mil/dnrp for DNRP Listing Exclusion)

- A. You may list your home for sale with a real estate broker of your choice. Your RC can arrange for 2 independent real estate brokers to review your property and present Broker's Market Analyses (BMA's). Referrals to recommended listing brokers can be obtained by calling the NRPO or emailing your request to dnrp@usace.army.mil.
- B. The 90-day required home marketing period begins the date DNRP services are initiated, if your home is listed when you enter the program, or as of the date your home is listed, if you are not listed at time of service initiation. If your home has been listed for sale before initiation of DNRP services that time will not count as part of the 90-day required marketing time.

The purpose of the 90-day marketing period is to provide adequate time to obtain offers that may result in a Buyer Value Option (BVO) offer. During this period, the Relocation Counselor (RC) will assist you in the marketing of the property.

III. Setting the Listing Price

A. Setting a realistic listing price is key to a successful and timely home sale:

If your home is listed at the time of DNRP initiation, your listing price must be within 10% of the RMC's Broker Market Analysis (BMA) "Most Likely Sales Price", and the listing price must be adjusted to within 5% of the Guaranteed Home Sale (GHS) offer. You must align your home's listing price within the required maximum list price within three (3) business days of receipt of the RMC's BMA report or receipt of the RMC's GHS offer.

If your home is not listed at time of DNRP initiation, the RMC will order and provide you with 2 BMA's from two different local real estate companies. Your initial home listing price must be within 10% of the average of the two BMA's "Most Likely Sales Price", and adjusted if necessary to within 5% of the GHS offer.

B. Identify the competing listings/comparable sales:

Comparable sales and competitive listings are properties similar to yours and located in your market area. Appraisers, brokers and prospective buyers will look at recent sales data of similar homes as well as current asking prices for similar properties when establishing their opinions of value for your home. The listings/sales should be given to the appraisers when they come to your home

IV. Recommendations for Maximizing Market Value.

- A. One of the most important factors influencing potential buyers/appraisers is the condition of your home;
- B. Maintain "ready-to-show condition" (i.e., neat, clean and uncluttered);
- C. Do not neglect the exterior of your house. Maximize curb appeal;
- D. Clean the carpet; paint the walls a neutral color, etc.;
- E. Do not start any major improvements or remodeling;
- F. Additional Home Marketing tips can be found on the DNRP web page

GUARANTEED HOME SALE – (GHS)

Guaranteed Home Sale (GHS) is an alternative to your JTR real estate expense reimbursement entitlement. It can relieve you of the burden of selling your home, waiting for the sale to close to receive your equity, and submitting vouchers for reimbursement of real estate expenses.

I. **Introduction to GHS**. The RMC will assign a Relocation Counselor (RC) as your primary point of contact. Read the RMC's package carefully and promptly complete and return the necessary forms. The Relocation Counselor (RC) will:

- A. Provide an overview of the GHS program and answer any questions you may have;
- B. Assist you in selecting a qualified broker to list your home for sale;
- C. Provide a list of appraisers for you to consider;
- D. Help you market your home with the goal of obtaining an offer that is higher than the GHS offer;
- E. Provide you with a GHS offer on your residence;
- F. Arrange for an equity advance, up to 75%, for purchase of a new home.

II. **Definition of "Residence" for GHS Purposes**.

- A. Located in the United States, including U.S. territories and possessions;
- B. Your principal residence, from which you commuted to and from work on a daily basis at the time you were officially notified of your transfer. An employee returning from an overseas assignment to a location that is different from the one he/she departed, is excluded from this requirement;
- C. In title to you and/or eligible family member(s) or dependent(s) at the time you were officially notified of the transfer;
- D. Improved real estate, owned and used by you as a principal residence, which is insurable, financeable and structurally complete;
- E. In compliance with state/local building/health/fire/safety codes. You are responsible for the remediation of problems that are necessary for sale or purchase. The costs are your responsibility and are not reimbursable. An offer may be made, by the RMC, contingent upon remediation of problems. You may opt to have the RMC deduct the estimated cost from your equity in lieu of having the work completed yourself.

****NOTE: Mobile homes, houseboats and other residences not permanently affixed or located on land not owned by you are NOT eligible for GHS. Cooperative housing is NOT eligible for GHS.***

III. The Appraisal Process.

Your RC will provide you a list of appraisers who meet Worldwide Employee Relocation Council (WERC) qualifications. You will select the appraisers. The appraisals will be completed within 30 days of the appraisal selection. If a third appraisal must be ordered, the process could take an additional 10 days. Time frames may vary according to appraiser availability. You may request appraisers who are not on the RMC's list, however, the RMC must verify their qualifications to perform residential relocation appraising.

- A. Appraisers must be residential appraisers, with no personal/financial interests in your property and have not appraised your property within 6 months. They must be qualified to perform WERC appraisals and meet RMC requirements;
- B. The RMC will contact your first two appraiser choices. The third appraiser will be used if the first two values differ by more than 10 % of the higher value or if one of the first two is not available to appraise your home. If a third is necessary, the GHS offer will be calculated by averaging the two closest. If the high and low appraisals are equidistant from the middle, the GHS offer will be calculated by averaging all three;
- C. You are encouraged to complete any repairs or maintenance prior to beginning the appraisal process. Your home will be appraised in "as is" condition;
- D. You should make a list of the most recent home sales, similar to yours, in your neighborhood. Give the lists to each appraiser;
- E. The appraisals will be based on recent sales/listings that, in the appraiser's opinion, are most comparable to your property. A relocation appraisal reflects the sales price for your property, if exposed to the market up to a maximum of 120 days. Current market conditions will affect your appraised value. The appraisals are not based on your purchase price, assessed value, or your mortgage balance;
- F. After reviewing the appraisals, if you believe the market value is not reflected accurately, you may submit a request for appraisal reconsideration to your (RC). This request must be made within 10 calendar days of receipt of the RMC's written offer;

The reconsideration request must be based on errors identified in appraisal report(s) or to provide new/additional sales data. The request should include information on comparable sales in proximity to your home that were closed before the appraisals were completed. Submit this information to your (RC). Appraisers are required to review reconsideration requests. If the appraiser(s) increase their appraised value(s) as a result of the reconsideration request, the RMC's GHS offer will be revised to reflect the increased value(s).

IV. While Your Home is Being Appraised, the RMC Will Also Order:

- A. A title search and the necessary inspections required by local/county/state/federal codes, and inspections that are customary/necessary or recommended by appraisers or brokers.
 - 1. If conditions exist that preclude the appraiser from determining a value, the RMC will obtain an estimate of the cost to correct the defect from a qualified local inspector or contractor and inform all appraisers.
 - 2. If an inspector determines that property conditions exist which make your home ineligible for DNRP, the RMC will obtain an estimate to correct the condition. You will have the option of correcting these conditions or requesting that the estimated cost to cure be deducted from your equity. After corrective actions are complete, the RMC will perform one property re-inspection. You will be responsible for the cost of any additional inspections. If you choose not to correct these conditions, but choose to accept the RMC's cost to cure, the estimated cost to complete the repairs will be deducted from your equity. These estimates will be binding upon you and the RMC; no adjustments will be made after your acceptance of the RMC's offer. If the condition is corrected by you prior to receiving a guaranteed offer, and a satisfactory re-inspection report is obtained, the RMC will be required to accept the home on an "as is" basis.

V. The Guaranteed Home Sale (GHS) Offer.

Your (RC) will call you with a verbal GHS offer. The full offer package will be provided electronically or mailed to you.

- A. The offer is valid for a 90-day acceptance period beginning the date of the verbal offer (unless your PCS reimbursement eligibility expires prior to that date). You may NOT accept the GHS offer during the 90-day acceptance period, but you can have the RMC accept an outside offer, Amended Value Option (AVO);
- B. If you have a tenant in the property, the tenant must vacate and the lease agreement must be terminated before you can accept the RMC's offer;
- C. The contract of sale is a legal/binding agreement. Read it carefully!
- D. It is your responsibility to deliver a saleable/ financeable/ insurable property, including clear/marketable title, permits, access and surveys as necessary;
- E. You are free to reject the RMC's GHS, AVO or BVO offer at any time and proceed to sell the home independently. If you reject the RMC's offer, no further home sale services shall be performed by the RMC, and the home will no longer be eligible for inclusion in the GHS program.

VI. Amended Value Option (AVO) Offer.

If you receive an acceptable offer from an outside buyer, the RMC may amend (raise) the GHS offer to equal the higher offer amount, net of any seller concessions that are non-reimbursable under the JTR (points, allowances, excess commissions, etc.) If you receive any purchase offer while marketing your home, contact your (RC) immediately.

You cannot use the Guaranteed Home Sale program if you sign/initial a sales contract or accept earnest money! You must always sell your home to the RMC.

- A. The RMC will review the outside offer to ensure the buyers are qualified to purchase your home at the price/terms specified and the offer nets you more or equal money. It must meet the criteria set forth in the WERC 11-Point Program for Amended Value Option (AVO) offers. The WERC 11 Point Program guidelines can be found on the DNRP web page;
- B. A contract contingent on the buyer selling his/her home or one with unusual terms or conditions is not acceptable;
- C. If you accept the RMC's Amended Value Option (AVO) offer, you will bear no risk if the potential outside buyer does not purchase the home.

VII. Buyer Value Option (BVO) offer.

If you receive an acceptable offer for your home from a buyer before the appraisal process is completed, you can submit it to the RMC as a BVO offer. The RMC will review the offeror's terms and determine the acceptability of the offer. If they determine the offer to be acceptable, the RMC will make you an offer and buy the home from you at the net sale price as offered by the outside purchaser.

You will bear no risk if the potential outside buyer does not purchase the home.

NOTE: The NRPO will not process applications of transferees who have already signed sales contracts, however, if your sale does eventually fall through and the signed contract is no longer valid, you may then apply for GHS. You may bring in pending, unsigned offers to the NRPO office. If these offers meet program requirements, they will be treated as Amended Value Option (AVO) offers or Buyer Value Option (BVO) offers.

VIII. **Home Acquisition.**

Upon acquisition, the RMC will assume all rights, responsibilities, risks and obligations of property ownership. Except for (AVO) offers and (BVO) offers, the RMC will take title to your property, notify your lender(s) and will service the existing loan(s), ensuring that all payments are made accurately and timely. If required by the lender for your new home purchase or to reinstate full VA mortgage eligibility, the RMC will pay off mortgage(s) on the former property in full.

IX. **Home Marketing Incentive Payment (HMIP).**

The HMIP is an incentive bonus which may be authorized for transferees participating in the DNRP program. The DoD Component or Agency must authorize this program.

To qualify for the HMIP, an employee must:

- A. Enter their residence in the DNRP home sale program;
- B. Cooperate with the RMC, listing and selling brokers;
- C. Successfully find an outside buyer as a result of home marketing efforts;
- D. Accept the RMC's (BVO) offer or (AVO) offer. The RMC must complete the resale of the property to the outside buyer;
- E. Meet any additional conditions established by the DoD Component or Agency. The HMIP sale bonus is only earned if the resale of your home is successfully completed by the RMC.

NOTE: The HMIP is authorized and processed by your agency. Neither the RMC nor the NRPO are responsible for authorizing or processing the HMIP.

X. Payment of Your Equity.

Equity is the difference between the RMC's offer and the balance of your mortgage(s)/liens/taxes/interest/condominium fees/association dues/etc., as of the later of the property acquisition date by the RMC or your vacate date.

A. Equity Advance Prior to Accepting the RMC's Offer:

You may obtain an interest-free equity advance of up to 75%, based on the GHS offer, if needed, to purchase a new home. The RMC will establish procedures and documentation that will ensure the repayment of the advance in the event that you do not accept the guaranteed offer, and may pursue normal legal recourse if you fail to repay the amount advanced and a fee will be charged.

B. Equity Payment After Accepting the RMC's Offer:

The RMC will pay you 95% of your equity, after the contract is received. The balance is held until you vacate the property and it is in "broom-clean" condition. Equity will be wired to your bank account.

1. If the offer is less than your mortgage balance, you will be required to pay the RMC the difference between the offer and the mortgage payoff balance, or provide an approved short sale agreement.
2. You are responsible for maintenance and carrying costs (mortgage, utility bills, etc.) on your home until you accept the RMC's offer or until you vacate the property, whichever is later.

XI. Vacating Your Home.

After you accept the RMC's offer, you have 30 calendar days to vacate your home. If there is a change in your plans, notify the (RC) immediately.

1. The RMC will be marketing the property. You must make your property available for marketing and showings to prospective purchasers, by appointment and/or with reasonable advance notice.
2. The RMC will send your mortgage company an insurance policy. The policy will cover the house only. You are responsible for maintaining insurance coverage on your household goods.
3. You must leave your utilities on. The RMC will arrange for transfer of utilities.

XII. **Pro-Rata Payment of Guaranteed Home Sale (GHS) Fee.**

If you are responsible for a pro-rata share of the RMC's fee, you will be notified before you sign the contract. You and the RMC must agree on how your share of the fee will be paid, before you accept the offer. You will be responsible for payment of a pro-rata portion of the GHS fee:

- A. If you share title to the residence with non-eligible others, DoD will pay a portion of the RMC fee proportionate to your ownership interest in the property. You are responsible for the portion of the RMC fee that is attributable to the non-eligible owner's interest;
- B. If the residence is a multiple occupancy dwelling which is occupied only partially by you or whenever you share responsibility for a leased property, you are responsible for the portion of the RMC fee that is attributable to the non-eligible owner's interest;
- C. If the appraisers determine that the property has excess land, you will be responsible for payment of the portion of the RMC fee that is attributable to the value of the excess land;
- D. If your home is sold through DNRP at a price exceeding \$750,000 you are responsible for the portion of the RMC fee that is attributable to the home value in excess of \$750,000 unless that provision is waived by the paying activity.

XIII. **Prohibition Against Dual Payments or Benefits.**

- A. GHS is an alternative to selling your home yourself and being reimbursed for real estate expenses.
- B. If the Government incurs a cost because you do not complete the GHS, you may not receive reimbursement for duplicate expenses. For example; if, after rejecting the RMC's offer, you get an appraisal to help you set a listing price, you may not be reimbursed for the cost of that appraisal. The government already paid for appraisals under the GHS process and would not pay for another. However, upon your request, the RMC will give you copies of any documents already paid for by the government.
- C. Your agency may authorize GHS for each PCS. If you reject the RMC's offer you may not use GHS again for that same PCS. Under certain circumstances, your Component or Agency may authorize you to use GHS again if you repay the costs the government incurred as a result of the first GHS authorization.
- D. If a waiver is granted, you must repay the costs of the first request (appraisal fees, inspection fees, title search, etc.) before the NRPO will process the second request. Documentation of this reimbursement payment is required by the NRPO.
- E. There is no expense to you for DNRP Guaranteed Home Sale (GHS) or Property Management (PM). DoD will pay the program service fees, so there is no need to submit any voucher in connection with the sale of your home with DNRP. There is no income tax liability to you for the fee paid to the contractor to assist you with the sale of your home. You are responsible, however, for all normal federal and state taxes, including capital gains.

PROPERTY MANAGEMENT (PM)

Your agency may approve Property Management (PM). PM may not begin until the later of your report date/vacate date/PM agreement date.

I. Property Management (PM)

An (RC) will be assigned to you and will:

- A. Assign a local property manager;
- B. Help you develop a rental marketing strategy and rental market value;
- C. Pay property-related expenses, from your Reserve Operating Account (ROA), which will be one month's rent plus \$500.
- D. Inspect the property once per quarter;
- E. Arrange for major repairs and maintenance approved by you, as well as emergency repairs;
- F. Handle all tenant negotiations; Collect and account for rental income;
- G. Report to you on a quarterly basis about your property and Reserve Operating Account (ROA).

II. Time Limit:

PM will be provided for a period of time approved by your Agency.

III. Reserve Operating Account (ROA):

You must establish and maintain an ROA with funds for at least one month's mortgage payment, plus \$500 for repairs/maintenance, or a minimum of \$500, if there is no mortgage. Failure to maintain a minimum balance could result in termination of PM.

IV. 30-Day Tenant Vacate Claus:

The RMC will negotiate a lease agreement that will include a 30-day vacate clause to protect you in the event of your recall before the lease expires or for other reasons authorized by the government.

V. Extension of Services:

You are responsible for contacting your agency at least three months prior to the expiration of PM to request an extension. If an extension is allowable under JTR and authorized, your agency must prepare an amendment to your original PCS travel orders and submit the amendment to the NRPO before your authorization expires. If an extension **is not** authorized or the NRPO does not receive the extension, your PM services will be **terminated** on your original expiration date.

VI. Transferee's Early Return:

If you return early from your assignment, PM will be **terminated**. You are responsible for notifying your (RC) of your early return. At the end of the government-paid property management period, the RMC may, but is not required to, offer continued property management services to you at such contractual arrangements agreed to by you and the RMC at your expense.

DESTINATION SERVICES

RMC's offer Destination Services at no cost to you or DoD. It is recommended that you use Destination Services to help you make informed buying, mortgage, or renting choices at your new duty station.

No PCS orders or Service Request forms are necessary to utilize these services.

Under the JTR, you may be reimbursed for many of the expenses you incur in connection with the purchase of a home in the new duty station area. You must submit a voucher for these expenses through your servicing Human Resources Office (HRO). The DNRP contract, with the RMC's, does **NOT** pay any closing and/or mortgage expenses connected with the purchase of your new home.

I. **Homefinding for Buyers**. A Destination Specialist will:

- A. Discuss with you your new area, your lifestyle, and specific family needs;
- B. Recommend a qualified real estate firm to assist you in the new area;
- C. Arrange for your destination real estate broker to prepare a market analysis on the property you select, to enable you to compare your prospective property with similar properties in the community;
- D. Direct your broker to advise you about any inspections which may be appropriate.

II. **Homefinding For Renters**. A Destination Specialist will:

- A. Discuss with you your new area, lifestyle and specific family needs;
- B. Recommend a qualified real estate firm or professional rental management agency, to assist you in the new area;
- C. **In some areas of the country, rental brokers may charge a "finder's fee". This fee is your responsibility and is NOT reimbursable by the Government.**

III. **Mortgage Counseling**.

Your Destination Specialist will advise you regarding available national mortgage programs that best address your financial objectives and qualifications. This counseling will include:

- A. A choice of national relocation mortgage lenders for transferring DoD employees;
- B. Pre-Qualification. You can request verbal pre-qualification from the RMC at any time, at no cost. Written pre-qualifications will require a fee, which would be paid by you.