

United States Army Garrison Alaska Pamphlet 210-1

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000

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Installations

Preferred Tenant Program Application Forms Used within U S Army Garrison, Alaska

Summary. This pamphlet contains information concerning forms utilized by U S Army Garrison, Alaska (USAG-AK) Housing Office in complying with AR 210-50 and the Preferred Tenant Program Application.

Applicability. This pamphlet applies to USAG-AK and USARAK units and all other activities, organizations, and agencies located at or in the geographical areas of Forts Richardson, Wainwright, and Greely.

Interim changes. Interim changes to this pamphlet are not official unless the Director of Information Management (DOIM) authenticates them. Users will destroy interim changes on their expiration dates unless sooner superceded or rescinded.

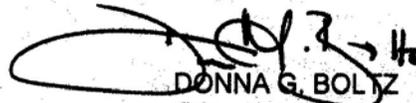
Suggested improvement. This pamphlet's proponent is the USAG-AK Housing Office. Users are invited to send comments and suggested improvements on a Department of the Army Form (DA) 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPW-P-H.

1. Purpose. The purpose of this pamphlet is to provide forms and instructions for forms used by U S Army Garrison, Alaska Housing Office to comply with the requirements of the Preferred Tenant Program (PTP).

2. References. Required and related publications, prescribed and referenced forms, and related web sites are listed in appendix A.

3. Explanation of abbreviations. The abbreviations used in this pamphlet are listed in the glossary.

4. Responsibilities. US Army Garrison, Alaska Housing Office is responsible for maintaining this pamphlet and the forms referenced.


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USAG-AK Pamphlet 210-1

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**Appendix A
References**

**Section I
Required Publications**

None

**Section II
Related Publications**

AR 210-50

**Section III
Prescribed Forms**

a. USAG-AK Form 1

- (1) Form is used to apply into the Preferred Tenant Program.
- (2) Completion of form – self explanatory (pg 1 completed by the soldier; pg 2 completed by housing office).
- (3) Upon completion of this form, submit to USAG-AK Housing Office.
- (4) Form is available by accessing the Housing Web site at www.onestoparmy.com then selecting the following tabs: 1) Army Installation (Richardson or Wainwright) 2) Community housing 3) Renting a home 4) Preferred Tenant Program (PTP).

b. USAG-AK Form 1-1

- (1) Form is used as the administrative record for the Housing Office and the verified copy is used to provide the prospective landlord confirmation of enrollment in the Preferred Tenant Program.
- (2) Completion of form – self explanatory (completed by the soldier).
- (3) Upon completion of this form, submit to USAG-AK Housing Office as an enclosure to the Preferred Tenant Program application.
- (4) Form is available by accessing the Housing Web site at www.onestoparmy.com then selecting the following tabs: 1) Army Installation (Richardson or Wainwright) 2) Community housing 3) Renting a home and 4) Preferred Tenant Program (PTP).

c. USAG-AK Form 1-2

- (1) Form is used to apply into the Preferred Tenant Program. It will be filed with USAG-AK Form 1-1 (Verification of eligibility) and a copy provided to the soldier.
- (2) Completion of form – checklist will be reviewed by the soldier and housing counselor then initialed and signed by the soldier.
- (3) Upon completion of this form, submit to USAG-AK Housing Office as an enclosure to the Preferred Tenant Program application.

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(4) Form is available by accessing the Housing Web site at www.onestoparmy.com then selecting the following tabs: 1) Army Installation (Richardson or Wainwright) 2) Community housing 3) Renting a home 4) Preferred Tenant Program (PTP).

d. USAG-AK Form 1-3

(1) Form is used to show acceptance of tenant by the landlord.

(2) Completion of form – self explanatory (completed by the Landlord).

(3) Upon completion of this form, submit to USAG-AK Housing Office as an enclosure to the Preferred Tenant Program application.

(4) Form is available by accessing the Housing Web site at www.onestoparmy.com then selecting the following tabs: 1) Army Installation (Richardson or Wainwright) 2) Community housing 3) Renting a home 4) Preferred Tenant Program (PTP).

e. USAG-AK Form 1-4

(1) Form is used to outline the military clause in reference to termination of the lease by the soldier.

(2) Completion of form – self explanatory (to be completed by tenant (s) and landlord).

(3) Upon completion of this form, submit to USAG-AK Housing Office as an enclosure to the Preferred Tenant Program application.

(4) Form is available by accessing the Housing Web site at www.onestoparmy.com then selecting the following tabs: 1) Army Installation (Richardson or Wainwright) 2) Community housing 3) Renting a home 4) Preferred Tenant Program (PTP).

f. USAG-AK Form 1-5

(1) Form is used to inform the soldier of his/her responsibility concerning rental payment.

(2) Completion of form – self explanatory (to be completed by soldier and landlord).

(3) Upon completion of this form, submit to USAG-AK Housing Office as an enclosure to the Preferred Tenant Program application.

(4) Form is available by accessing the Housing Web site at www.onestoparmy.com then selecting the following tabs: 1) Army Installation (Richardson or Wainwright) 2) Community housing 3) Renting a home 4) Preferred Tenant Program (PTP).

g. USAG-AK Form 1-6

(1) Form is used to pro-rate the monthly rent when the soldier occupies the rental property for a partial month.

(2) Completion of form – self explanatory (to be completed by soldier).

(3) Upon completion of this form, bring to the housing office to be faxed to MAC at 1-877-237-7960, NLT three days prior to the first day of the month the resident is moving out.

(4) Form is available by accessing the Housing Web site at www.onestoparmy.com then selecting the following tabs: 1) Army Installation (Richardson or Wainwright) 2) Community housing 3) Renting a home 4) Preferred Tenant Program (PTP).

**Section IV
Referenced Forms**

None

**Section V
Related Web Sites**

<http://www.onestoparmy.com>.....Army Housing One Stop

Glossary

ARArmy Regulation

CHRRS.....Community Homefinding Relocation & Referral Services

DOIMDirectorate/Director of Information Management

MACMilitary Assistance Company

PTPPreferred Tenant Program

USAG-AKUnited States Army Garrison Alaska

USARAK.....United States Army Alaska