

Overseas Housing Allowance (OHA): Acknowledgement of Receipt of Information

I _____ (full name, rank), on _____ (date) received the following information regarding OHA.

(Signature) _____

There is a maximum amount of OHA that service members may receive. The amount is based on rank and marital status. If the service member negotiates a lease for an amount less than the maximum, the service member is **not entitled** to keep the difference.

If the service member negotiates a lease and the amount of the lease exceeds the maximum, then the service member must pay the difference out-of-pocket.

The lease may include utilities, the total amount of the lease including utilities may not exceed the maximum OHA + utilities, otherwise the service member pays the difference out-of-pocket.

If the lease, including utilities, is less than the maximum OHA + utilities, the service member is **not entitled** to keep the difference.

Service members may not claim a utilities allowance, if the utilities are included in the lease. If the utilities are not included in the lease, then the service member may claim the utilities allowance. **It is a crime to claim the utilities allowance, if the utilities are already included in the lease.**

A security deposit advance is exactly that, an advance. At the end of the lease the security deposit must be returned. **It is a crime to keep the security deposit advance.** The process for returning the security deposit advance is to take a bill of collection, available from the personnel department AFRIMS, and the returned security deposit to the US Embassy. A receipt will be provided by the US Embassy, Financial Management Center. The receipt is then to be returned to the personnel department AFRIMS. The receipt will then be faxed, by the personnel department AFRIMS, to the Finance Office in Camp Zama, Japan. Service members should ensure they keep a copy of the receipt for their own files.

The following are items which can be included in a lease: electricity, gas (for heating or cooking), water for residence, bottled drinking water for drinking, trash removal, bottled gas, any taxes the tenant is responsible for, basic cable, any deposits for items such as electricity, gas, cable.

The following are items which **cannot** be included in a lease: pet expenses, day care, postage/postage stamps, gifts, tuition, monthly phone bills, repairs to personally owned electrical equipment, yard maintenance, live in maids, drivers or personal security [as in your own guard]

For serviced apartment complexes, such items as linen exchange and/or daily housekeeping, can be included in the lease if the cost of the service is already built in to the lease agreement. If such items can be taken out, at a savings to the government, then they should be removed from the lease agreement.

Finally, it is the responsibility of the service member to ensure that his/her LES is correct, this goes for overpayments of OHA, as well as underpayments.