

HAMPTON ROADS NAVY HOUSING HOUSE-HUNTING TIPS

- ❖ Check the unit at night with a partner, drive through the neighborhood and check for illumination, type of traffic on the street, talk with residents.
- ❖ Check crime statistics at the public library.
- ❖ Be sure the unit is what you want and confirm unit address on the lease, before signing the lease agreement. You may lose your security deposit if you change your mind.
- ❖ Make sure your lease includes a Military Clause. If less than twelve months occupancy, you may pay a financial penalty for terminating under the military clause.
- ❖ If you are offered a lease and do not fully understand the terms, bring your lease to any Hampton Roads Navy Housing Office or a Naval Legal Service Office for review and interpretation, prior to signing.
- ❖ Ask the real estate agent or landlord about the possibility of paying your security/damage deposit in two installments.
- ❖ Find out when your rent is due each month and how payment is to be made. Most landlords will charge a late fee, if the rent is not paid on time.
- ❖ Remember rental history records, credit reports, references, and proofs of income are generally required by the landlords to qualify tenants.
- ❖ Inquire about local military credit unions that offer utility programs.
- ❖ All business with the real estate agent or landlord must be in writing. Be proactive not reactive. Verbal means nothing.
- ❖ If the real estate agent or landlord does not conduct arrival/termination inspections with you, it is suggested that you use the Off-Base Housing Condition and Deposits Record form to list discrepancies, when you take possession of the unit. This form is available at any Hampton Roads Navy Housing Office.
- ❖ Obtain renter's insurance to protect personal belongings.
- ❖ By Virginia law, the tenant must request, in writing, permission to be present at the final checkout inspection. Always give written notice to vacate. Check the lease for the number of days required. Failure to do so may result in extra expenses and loss of deposit.
- ❖ Notices to vacate take effect on the rent day (1st) of any month, unless real estate agent or landlord accepts otherwise.

- ❖ If you are sharing a rental unit with other military personnel, check with the real estate agent or landlord regarding your responsibility for the balance of the lease if your roommate(s) are transferred before you, or the possibility of vacating without a penalty at the same time.
- ❖ You must leave the rental unit in clean, undamaged condition to insure a full refund of your security/damage deposit. The landlord has 45 days to refund your security/damage deposit.
- ❖ Take your lease and your check-n Condition Report with you to your final checkout inspection. This will help solve potential disputes.

Information and Referral assistance is available at the nearest Hampton Roads Navy Housing Office. You may reach us by logging onto www.nsa-norva.navy.mil, or by calling one of the following site offices:

Little Creek Site Office
2100 Independence Boulevard
Virginia Beach, VA 23455
Telephone (757) 462-7488
Fax (757) 462-4019

Norfolk Site Office
7924 14th Street
Norfolk, VA 23505
Telephone (757) 445-2832
Fax (757) 445-6935
Toll-free: (800) 668-7510

Northwest Site Office
308 Humming Bird
Chesapeake, VA 23322
Telephone (757) 421-8280
Fax (757) 421-8805

Oceana Site Office
1201 Paul Jones Circle
Virginia Beach, VA 23454
Telephone (757) 433-3464
(Fax (757) 433-2600

Yorktown Site Office
1970 Von Stueben Drive
Newport News, VA 23603
Telephone (757) 847-7800
Fax (757) 847-7800
Fax (757) 847-7822
Toll-Free (800) 704-5488