

U.S DEPARTMENT OF THE INTERIOR
QUARTERS ASSIGNMENT AGREEMENT

INSTALLATION NAME: _____ Quarter No: _____

METHOD OF PAYMENT:

Payroll Deduction to: _____ Occupant's Name: _____

Bill for Collection to: _____ Occupant's SSN*: _____

Address: _____ Prepared By: _____

Benefitting Account: _____ Date Prepared: _____

EMPLOYMENT STATUS:

Agency/Bureau Employee Volunteer Contractor's Employee

Essential Cooperator Other Federal Employee Other _____

The _____ (hereinafter called the Agency/Bureau) hereby assigns to the above named occupant government quarters described above.

Rent shall be \$ _____ bi-weekly, as indicated on the attached Rent Computation Schedule (DI 1880) and Tenant Rent Notice (DI 1882). 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 inflation adjustments required by OMB Circular A-45, Rental and Construction of Government Quarters, and OMB Circular A-25, User Charges. The occupant will be notified in writing at least 30 days in advance of the rent adjustment. Baseline rental surveys or appraisals are conducted at least every five 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 rental 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 a 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 (DI 1880).

REQUIRED OCCUPANT:

Occupancy of the subject quarters by the named occupant is is not mandatory under the definition of required occupancy in 400 DM 3.2. (If occupancy is required, attach a copy of form DI 1872, Certification of Required Occupancy).

*Disclosure by Non-Departmental employee tenants of their social security number is voluntary. It is used as a basis for cross checking the identity of the tenants.

GENERAL TERMS AND CONDITIONS:

1. Occupant may be evicted by the Agency/Bureau for: (1) breach of this agreement; (2) refusal to sign this or subsequent Quarters Assignment Agreements; (3) termination of this agreement; or (4) for being a serious threat to the public health and welfare.

2. The premises shall be used for residence purposes only. It shall not be assigned or sublet by occupant in whole or in part, nor shall any business be conducted on the premises unless authorized in writing by the Agency/Bureau head or his/her designated representative.

3. Occupant shall keep the premises in clean, sightly and safe condition (including mowing lawns/shoveling walks and driveways) at all times and, upon vacating, will leave the quarters in a clean and orderly condition. Upon occupancy and vacancy, a Quarters Inspection Form (DI 1879) should be completed and signed by occupant and designated Agency/Bureau representative.

4. Occupant shall notify Agency/Bureau of maintenance needs but shall make no repairs, alternations, improvements or additions to the premises, unless authorized in advance in writing by the Agency/Bureau. All alterations, improvements or additions so authorized and made shall become and remain the property of the United States.

5. Occupant shall be charged normal rent for quarters during temporary periods of absence unless quarters are vacated by occupant or temporarily assigned to another paying tenant during absence of occupant.

6. Occupant shall occupy quarters and control his/her family and guests in such a manner as not to interfere with Agency/Bureau operations at the installation.

7. The Agency/Bureau will maintain the quarters, and the Installation Manager or his/her designated representative shall have free access to the premises at all reasonable hours with prior notice to occupant for the purposes of examining the same and to make repairs or alterations, except for emergency situations.

8. Any damage to the premises resulting from neglect of occupant, except for reasonable wear and tear, shall be repaired by occupant in accordance with No. 4 above. Any repairs so occasioned may be made by the Agency/Bureau, and the cost to same to be reimbursed by occupant by cash payment or payroll deduction within 14 days.

9. As Government liability under the Military Personnel and Civilian Employees Claims Act, or the Tort Claims Act, is limited, the tenant should strongly consider carrying personal property/renters insurance.

10. Occupant agrees first to follow any procedural steps contained in relevant Agency/Bureau notices, including, when appropriate, the occupant's right to respond within a stated time to the asserted ground(s) of eviction. Thereafter, occupant agrees that he/she may assert any substantive or procedural defenses to a pending or proposed eviction only as permitted in a court of competent jurisdiction. Except as provided in Agency/Bureau notices, there is no intended right of administrative appeal regarding a proposed action to evict the occupant or related procedures to effectuate the eviction.

11. Other Conditions:

NOTICE OF APPEAL RIGHT:

You have the right to request a reconsideration of rental rate adjustments or appeal rental changes pursuant to Agency/Bureau policy. The filing of an appeal shall not result in postponing implementation of a proposed rate pending adjudication of the appeal. When 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.