



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 11101.3A

B 044

19 Mar 98

MARINE CORPS BASE ORDER 11101.3A

From: Commanding General
To: Distribution List

Subj: OFF-BASE HOUSING REFERRAL PROGRAM AND GUIDELINES FOR
MILITARY PERSONNEL RESIDING ASHORE

Ref: (a) MCO P11000.22
(b) Virginia Residential Landlord and Tenant Act
(NOTAL)
(c) MCO P5354.1C

1. Purpose. To promulgate instructions for the Off-Base Housing referral Program and military personnel authorized to reside ashore in the civilian community in a tenant capacity.

2. Cancellation. MCBO 11101.3 and MCBO 5350.1.

3. Summary of Revision. This revision incorporates MCBO 5350.1 and should be reviewed in its entirety.

4. Background. It is Marine Corps policy to provide a personal and convenient housing referral service to assist military personnel and their dependents in locating suitable off-base housing when Government-owned or controlled housing is not available. The Off-Base Housing Referral Program will be nondiscriminatory, i.e., facilities will be open to all military personnel regardless of age, race, color, sex, religion or national origin as required by reference (a).

5. Responsibilities. Reference (b) governs the landlord-tenant relationship. Public housing units are subject to regulations promulgated by the Secretary of Housing and Urban Development where such regulations are inconsistent with reference (b).

a. Military Tenants. Military tenants will conduct themselves in the same exemplary manner as is required when occupying government quarters/housing, particularly in the following areas:

(1) Abide by all terms of the lease agreement.

(2) Be familiar with and abide by the published rules and regulations of the rental facility.

(3) Pay rents and other fees when due.

(4) Maintain the dwelling, both interior and exterior, in a high state of cleanliness.

(5) Give required written notice prior to terminating occupancy.

(6) Leave the rental unit clean and undamaged, and return all keys to the manager/owner when vacating.

b. Landlords. Landlords should offer the tenant a safe habitable dwelling by keeping the rental unit in a good state of repair. Facilities and appliances supplied by the landlord should be maintained in a good and safe working order and condition.

6. Complaints

a. Discrimination. Any discrimination encountered in trying to secure housing ashore or while occupying a facility ashore should be reported immediately to the Housing Supervisor, Personnel Support Section, 784-2711.

b. Housing Problems. When problems cannot be resolved between the owner/manager of a listed housing facility and the military tenant, either party may lodge a complaint with the Housing Supervisor, Personnel Support Section, who has the responsibility of investigating noncriminal complaints for validity per reference (a). Full and complete information shall be obtained from each party concerned and the circumstances evaluated impartially. When complaints are of a serious nature and when there are indications that the Commanding General should become involved, the facts should be reported via the chain of command to the Commanding General (B 10) for further investigation or necessary action. Complaints of a criminal nature will be immediately referred to the Provost Marshal.

7. Action

a. Head, Family Housing

(1) Establish and operate the Housing Referral Office and provide the housing referral service as outlined in references (a) and (c).

(2) Maintain listings of:

(a) Recommended civilian housing which is nondiscriminatory.

(b) Nonapproved facilities for which military occupancy is determined to be undesirable.

(c) Facilities that are not authorized by reason of discrimination, as outlined in paragraph 3 above and consistent with reference (c).

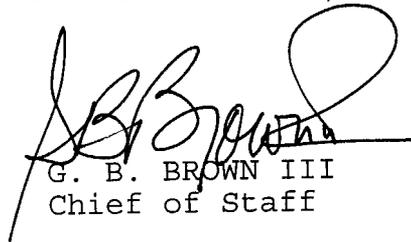
(3) A Housing Referral Representative will furnish a copy of this Order to all military personnel authorized to reside in the civilian community in a tenant capacity.

b. Organizational Commanders

(1) Ensure all personnel checking in report to the Head, Family Housing prior to executing any commitment for private housing.

(2) Ensure all personnel contact the Head, Family Housing prior to signing any rental or lease agreement.

c. Personnel encountering a discriminatory practice in off-base housing will report such information to the Head, Family Housing immediately.



G. B. BROWN III
Chief of Staff

DISTRIBUTION: A