

8 THINGS RESIDENTS NEED TO KNOW ABOUT PRIVATIZED HOUSING AT TINKER

IT'S ALL ABOUT COMMUNICATION

1. The landlord-tenant relationship is based in contract so you should always read the lease in its entirety before signing. **KEEP A COPY OF THE SIGNED LEASE.** Once signed, you are bound by the terms so if you have a question, you can always make an appointment to talk with a legal assistance officer (739-5811).
2. There is no difference between your rights in privatized housing here at Tinker and if you signed a lease off base. Like every contractual agreement, this is a relationship and timely communication is important.
3. We recommend you keep a folder that contains all of your housing documents (work-order requests, promises, agreements, etc.) so when it is time to leave, you have copies of all the communication between you and Balfour Beatty (your landlord). If communication is through e-mail, print out a copy for your file and remember to follow-up if you don't hear anything in a reasonable time. However you decide to communicate, maintain a copy for your records. **DOCUMENTATION is KEY!**
4. Before you move in and accept your unit, it is recommended that you have a pre-inspection (you may request to have the Installation Housing Manager attend) complete inspection and make a record of discrepancies you find. Have a representative of the landlord initial or sign noting the discrepancies so they can fix them or at a minimum, you will not be held responsible at the end of the lease when you move out. Go room by room for your inspection and where necessary, take photos. Things to look for: Cleanliness, painting, cracks and damages to the walls, ceiling, and/or floors, signs of leaks and water damage, presence of mold, signs of Insects/rodents, any signs of hazardous substances, dirty trash receptacles, chipped paint, missing/broken bulbs, damage to light fixtures, functioning appliances, locking windows/doors, window screens exterior is in good condition. Ask yourself, does the unit appear to be well-maintained.
5. You should immediately notify your landlord in writing of any discrepancies during your lease such as roof leaks, plumbing leaks, and electrical problems. This gives them the opportunity to fix issues faster and ensures you are not charged for the damage at the end of your lease.
6. During the term of your lease, you **MUST** take reasonable care and maintain cleanliness of your unit and any common areas that are used. Dispose of trash, use appliances in a safe and not in a destructive manor. Do not conduct any unlawful activity and maintain a quiet environment for your family and neighbors.
7. Get and maintain renter's insurance; the landlord is not responsible for damages to your personal property. Also, a tenant can be held responsible for damages (of property or persons) as the result of negligence. For an example, an unreported leak which results in sheetrock damage.
8. Finally, when you are at the end of your lease, arrange for a pre-termination inspection so you know if you might be charged for damages other than normal wear and tear. You may request to have the Installation Housing Manager attend your final move-out.

Places to call for assistance or advice:

- Your Property Manager at Balfour Beatty can be reached at (405) 610-3637.
 - Your Installation Housing Office Manager (liaison) can be reached at (405) 582-1977.
 - Your Installation Legal Office can be reached at (405) 739-5811
- HUD Counseling Services (800) 569-4287
Fair Housing (800) 560-8913