

**Naval Base Guam Family Housing Off-Base Referral Inspection Guidance for HPCON-BRAVO
Hours of operation:**

Monday through Friday 0700 – 1700

The Family Housing office will resume in-office visits by appointments only. The lobby and waiting area is closed.

You may contact the housing office by phone at 333-2081/82/83 or 85 or by emailing the following to schedule appointments:

Ralph Baul	ralph.baul.ctr@fe.navy.mil
Regina Rose Quintanilla	regina.quintanil.ctr@fe.navy.mil
Maria Torre	maria.torre.ctr@fe.navy.mil
Kellie Mae Guerrero	kelliemae.guerr.ctr@fe.navy.mil

Referral Site Inspection Process: Referral inspections will resume as normal. Inspections are being conducted by appointment and are limited to Housing Inspector and (1) property representative. Prior to the inspection, all parties are temperature screened and asked the CDC questions and must wear gloves, face masks and use hand sanitizers and maintain 6FT distancing at all times.

Referral Site Inspection Site inspections are conducted when a service member is in receipt of a lease agreement and is awaiting his/her selected unit to be inspected and approved in order for his/her Overseas Housing Allowance (OHA) to be processed. This inspection takes precedence over validations.

Referral Validation Inspection: Validation inspections are conducted when a landlord requests to list his/her property with the Navy Housing Office and do not have an interested service member at the time of request. This inspection is subject to change with no more than two reschedules with the exception of an emergency situation, i.e. command directed inspection, TLA expiration and/or a health and safety issue.

Detailed Sales and Rental Listing (DSRL): Landlord/Property Manager/Realtor will stipulate on the DSRL the unit rental price which must coincide with lease agreement rental amount or be no greater than price listed with Naval Base Guam Housing Office. Rental price listed will be honored throughout service member's term of the initial lease agreement while renting said unit.

Validation Requirement Form/CNIC Inspection Criteria: All interested parties must submit a validation form and acknowledge that requirements listed are completed prior to the inspection date. A copy of the CNIC Inspection Criteria and a checklist will be provided upon scheduling inspections to ensure all parties are made aware of our criteria. All requirements of the Inspection Criteria must be met in order to schedule an inspection.

Failed Inspections: If a unit fails inspection, a revisit will be scheduled once all discrepancies have been corrected/completed. Repeated failures occurring more than 3x within a month will be annotated and brought to the Housing Director's attention for discussion with the Guam Association of Realtors and may affect future scheduling of inspections with the listing agent.


B.D. AQUINO
NBG, HOUSING DIRECTOR