



Public Private Venture (PPV) Housing Plain Language Brief (Tenant Welcome & Orientation)



MCIEAST-MCB CAMP LEJEUNE MILITARY HOUSING OFFICE

Marine Corps Installations Command (MCICOM)



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Welcome!

The Military Housing Office (MHO) welcomes you to MCIEAST-MCB Camp Lejeune



- This brief is an introduction to your MHO and PPV Partner and includes your rights and responsibilities as a tenant
- Liberty Military Housing (LMH) is a privatized company that owns and manages your rental property. The MHO, your government point of contact (POC), will assist you with any housing concerns
- As a tenant, you are required to purchase renters insurance for your property. Additional information on renters insurance is found within this brief and is available from your MHO upon request

Contact Information

MHO Contact Information	PPV Partner Contact Information
<ul style="list-style-type: none">• Street Address: 43 Inchon Street Tarawa Terrace, NC 28543	<ul style="list-style-type: none">• Street Address: 7400 Dailey Lane Camp Lejeune, NC 28547
<ul style="list-style-type: none">• Phone: 910-450-1628	<ul style="list-style-type: none">• Phone: 910-355-0112
<ul style="list-style-type: none">• Website: https://www.lejeune.marines.mil/Offices-Staff/Family-Housing-Division/	<ul style="list-style-type: none">• Website: https://www.livelmh.com/installations/nc/tarawa-terrace/heroes-manor/
<ul style="list-style-type: none">• Email: LejeuneFamilyHousing@usmc.mil	<ul style="list-style-type: none">• Facebook/Social Media: https://www.facebook.com/LMHCampLejeune
	<ul style="list-style-type: none">• Email: camplejeuneinfo@lpsi.com

MHO Services and Responsibilities

Installation Commander:

Brigadier General Ralph Rizzo

Installation Housing Director:

Lorraine Holley

The MHO is here to assist you with:



Advocacy on your behalf with the PPV Partner



Applications for service members seeking referrals to live in family housing



Home referral services for off-base housing



Fair Housing Act concerns or complaints



Assistance during move-in, move-out, and other inspections performed by PPV Partner at resident's request



MHO contact for next duty station



Housing questions and concerns



Assistance in the dispute resolution process

LMH at MCIEAST-MCB Camp Lejeune

PPV provides benefits that are not typically offered in community rentals:

- *Rent cannot exceed the basic allowance for housing (BAH) with dependents rate*
- *No upfront costs including application fees for Service members*
- *No credit history or salary requirements*
- *Basic utilities are included with rent*



PPV Project

- Two-car Automatic Garage
- Enclosed Patio & Fenced-in Backyard
- Granite Countertops
- Community Events
- 24-Hour Maintenance Team
- 24-Hour Fitness Center
- Zero-Grade Entry Pool
- Playgrounds
- Bark Park



PPV Partner

- LMH is the first employee-owned **military housing** provider in the country and the largest in the multi-family industry. We take great pride in our highly-trained team of professionals. With a blend of property management and military backgrounds, our employee-owners are dedicated to empathy and understanding for our residents.

Understanding Your Lease

Tenants must accept and sign the PPV lease with DoD approved language. The lease includes tenant's rights and responsibilities. The resident handbook is considered part of the lease

Face-to-face lease signing is available and encouraged, especially if the tenant has questions. DocuSign is the recommended electronic signing option

In addition to the lease itself, the PPV lease includes several addenda:

- **Addendum 1** - Community Guidelines & Policies
- **Addendum 2** - Vehicle Registration
- **Addendum 3** - Pet Agreement Identifies pet requirements & breed restrictions (*refundable pet deposit of \$250 per pet*)
- **Addendum 4** - Satellite Dish & Antenna Agreement
- **Addendum 5** – Construction & Relocation Rider
- **Addendum 6** – Mold & Mildew Disclosure
- **Addendum 7** – RECP Addendum

It is important to read through and understand what you are signing. If you have questions on your lease, contact the PPV Partner

Tenant Responsibilities

Per your lease, you have several responsibilities to fulfill:



Report in a timely manner any apparent environmental, safety, or health hazards of the housing unit to the landlord and any defective, broken, damaged, or malfunctioning building systems, fixtures, appliances, or other parts of the housing unit, the common areas, or related facilities



Allow the landlord reasonable access to the rental home in accordance with the terms of the tenant lease agreement to allow the landlord to make necessary repairs in a timely manner



Conduct oneself as a tenant in a manner that will not disturb neighbors, and to assume responsibility for one's actions and those of a family member or guest in the housing unit or common areas



Do not engage in any inappropriate, unauthorized, or criminal activity in the housing unit or common areas



You are responsible for your animals at all times. Residents are responsible for all animal damage to their home or common spaces



Read all lease-related materials provided by the landlord and to comply with the terms of the lease agreement, lease addendums, and any associated rules and guidelines



Read and follow all local policy, to include those on personal protection/safety and security/firearms; insurance; facility use and services; visitors and guests; parking; additional local policies



Renters insurance is a responsibility of the resident, and is strongly encouraged to protect your belongings and prevent financial hardships



Maintain standard upkeep of the housing unit as instructed by the PPV housing management office and MHO



Residents are responsible for keeping their home clean and in good order

What to Expect: Move-In and Move-Out

MOVE-IN

The Resident:

- ✓ Tours the home for quality
- ✓ Accepts home and terms of lease
- ✓ Signs a lease

Liberty Military Housing provides:

- ✓ Walk-through tour of your home
- ✓ Move-in inspection with checklist
- ✓ Lease signing and answers to questions
- ✓ Keys
- ✓ A survey asking about your move-in experience

MHO provides:

- ✓ Plain Language Brief and answers to housing policies/questions
- ✓ MHO Representative at your move-in inspection
- ✓ Follow-up to check-in with you (15 and 60 day)
- ✓ Support to resolve any unresolved concerns at move-in

MOVE-OUT

The Resident:

- ✓ Provides a minimum of 30-day notice to vacate to *Liberty*
- ✓ Returns the home in good condition

Liberty Military Housing provides:

- ✓ An inspection prior to move-out to assess the condition of your home utilizing the move-in inspection checklist
- ✓ Appropriate maintenance services and a speedy issue resolution
- ✓ A final determination of any damages or repairs and associated costs
- ✓ A move-out survey for you to provide feedback

MHO provides:

- ✓ Provides answers to questions and issue resolution process
- ✓ MHO representative at move-out inspection
- ✓ PCS assistance and MHO contact for your next location
- ✓ Support on any issues

Renters' Insurance Overview

PPV Partner will require you to obtain renters' insurance. If you are unable to provide documentation, the Partner reserves the right to penalize you through additional charges

Renters' Insurance is **NOT** part of the rent you pay to the PPV Partner & does not come out of your BAH

What is renters' insurance?

Renters' insurance is a policy which protects your personal property & you from personal liability:

- Check what policy covers, terms & conditions vary by provider.
- Average renters' insurance policy costs between \$15 to \$30 per month.
- Widely accessible & may be available through your car insurance company. Ask about discounts & bundling options.
- Don't waive the liability coverage! Typical policies offer \$100,000 in liability coverage.



Renters' insurance will reimburse you for personal property destroyed by a fire. If you accidentally set fire to someone else's property, the personal liability provision will help reimburse the cost of their damaged belongings



Renters' insurance typically protects items stolen after a break-in at your rental property, or even items stolen outside of your rental



Damage to your possessions from a burst water pipe is typically covered under renters' insurance



Personal liability coverage is part of a standard renters' insurance policy. It may help pay for another person's medical bills if you're found legally responsible for their injuries

*For more information on renters' insurance, ask your MHO for a copy of the **Tenant Guide to Renters' Insurance.***

Tips for Renters Insurance

For more information on renters insurance, ask your MHO for a copy of the **Tenant Guide to Renters Insurance**. The MHO can assist you with general questions, while the Legal Services Support Section (LSSS) will assist you in understanding different policies



The National Association of Insurance Commissioners indicates the average renters insurance policy costs between **\$15 to \$30 per month**.
**Cost may vary depending on your location, choice of deductible, and coverage amounts*



Make sure you know what your policy covers. Insurance terms and conditions vary by provider. Be sure to read your insurance policy carefully to understand what may or may not be covered. For example, a liability policy may not cover structural damage from personally owned appliances



Renters insurance is widely accessible and may be available through your car insurance company. Make sure to ask about any discounts and bundling options



Don't Waive the Liability Coverage! Your insurer will help cover the costs if you're held responsible for injuring another person or damaging another person's property, including your rental property. The typical renters insurance policy offers \$100,000 in liability coverage

Maintaining Your Home

Please be aware of local guidance & report maintenance issues immediately to your PPV Partner



- Promptly clean kitchen counters & dispose of food debris
- Keep food in air-tight containers
- Clear outside doorways & windows of leaves & dirt



- Check your toilets & faucets for leaks
- Use exhaust fans in bathrooms & laundry rooms
- Report leaks & maintenance issues immediately
- Check drains & keep them clear



- Replace your filters per directions by your PPV Partner
- Clean & monitor major appliances
- Check & change batteries for smoke/CO detectors per directions by your PPV Partner

Window Safety Tips

Windows are among the top 5 hidden hazards in the home. Before opening a window, know the risks they pose to children

Window Safety Tips

- All windows above the first floor should have a *Child Fall Hazard* warning sticker
- Do not rely on screens to prevent a window fall
- Only open windows that are out of reach if you need ventilation

Child Safety Tips

- Encourage children to play in the center of the room and away from open windows
- Keep close attention to furniture, or anything children can climb, near open windows



Maintenance Issues

How to Report Maintenance Issues

- Report maintenance issues (emergencies, trouble calls, safety concerns, compliance issues) by contacting your PPV Partner

Liberty At Your Service, Available 24/7

- Call Center: 1-888-578-4141
- Web Portal: www.LMHResident.com
- Liberty At Your Service App available in the App Store
- Website: LiveLMH.com

Submitting and Tracking Work Orders

[Download the Apps]:

- <https://apps.apple.com/us/app/lincoln-military-resident/id1459607535> -or-
- <https://play.google.com/store/apps/details?id=com.yardi.systems.rentcafe.resident.lmh, etc.>

Contact your PPV Partner if you have concerns on maintenance, work orders, repairs, or services

Types of Service Calls

Type of Service Call	Description	Examples	Response Time
Emergency	<ul style="list-style-type: none"> • Critical safety, life threatening issues • Resident with a medical requirement for stable temp levels 	<ul style="list-style-type: none"> • Gas leaks • Fire • Power outage • Sewage back-up • Flood • No toilet available for use • Refrigerator inoperable 	<ul style="list-style-type: none"> • 30-minute initial response • 1 day to complete emergency work • Available 24/7/365
Urgent	<ul style="list-style-type: none"> • Habitability issues 	<ul style="list-style-type: none"> • Broken window • Garage door inoperable • Kitchen sink back-up • Lights flickering or non-working light-fixtures • Presence of mold/mildew 	<ul style="list-style-type: none"> • 4-hour initial response • 1 business day to complete work
Routine	<ul style="list-style-type: none"> • Convenience • Unit care issues 	<ul style="list-style-type: none"> • Single burner inoperable • Repair screens • Light bulb replacement 	<ul style="list-style-type: none"> • 1 working day initial response • 1 business day to complete work

Tenant Bill of Rights

In 2020, laws were passed to assure PPV military residents' basic rights. MHO will provide residents with a full Tenant Bill of Rights for review



A written lease with clearly defined rental terms



A housing unit and a community that meets applicable health and environmental standards



Management services that meet or exceed industry standards



Standardized documents, forms, and processes



To report issues with habitability of the housing unit to the Landlord, the chain of command, and housing management office without fear of reprisal or retaliation



Access to an electronic work order system



Consistently honest, accurate, straightforward, and responsive communications



Sufficient time and opportunity to prepare and be present for move-in and move-out inspections



Right to withhold rent until disputes are resolved



Access to a dispute resolution process for housing issues



A plain-language briefing by the installation housing office on all rights and responsibilities before signing a lease and 30 days after move-in



Working fixtures, appliances, and utilities



Right to forgo non-refundable fees



Access to a Military Tenant Advocate or a military legal assistance attorney



Prompt and professional maintenance and repair



Reasonable advance notice of any entrance to the home



Advice from military legal assistance on resolving disputes



Access to seven years of maintenance history

Dispute Resolution Process Overview

Active-duty Service Members & their families living in PPV Housing have access to the Dispute Resolution Process (DRP), ensuring prompt & fair resolution for housing issues. Your MHO serves as your advocate throughout the informal & formal DRP

You can initiate the DRP to address lease & property issues such as:



The DRP has two components: an informal & formal process.

Informal DRP

The informal DRP is a process in which you work directly with the PPV Property Manager to resolve your dispute. The PPV PM has the opportunity to address your concerns at all management levels.

Formal DRP

The formal DRP is a standardized, objective process that allows for independent investigation to settle the dispute. The full process takes 30-60 days.

Step 1: Informal Dispute Resolution Process

The Dispute Resolution Process starts with an informal process of communication between you & the PPV Property Manager (PPV PM). The informal DRP is the first step you should take to resolve your lease & property concerns



1: If you find a problem at the property where you currently reside, contact your PPV PM so they can take steps to properly resolve the issue



2: Elevate to the PPV Regional Manager if the action taken is unsatisfactory



3: If the PPV PM or Regional Manager does not resolve the issue, contact the MHO & inform them of the problem at your property. The MHO may investigate the issue



4: If you are not satisfied that your housing issue has been solved, your MHO will provide you with the Request Form for DRP, initiating the Formal Dispute Resolution Process

Step 2: Formal Dispute Resolution Process

You **must** first attempt to resolve your issue through the informal DRP before you can initiate the formal DRP

-  **Complete the Request Form**
Complete the Request Form & submit it to the MHO, who will review the form
-  **Participate in the Inspection**
If your issue is an unresolved property concern, the MHO will schedule an inspection with you & your PPV Partner
-  **Cooperate with the Investigation**
An Independent Investigator will review all records & conduct interviews as necessary
-  **Recommended Action Issued**
The MHO will issue a recommendation to Regional Commander. If you disagree with the Commander's recommendation, submit a rebuttal
-  **Final Decision Issued**
The Regional Commander will consider your rebuttal & provide you with a final decision on the dispute

Completing the Request Form

You can obtain the Request Form from your MHO. You must fill out the form in its entirety. The MHO will determine your eligibility

Request Form for Dispute Resolution Process

Directions: You must complete this form in its entirety to initiate the Formal Dispute Resolution Process. Submit this form to your local Military Housing Office (MHO) and reach out for any additional information. Your local MHO will contact you within two business days regarding their decision and next steps.

1. Tenant Name (Rank, Last, First): _____

2. Premises Address (Street, City, State, Zip): _____

3. Tenant Contact Information:

a. Phone # (Home/Cell): _____

b. Email: _____

4. Owner Company Name: _____

5. Owner Contact Information:

a. POC Name (Last, First): _____

b. Phone # (Home/Cell): _____

c. Email: _____

6. Statement describing the dispute and prior efforts to resolve it (including supporting documentation):

7. Rent Segregation Request. Tenant hereby requests segregation of Tenant's future Rent payment as of the date set forth below.

Tenant requests full Rent segregation in the amount of \$ _____ per month

OR

Tenant requests partial Rent segregation in the amount of \$ _____ per month.

8. Name and signature of Tenant confirming they have sought resolution through, and completed, the informal resolution process; set forth in Section 9 of the Lease agreement.

Name: _____ Date: _____

Signature: _____

To explore the DRP further, please visit the Marine Corps MHO Website (<https://bit.ly/3n2zyGe>)

Valued Feedback

Your feedback is very important to us. SatisFacts surveys help us identify where we can improve our services & take decisive steps towards better meeting our residents' needs. It also allows us to recognize our exceptional performers. Additionally, SatisFacts surveys are reviewed by the MHO, Naval Facilities Engineering Systems Command (NAVFAC), & Marine Corps Installations Command (MCICOM).



Move-in SatisFacts Survey

You should receive this email survey a couple days after move-in. Assesses if our resident's expectations are being met from the start.



Move-out SatisFacts Survey

Get this survey shortly after submitting your Notice of Intent to Vacate. Captures resident's overall experience living in our communities.



Completed Work Order SatisFacts Survey

Received the day after a work order is completed. Assesses efficiency in resolving reported issues.

DoD Housing Feedback System

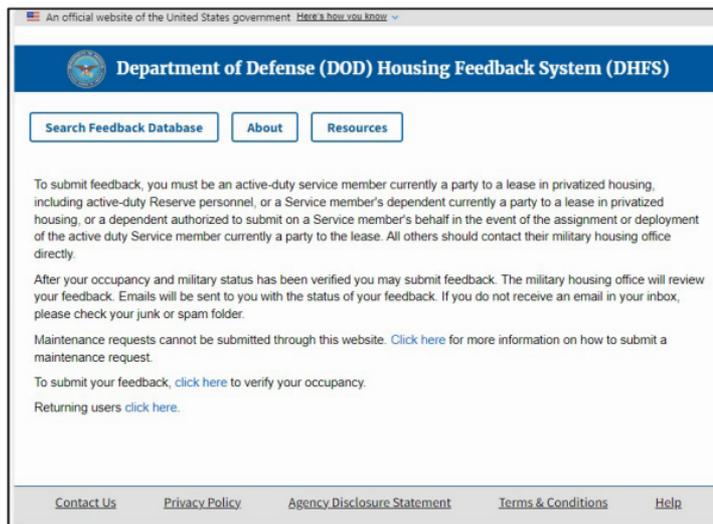
The Department of Defense Housing Feedback System (DHFS) is a public website for active-duty service members currently living in privatized family housing, their dependents, or others authorized to act on their behalf to submit feedback about their current privatized housing unit. <https://www.dhfs.mil/rfs/>



The DHFS website will collect the tenant's feedback about the privatized family housing unit & provide that feedback to the landlord. The landlord will be able to review their tenant's feedback & provide a response.



MHO staff will review the tenant's feedback & the landlord's response prior to publication on DHFS. The detailed comments from the tenant & the landlord will be stored in the DHFS database & will be publicly available on the DHFS website.



A Login.gov account will be required for the tenant to submit feedback or for the landlord to submit a response on the DHFS website.

When the tenant's feedback is published by the MHO, it will be available to the public. When the landlord's response is published by the MHO, it and the tenants feedback will be available to the public.

Connect with Marine Corps Housing



<https://www.lejeune.marines.mil/Offices-Staff/Family-Housing-Division/>



For information on Marine Corps Housing policies, visit:

<https://bit.ly/3n2zyGe>