



IN THE KNOW: 1st MAW Resource Tool

How to apply for off-base housing

The Housing Management Office (HMO) assists personnel during the process of finding housing off base. HMO works closely with realtors and other property managers to ensure information on available housing options are updated on a regular basis.

Step 1: Contact the HMO as soon as you know you are moving.

Step 2: Obtain eligibility to move off base. HMO will help you determine whether or not you are eligible to move off base and received Overseas Housing Allowance (OHA). You must contact the HMO BEFORE you commit to a contract to rent/lease off base housing.

Step 3: Once authorization to live off base has been granted, obtain a list of housing agencies/property managers from the HMO to start your search. Many housing agencies have English speaking staff.

Step 4: Consider important factors that may influence your decision in selecting your new residence:

- School zone
- Distance from work

Step 5: Determine a workable budget by considering upfront costs.

- Agency fees (often non-refundable)
- Security deposits (approximately 1-2 months of rent)
- Pet deposit (often more than \$200)
- Utility deposit and monthly utility usage cost
- 1st and last Month's rent

Additional fees

- Utility
- Water
- Sewage and trash collection

Step 6: Obtain Personal Property Insurance (optional)

Notes: Housing in Okinawa is generally smaller than what many service members are accustomed to. A three bedroom housing unit can be about 1,100 square feet and often lack amenities such as central heating and cooling systems.

For information about the housing allowances that financially support your move, visit <http://www.defensetravel.dod.mil/site/oha.cfm>