
Off Base Housing Flow



Off Base Brief

CALL TO SCHEDULE OFF BASE BRIEF (HOUSING OFFICE)
KADENA: 634-0582/0583
COURTNEY: 622-7317
KINSER: 637-3736



Search for Housing

- RERRAL LIST (PROVIDED BY BASE HOUSING OFFICE)
Utopia Housing 090-7476-6989
- OFF BASE HOUSIN ASSOCIATION REPRESENTATIVES
(LOCATED IN HOUSING OFFICE LOBBY; BLDG 217) TEL:
632-096/0097/0099



Secure Unit

- UNIT MUST BE REGISTERED WITH HOUSING OFFICE
AND HAVE CURRENT INSPECTION
- PAY AGENCY FEE
- REQUEST SUMMERY OF EXPENSES (ITEMIZED LIST)
- THE SUMMERY MUST INCLUDE AMOUNTS REQUIRED
FOR AGENCY FEE, SECURITY AND UTILITY DEPOSITS
WITH AGENCE NAME AND HAN STAMP.
- REQUEST MAP IN JAPANESE (IF AUTHORIZED
GOVERNMENT FURNITURE)



Back to Housing

- ONCE YOU HAVE ACQUIRED YOUR SUMMARY EXPENSE LIST AND MOCK LEASE, YOU WILL RETURN TO KADENA HOUSING TO SEE THE HOUSING COUNCELOR AGAIN.
- THE LEASE MUST BE IN BOTH JAPANESE AND ENGLISH, WITH HAN STAMP OF THE HOUSING AGENCY YOU ARE WORKING WITH.
- MIL TO MIL MUST HAVE BOTH SIGNATURES AND NAMES UPON THE LEASE.



After Kadena

ONCE YOU HAVE THE OKAY FROM KADENA HOUSING, YOU CAN SET UP A MOVE IN INSPECTION OF THE PROPERTY YOU ARE GOING TO MOVE INTO, AND SIGN THE LEASE WITH YOUR RESPECTIVE HOUSING AGENCY.

If you have any questions about the procedure, we will be glad to help. Kadena housing takes care of everything from the financial side of renting properties as well as renting government furniture and appliances. All rent money is to be paid no later than the fifth day of each month. The first month will include the rent, deposit, agency fee, and other added fees depending on circumstances, such as pet fees.