

## Frequently Asked Questions

### ***Do you take advance applications for housing?***

Advance applications are accepted for AFH and UPH, as long as official orders have been received. For off-post, advance applications for housing prior to actual arrival, are not permitted.

### ***When can I apply for housing?***

For AFH and UPH, once official orders are received. For off post, upon your physical arrival to the SHAPE/Chièvres Garrison.

### ***Can I select the area where I want to live?***

On Post: If assigned to US Government Housing, you must take the area offered. If you are authorized to live in private leased housing off-post, you may choose where you want to live. Note: Army Family Housing (AFH) is generally only available for service members in the grades of E1 – E6; there is no senior enlisted and officer AFH.

### ***Can I live off-post?***

Unaccompanied service members grades E1-E6 must live in the barracks. Enlisted personnel may request to live off-post when barracks occupancy reaches 95%, for duty related reasons (e.g. PSD personnel) or per garrison commander exception.

### ***How long does it take to find housing?***

Generally, off-post housing is usually acquired within 30 – 45 days after arrival.

### ***What size are the houses (on-post, off-post) and where can I get/see the floor plan?***

On Post: 46 - 3, bedroom homes and 16 - 4 bedroom homes are available. Homes on post range from 1393-sq ft, to 1678 sq ft.

Floor plans for on-post housing can be viewed on AHOUS: under Housing Links, click on the “FH Floor Plans” tab for viewing. Pictures can also be viewed : click on the “FH Photo Tours” tab.

Off-post housing varies greatly in size.

### ***I've heard the electric systems are different in Belgium, will my appliances work or will I have to buy new ones?***

There is only a 230 V in Belgium. For 110V appliances you will have to use a transformer. Please note that use of transformers will generally lead to higher electricity bills. Transformers are easily obtained at the PX, thrift store or for sale by departing service members. Washer, dryer, refrigerator and dishwasher are provided at no cost to the service member who has the transportation agreement.

### ***Is housing overseas different from US homes?***

Belgian homes and apartments are generally smaller than in the United States.

***Will military members still have the option to live off-post?***

- Unaccompanied service members in the grade of E1 – E6 must live in the barracks.
- Accompanied service members in the grade of E1 – E4 will be assigned to AFH if available.
- All others may live off-post in private rental housing.

***What are Basic Allowance for Housing (BAH) entitlement and rent allotments?***

- Military BAH/OHA entitlements can be found at:  
<http://www.defensetravel.dod.mil/site/oha.Calc.cfm>
- DOD Civilian entitlements can be found at: <https://cpolrhp.cpol.army.mil/eur/>

***How and who is starting and stopping my BAH and/or Overseas Housing Allowance (OHA)?***

The Service member needs to initiate the OHA start/stop process, but the Housing Office can/will provide a copy of DD form 2367. Once signed by the Service member, the USAG Benelux Housing Office will then certify/sign the form. Finally, the Service member will submit the documents to his/her servicing finance office.

***Are there any restrictions on bringing our pets?***

Belgian law requires the international standard organization (ISO) microchip be implanted in every dog, cat and ferret. Animals entering Belgium from outside the EU must be identifiable and accompanied by official documentation along the lines of the EU Pet Passport. Other requirements differ depending on the specific country of origin. In most cases the Belgian Embassy website in the country of origin can provide details of requirements.

The animal must have been vaccinated against rabies if it is coming from a country on the approved European list. The US, Canada and Australia are all on this list.

***Restrictions on the number of pets? .***

You may not bring more than 5 pets to Belgium.

Not all hotels accept pets, which may force you to put your dog in a kennel while in temporary lodging. Most hotels also have an additional pet fee.

- A maximum of two pets are authorized in military housing.
- No pets are allowed in the Barracks, ..
- For off post housing, pets are authorized at discretion of your landlord. Not all landlords accept pets.

***Restrictions on the type/breed of dog?***

There are no restrictions on the type of dog but aggressive animals are not authorized. It is still advisable to check with your local transportation office for the latest restrictions.

***Restriction on the type of pet, i.e., “Can I have my pet snake/iguana/ferret/pot-bellied pig?”***  
 Following is a list of authorized pets:

<u>Latin Name</u>	<u>English Name</u>
Macropus rufogriseus	Bennett's wallabie
Canis familiaris	Dog
Felis catus	Cat
Mustela furio	Ferret
Equus asinus	Donkey (domesticated)
Equus asinus x E. caballus	Mule
Equus caballus	Horse
Equus caballus x E. asinus	Mule donkey
Sus scrofa	Pig
Lama glama	Lama (domesticated)
Lama guanicoe	Guanaco
Lama pacos	Alpaca (domesticated)
Axis axis	Axis deer
Cervus elaphus	Red deer or American elk
Cervus nippon	Sikahert
Dama dama	Damhert
Bos taurus	Bovine
Bubalus bubalis	Asian buffalo
Capra hircus	Goat
Capra ibex	Capricorn
Ovis ammon	Wild sheep
Ovis aries	Sheep
Cynomys ludovicianus	Prairi dog
Tamias sibiricus	Striped Asian squirrel
Tamias striatus	Eastern squirrel
Cricetulus barbarensis	Chinese dwarf hamster
Mesocricetus auratus	Gold hamster
Phodopus campbelli	Campbells dwarf hamster
Phodopus roborovskii	Roborovski dwarf hamster
Phodopus sungorus	Dzjoengarse dwarf hamster
Gerbillus spec.	Real running mouse
Meriones spec.	Dessert mouse
Acomys spec.	Porky pine mouse
Micromys minutus	Dwarf mouse
Mus minutoides	African dwarf mouse
Mus musculus	House mouse (breeding type)
Rattus norvegicus	Brown rat (breeding type)
Chinchilla lanigera	Chinchilla (breeding type)

Cavia porcellus	Guinea pig
Dolichotis patagonum	Mara
Octodon degus	Degoe
Oryctolagus cuniculus	Rabbit

For any information on pets, please visit the website below:

<http://brussels.angloinfo.com/countries/belgium/pettravel.asp>  
<http://brussels.angloinfo.com/information/29/animals.asp#info>

***What schools are in the area?***

The SHAPE International School.

The International School is a unique institution, operating under the authority of the SACEUR. The United States sections operate under the support of the Department of Defense Dependents Schools - Europe Region (DODDS-Europe).

The SHAPE American Elementary School accommodates children in grades kindergarten through grade 6, the SHAPE American High School accommodates students in grades 7-12.

It is possible for US military members and civilians assigned at Shape/Chièvres to use the Belgian System and enroll their children in any school located on the economy. Otherwise, the Belgian section of the SHAPE International School has preschool, kindergarten, elementary, middle and high school.

Website for Shape American Schools

[http://www.militaryinstallations.dod.mil/MOS/f?p=MI:CONTENT:0:::P4\\_INST\\_ID,P4\\_CONTENT\\_TITLE,P4\\_CONTENT\\_EKMT\\_ID,P4\\_CONTENT\\_DIRECTORY:370,Education,30.90.120.30.30.0.0.0.0,12](http://www.militaryinstallations.dod.mil/MOS/f?p=MI:CONTENT:0:::P4_INST_ID,P4_CONTENT_TITLE,P4_CONTENT_EKMT_ID,P4_CONTENT_DIRECTORY:370,Education,30.90.120.30.30.0.0.0.0,12)

or call the School Liaison Officer : DSN 314-423-5635 or Commercial 011-32-65-44-5635  
Hours of Operation : Mon, Wed, Fri 8:00 a.m. - 5:00 P.M.

Off-Post: websites or phone numbers

<http://www.enseignement.be/index.php?page=0&navi=149> (not in English)

***What is the best school?***

Visit the website below

[http://www.militaryinstallations.dod.mil/MOS/f?p=MI:CONTENT:0:::P4\\_INST\\_ID,P4\\_CONTENT\\_TITLE,P4\\_CONTENT\\_EKMT\\_ID,P4\\_CONTENT\\_DIRECTORY:370,Local Schools,30.90.120.30.200.0.0.0.0,12](http://www.militaryinstallations.dod.mil/MOS/f?p=MI:CONTENT:0:::P4_INST_ID,P4_CONTENT_TITLE,P4_CONTENT_EKMT_ID,P4_CONTENT_DIRECTORY:370,Local Schools,30.90.120.30.200.0.0.0.0,12)

***What is the loaner furniture program?***

It is meant to provide service members and those civilians under a transportation agreement with the temporary use of beds, tables, chairs, and couches until such time as their HHG are delivered.

***May I keep the loaner items for my tour of duty?***

Only appliances and wardrobes are issued on permanent basis. Unaccompanied military personnel may keep loaner furniture and appliance for the whole duration of their tour.

***How long can I keep the loaner furniture when I arrive/depart?***

1. Incoming personnel:

- Accompanied military and civilian personnel: Maximum. 90 days.
- Unaccompanied military personnel: The duration of the tour.

2. Outgoing personnel:

- Accompanied military and civilian personnel: Maximum 60 days.
- Unaccompanied military personnel: N/A.

***Do you issue furniture/appliances on a permanent basis?***

Appliances and wardrobes are issued on permanent basis. Nevertheless, unaccompanied military personnel can also keep all the loaner furniture for the duration of their tour.

***Where do I stay while I wait for housing?***

The authorized lodging facility is the Army Family Lodge located at Chievres(94 units). If a certificate of non-availability for the Lodge is issued, in one of the local hotels in the vicinity of SHAPE HQ.

***Do I get credit if I'm coming from a dependent restricted tour?***

Yes, for the AFH waiting list, that will affect the eligibility date.

***How much credit (months) do I get from being on a dependent restricted tour?***

Personnel reporting from a dependents restricted tour are authorized up to 14 months credit on a government housing wait list.

***Do I need renters insurance for on-post, partner or private rental housing?***

Yes.

***Who is eligible for Family housing?***

E1 thru E6 with accompanying command sponsored family members.

E1 thru E4 with accompanying command sponsored Family members MUST move into AFH when available.

***What is the waiting time for housing?***

From 6 months to one year.

***What determines the list I am placed on and my placement on the list?***

There are only two waitlists for AFH, one for 3 bedroom and one for 4 bedroom. If you are coming from a deployed location, your placement on that list will be determined by the date you actually deployed. Otherwise, you will be placed on the waitlist effective the date you report to housing.

***What is a waiting list?***

A waiting list is a list that is maintained by the Housing Office for eligible personnel who want to be assigned to AFH and there are no vacancies when they apply.

***Once placed on the wait list, may I transfer to a different list?***

No, there are only two waiting lists, one for 3 bedroom housing and one for 4 bedroom housing. The housing is offered to the service member regardless of the housing area.

***What happens if someone has the same eligibility date as me?***

Whoever signed up first will have the priority.

***What does it mean if my wait list position moves up and down?***

It means that someone PCS'd in that was deployed longer than you and has bumped you to a lower position, or that his/her family is part of EFMP program.

***May I request placement on more than one wait list at one time?***

There are only two waitlist for AFH, one for 3 bedroom houses and one for 4 bedroom houses. You will be placed on the list you qualify for based on the size of your family.

***How long will my application remain active once submitted?***

For AFH, until your name comes to the top and you accept or decline the proposed housing.

***What is military Family housing privatization?***

Privatized housing is only available in CONUS, it is house that is managed by a civilian contractor or a private company.

***Will/is there to be a Self-Help program?***

Yes there is a Self-Help Program for AFH residents only..

***What are the requirements for vacating my home?***

Once orders to PCS are received, you must contact the Housing Office for details..

- For off post private rental housing, there is usually a 30 day notice
- For AFH and UPH, you just have to provide your PCS orders.

***When I move, do I have to clean?***

- For AFH, you are responsible for meeting the cleaning standards that will be explained to you upon assignment and during the pre out inspection.
- For off post housing: Yes. In Belgium you are responsible for cleaning your house prior to returning it to you landlord. Furthermore, you need to return the house in the same state you received it. You will be thoroughly briefed during your in and pre out briefing on this delicate subject.

***I have two children, one female and one male; how many bedrooms do I qualify for?***

- For AFH: you qualify for 3 bedrooms depending on the age of the children.
- For off post housing: there is no limit, you can rent any house you desire, but you will only be reimbursed for rent to cover up to your rental cap limit.

***I have a Family member enrolled in EFMP, how will that affect my on-post housing assignment and waiting time?***

You need to be cleared by the EFMP coordinator before assignment to Belgium. Once that is accomplished, you will be assigned according to the applicable Army regulations.

***If I live on post, what type of housing can I expect?***

AFH has three and four bedrooms houses located off post but very close to the installations.

***I am a dual military household, whose name will the housing lease be under?***

The lease will be under both service member's names.

***I have a dual military household and my wife is stationed at another installation. Can I apply for housing?***

If you have dependents with you and are in the grade of E1 – E6, you may apply for AFH as long as your spouse at the other location is not in government housing.

***Can my spouse or someone else accept a home on my behalf?***

Yes, but they must have a Power of Attorney.

***I currently live on post but would like to move to a different house. Can we apply for another wait list?***

No, houses are very limited and you are not authorized to relocate from one AFH area to another AFH area.

***Can I accept on-post housing before I sign into the installation?***

No, you must have reported to your new duty location before accepting and being assigned to on-post housing.

***I am a single Service Member with one child, am I eligible for on-post housing?***

If you are in pay grade of E1 – E6, you may apply for AFH.

***I'm TDY in route, when can I be put on the housing list?***

The date you sign in to SHAPE/Chievres Garrison.

***What will my eligibility date be?***

Your eligibility date will be the date you detached from your last permanent duty station.

***Does it start when I depart my permanent duty station, or when I finish the course or when I arrive at my new permanent duty station?***

You will become eligible starting the date you detached from your last permanent duty station.

***My Family was assigned to a 4-bedroom home at my last duty station. Will I automatically qualify for a 4-bedroom home?***

Qualification will be determined by the how many how many dependents are on your orders and are at this duty station.

***Once I am offered a home, how long do I have to accept/decline?***

When offered a house, you have one business day to accept.

***What happens if I decline a home?***

If you decline a house, you will be moved to the bottom of the list or you may decide to have your name removed from the waiting list.

***Will my BAH/OHA cover my rent and utilities?***

OHA/BAH are calculated to cover rent and utilities, whether it covers your utilities expenses depends on how much you consume on a monthly basis.

***If I get married after I have been living off post with a certificate of non-availability (CNA) do I have to apply for on post housing?***

No, you may decide to remain off post.

***How much is the rent for off-post housing?***

The rent amount varies depending on the house you want to rent. Housing will advise service member before signing a lease.

***Are there any off limit Landlords?***

Yes. Housing maintains a list with non-referable realtors due to unfair practice. Additionally, agencies have to comply with Equal Opportunity (EO) requirements.

***How do I get a list of available rentals in the area?***

All approved rental properties are listed in the housing office and can be viewed on-line at <https://www.homes.mil>.

***I just received Deployment Orders. Can I terminate my lease before I depart?***

You must contact the Housing Office to review your lease and determine if you can terminate your contract. If contract can be terminated, housing office will assist with lease termination process.

***I received notification that my Family can move on-post but I just renewed my lease. Can I break the lease and move?***

Generally, there is a government clause in the lease that allows the lease to be broken with 30 day notice, should military quarters (either AFH or Shape Village) become available. But the landlords have the choice whether or not to have that clause in the original lease.

***What is Shape Village ?***

Shape Village consists of houses (for officers) and apartments (for enlisted) managed by the Belgian Ministry of Finance and located inside Shape, but it is considered as off post housing for the U.S. service members. U.S service members living in Shape Village will receive OHA and miscellaneous utilities allowance, they are required to pay rent and utilities.

Information on Shape Village can be found on <http://www.shape2day.com/housing.aspx> by clicking on the "ON BASE HOUSING tab".

***I'm unaccompanied; do I have to live on-post?***

Unaccompanied E6 and below personnel must live in the barracks (providing space is available). E7 and above will live off-post.

***My roommate and I both signed a lease but she has moved out. Can I get out of the lease?***

If your roommate moves out or departs the area, it does not mean that you can get out of the lease. You will have to contact the landlord and inform him/her of the situation and see if he/she is willing to let you out of the lease. Normally, you are not authorized to terminate the lease unless there is an agreement reached between lessee and lessor. Recommend you contact the Housing Office to have them help you to check your individual lease requirements.