



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



MCRD PARRIS ISLAND
Military Housing Office

Marine Corps Installations Command (MCICOM)



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Welcome!

*The Military Housing Office (MHO) welcomes you to **MCRD PARRIS ISLAND** where our **MISSION** is to ensure the **MILITARY SERVICE MEMBERS** in Public Privatized Venture (PPV) housing are provided with a comfortable, adequate, well-maintained and managed living facilities that shelters them and their families. In addition, provide mediation if needed by resident that complies with fair housing objectives.*



- This brief is an introduction to your MHO and PPV Partner and includes your rights and responsibilities as a tenant.
- **MCRD PARRIS ISLAND** 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 encouraged, but not 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: 402 Boulevard De France MCRD Parris Island, SC 29905	<ul style="list-style-type: none">• Street Address: <i>640 Laurel Bay Rd. Beaufort, SC 29960</i>
<ul style="list-style-type: none">• Phone: <i>(843) 228-2853 (843) 228-2244</i>	<ul style="list-style-type: none">• Phone: <i>(843) 846-5300 (877) 749-3724</i>• Maintenance: <i>(877) 509-2424</i>
<ul style="list-style-type: none">• Website: http://www.mcrdpi.marines.mil/	<ul style="list-style-type: none">• Website: www.tc.atlanticmcc.com www.lendlease.com
<ul style="list-style-type: none">• Facebook/Social Media: (N/A)	<ul style="list-style-type: none">• Facebook/Social Media: https://www.facebook.com/TriCommand/
<ul style="list-style-type: none">• Email: <i>PARR_SMB_MCRDPI_HOUSING</i>	<ul style="list-style-type: none">• Email: Leasing Office mthames@tricommand.com

MHO Services and Responsibilities

Installation Commander:
Col. William J. Truax Jr.

Installation Housing Director:
Mr. Albert Kight Jr.

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

AMCC Tri-Command at MCRD Parris Island

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

- AMCC Tri-Command housing is located conveniently at Laurel Bay, MCRD Parris Island, and Naval Hospital. Amenities includes pool, playgrounds, boat ramp, boat & RV storage and community center with Wi-Fi, gym and computer center.***



PPV Partner

- AMCC Tri-Command also has community events, Resident Advisory Board (RAB) and Department of Defense Education Activity (DoDea) schools.***

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** – Electronic Lease Acknowledgement
- **Addendum 2** – Discounts
- **Addendum 3** – Community Guidelines
- **Addendum 4** – Renter Insurance
- **Addendum 5** – Resident Safety Information
- **Addendum 6** – Fitness Center Access
- **Addendum 7** – Contact Information
- **Addendum 8** – Fire Prevention
- **Addendum 9** – Tree Swing

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

Fees and Payments

Tenants may be charged additional fees authorized by the lease and the DoN

The following are the fees authorized by the lease and the DoN:

- **Fee 1** – If a Service Member is Single and living in the Barracks, BAH will not START until they clear the barracks. MHO cannot start the PPV/BAH deduction until BAH starts. Service member's may move into housing prior to BAH starting and therefore will be required to pay 1-3 days out of pocket until BAH actually starts.
- **Fee 2 – NAVY**, If a Service Member is in the Navy, MHO cannot do a PPV/BAH deduction. The allotment system setup for the Navy is with MAC allotment. The allotment is started by AMCC or by the Service member.
The Service member will be requirement to pay out of pocket prior to the allotment starting. Example, if they move in on the 1st of the month, they will be required to pay for the full month's rent out of pocket. If they move in on the 15th of the month, they will be required to pay prorated for half month's rent. The next month's rent will be paid by the Navy MAC allotment.

It is important to read through and understand what you are signing. If you have questions, contact the PPV Partner and MHO if necessary

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

AMCC Tri-Command 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 AMCC Tri-Command
- ✓ Returns the home in good condition

AMCC Tri-Command 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

You are **strongly encouraged** to purchase renters insurance to protect against personal loss or liability due to unforeseen circumstances

*Renters Insurance is **NOT** part of the rent you pay to the PPV Partner

What is renters insurance?

A renters insurance policy is insurance for those renting any type of housing which protects your personal property against damage or loss and protects you from personal liability (i.e., financial loss) for damage to the rental property associated with your actions, or for someone that is injured while on the rental property you are occupying

Why purchase renters insurance?

The insurance carried by the PPV Partner doesn't cover your personal property if it is stolen or damaged as a result of a fire, theft, or other unexpected circumstances. If you want to protect your personal belongings, and have liability protection, purchase a renters insurance policy with 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

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 and report maintenance issues immediately to your PPV Partner



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



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



- Check your filters per directions by your PPV Partner
- Clean and monitor major appliances
- Check and 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



PPV Partners and MHOs across the nation are working towards installing window safety measures to ensure a safer environment for our Marines, Sailors, and their Families

Maintenance Issues

How to Report Maintenance Issues

- Report maintenance issues (maintenance emergencies, trouble calls, safety concerns, compliance issues) right away by contacting your PPV Partner
- For an emergency maintenance, call:
(877) 509-2424
- For an urgent maintenance, call:
(877) 509-2424
- For routine maintenance, call:
(877) 509-2424
- Maintenance Number:
(877) 509-2424
- Web Portal:

<https://www.rentcafe.com/residentservices/atlantic-marine-corps-communities-at-tri-command/userlogin.aspx>

- Download the App: Rent Café 



- RENTCafe.com helps you save time and manage your new rental effortlessly, from anywhere. Log into your [Resident Portal](#), make and keep track of rent payments, maintenance requests, and lease renewals.
- Submit routine service request and view current work order status.
- View your account balance and pay rent online.
- Receive notifications about the community, announcements and events
- Electronically submit residents forms.
- Update your contact information

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 and their families living in PPV housing have access to the dispute resolution process (DRP), ensuring prompt and fair resolution for housing issues. The DRP has two components: an informal and formal process.

1

Informal DRP

- If you notice an issue at your property, contact your PPV Partner to resolve it
- *You are encouraged* to utilize the informal process as your housing issue will be resolved in an efficient manner

2

Formal DRP

- You must first attempt to resolve your housing issue through the informal DRP before you can initiate the formal DRP
- The formal DRP is expected to take 30-60 days

Your MHO serves as your advocate throughout the informal and formal DRP. To explore the DRP further, please visit the Marine Corps MHO Website (<https://bit.ly/3n2zyGe>)

Informal Dispute Resolution Process

*The dispute resolution process starts with an informal process of communication between you and the PPV Partner. **You are encouraged** to utilize the informal process as your housing issue will be resolved in a more efficient and timely manner*



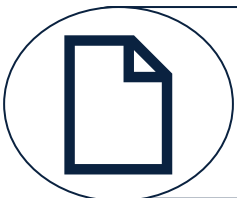
If you find a problem at the property where you currently reside, contact your PPV Partner so they can take steps to properly resolve the issue



Elevate to the PPV Partner Regional Manager if the action taken is unsatisfactory



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



If you are not satisfied that your housing issue has been solved, your MHO will provide you with a form which can be filled out, initiating the formal dispute resolution process

Formal Dispute Resolution Process

The formal dispute resolution process begins once you submit the request form provided by your MHO. You must first attempt to resolve your issue through the informal DRP before you can initiate the formal DRP



1. Complete Request Form

Complete Request Form and submit to the MHO who will determine eligibility



2. Participate in the Inspection

If the condition of the property is the subject of the dispute, the MHO will schedule an inspection of the property with your PPV Partner



3. Cooperate with the Investigation

The Investigator will review all records and conduct interviews as necessary



4. Recommend Action

Send recommendation to Regional Commander. If you disagree with the Commander's recommendation, submit a rebuttal



5. Final Decision Issued

Regional Commander will consider your rebuttal and provide you a final decision on the dispute

Dispute Resolution Process Issues

As a tenant, you can begin the dispute resolution process to resolve issues concerning the following rights and responsibilities:



Maintenance and repairs



Rental payments



Displacement rights



Lease termination



Inspections



Fees and charges

PARRIS ISLAND MILITARY HOUSING STAFF

Positions	Employees
Housing Director: Office Phone Number: Email Address:	Albert Kight Jr. 843-228-2853 albert.kight@usmc.mil
Housing Management Specialist: Office Phone Number: Email Address:	Diane McMullen 843-228-2853 diane.mcmullen@usmc.mil
Housing Management Assistance: Office Phone Number: Email Address:	Sharron Williams 843-228-2244 sharron.Williams@usmc.mil
Military Housing Advocate: Office Phone Number: Email Address:	Claudia Reyes 843-228-2687 Claudia.reyes@usmc.mil
Military Housing Quality Assurance: Office Phone Number: Email Address:	Wanda Powell 843-228-1162 wanda.Powell@usmc.mil
Military Housing Quality Assurance: Office Phone Number: Email Address:	Lawrence Washington 843-228-1137 lawrence.washington@usmc.mil

Connect with Marine Corps Housing



<https://www.mcrdpi.marines.mil/Resources/For-Depot-Personnel/Housing/>



N/A



N/A



N/A



N/A



For information on Marine Corps Housing policies, visit:
<https://bit.ly/3n2zyGe>