AR 210-12
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Army Regulation 210–12

Installations

Establishment of Rental Rates for Quarters Furnished Federal Employees

This copy is a reprint of this publication

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Headquarters
Department of the Army
Washington, DC
15 March 1977

SUMMARY of CHANGE

AR 210-12
Establishment of Rental Rates
for Quarters Furnished Federal Employees

This is transitional reprint of this publication which places it in the new UPDATE format. Any previously published permanent numbered changes have been incorporated into the text.

Headquarters
Department of the Army
Washington, DC
8 February 1977

*Army Regulation 210–12

Effective 15 March 1977

Installations

Establishment of Rental Rates for Quarters Furnished Federal Employees

This UPDATE issue is a reprint of the original form of this regulation that was published on 8 February 1977. Since that time, no changes have been issued to amend the original.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:
PAUL T. SMITH
Major General, United States Army
The Adjutant General

Summary. This revision of AR 210–12 implements changes made in DOD Instruction 4165.42, Establishment of Charges for Quarters and Related Facilities, dated 5 May 1971, and revised OMB Circular A–45, dated 30 October 1974.

Applicability. See paragraph 1–2.

Supplementation. Local supplementation of this regulation is permitted but is not required. If supplements are issued, Army staff agencies and major Army commands will furnish one copy of each to the Office, Chief of Engineers, HQDA (DAEN–REM) WASH DC 20314; other commands will furnish one copy of each to the next higher headquarters.

Suggested improvements. The proponent agency of this regulation is the Office of the Chief of Engineers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQDA (DAEN–REM) WASH DC 20314.

Distribution. Active Army, ARNG, and USAR, C. Air Force: B.

Contents (Listed by paragraph number)

Chapter 1
General
Purpose • 1–1
Applicability • 1–2
Explanation of terms • 1–3

Chapter 2
Policy
Basic rate principle • 2–1
Utilities principle • 2–2
Designation of all substandard family quarters as inadequate quarters • 2–3
Frequency of rental reviews • 2–4
Responsibilities of the Chief of Engineers • 2–5
Responsibilities of the installation commander • 2–6
Appraisals • 2–7
Appeals • 2–8
Exceptions • 2–9
Records • 2–10

Appendixes
A. Guidance for Establishing Rents and Charges
B. Data to be Included in Appraisal Reports

*This regulation supersedes AR 210–12, 8 March 1972.

RESERVED

Chapter 1
General

1–1. Purpose

This regulation sets forth the principles and general policies for establishing and administering rents for quarters and charges for related facilities supplied to:

a. Civilian employees of the Federal Government.

b. Members of the uniformed services.

c. Foreign nations (military and civilian).

d. All non-government personnel where housing is essential to the performance of a Department of the Army activity.

1–2. Applicability

This regulation is applicable to all installations and activities under jurisdiction or supervision of the Department of the Army in the United States, its territories and possessions, the Commonwealth of Puerto Rico (including quarters at installations permitted to Department of Defense (DOD) agencies) and in foreign countries, except as otherwise indicated. This regulation applies to the National Guard and Army Reserves.

1–3. Explanation of terms

For the purpose of this regulation, the following definitions apply:

a. Division Engineer—US Army Corps of Engineers.

b. District Engineer—US Army Corps of Engineers.

c. Quarters. All housing facilities supplied, under specific Department of the Army direction, as an incidental service in support of Government programs for which a rent and related fees are charged, or required to be charged, the occupant for use of the premises.

(1) *Includes:*

(a) Housing owned or leased by the Government as well as housing supplied by contract between the Government and private firms.

(b) Housing not only for direct Government employees but also for Government contractors, contractors' employees, and all other persons whose housing is essential to the performance of a Government activity.

(c) All housing units, housekeeping and nonhousekeeping, including trailers, furnished and unfurnished, supplied personnel (civilian employees, military personnel or others) under specific Government direction as an incidental service in support of Government programs.

(d) Inadequate public quarters occupied by military personnel on a rental basis.

(2) *Excludes:*

(a) Public quarters assigned to personnel in lieu of basic allowance for quarters (BAQ).

(b) Quarters available for occupancy by personnel where forfeiture of a portion of per diem travel allowance is required.

(c) Privately-owned Wherry housing.

(d) Government-owned or leased trailer parking facilities for lease of trailer sites (AR 405–80).

(e) Guest houses and other facilities operated substantially on the basis of nonappropriated funds primarily for purposes of welfare or recreation.

(f) Public quarters assigned, under 5 U.S.C. 5912, to civilian personnel in foreign areas in lieu of a living quarters allowance (LQA) under 5 U.S.C. 5923.

d. Utilities.

(1) Includes:

(a) Utility services as defined in AR 420–41.

(b) Related services when furnished as an individual service, such as lawn care, and garbage and refuse disposal, where these are not furnished by the communities where the housing is located.

(c) Janitorial and other custodial services, where not furnished occupants of comparable housing.

(2) Excludes those services typically provided by a local government agency which a station commander provides in the discharge of his or her overall responsibility and maintenance, such as police and fire protection, and snow removal.

e. Professional fee appraiser. A private citizen, preferably a resident of the area, who has at least the minimum qualifications of an appraiser, grades 11 through 15, as set forth in Civil Service Standards, occupational series GS 1171.

f. Employee representatives. One or more persons, employed by or attached to an installation, designated by an installation commander to determine rentals being charged in the private market and to recommend rates for rental quarters and other facilities. Employee representatives cannot be residents of the quarters being considered or subordinates of such occupants. In selecting employee representatives, the installation commander should ensure representation of the views of both management and occupants. Use of employee representatives is not authorized except in foreign countries, as noted in paragraph 2–7*b*.

g. Basic rental rate. The monthly rental value (comparable value) arrived at by application of the basic rent principle, i.e., comparison of Army-owned or controlled quarters, designated for occupancy on a rental basis, with comparable private rental housing. Facility charges (furniture, equipment, garage space, utilities, subsistence and laundry service, where furnished) will be excluded from the basic (shelter) rent.

h. Reasonable value. The value (fair rent value) arrived at by the application of the basic rent principle, or the principle as modified by allowable adjustments.

i. Rental quarters. Living units (housekeeping and nonhousekeeping; furnished and unfurnished) dwellings, such as apartments, dormitory rooms, bachelor quarters, trailers, VIP quarters, and other transient quarters.

Chapter 2
Policy

2–1. Basic rate principle

a. Rental rates for quarters, equipment, furnishings, and services furnished occupants, should be set at levels prevailing for comparable private rental accommodations in the nearest representative year-round community. Seasonal rentals should be discounted or modified appropriately. Rents and other charges may not be set so as to provide an inducement to encourage the occupancy of existing Government housing.

b. Rent determined for housekeeping quarters will clearly distinguish between charges for basic shelter rent and charges for equipment and furnishings, except that charges for equipment (such as ranges, cabinets, and refrigerators, etc.) will be included in the shelter rent for the unit if such practice is common for rental housing in the area.

(1) Where housing is provided with equipment and furnishings not included in the shelter rent, the additional charges will be based on the typical charge for such equipment and furnishings in comparable rental housing in the area.

(2) As an exception to (1) above, where excessive differentials occur in the private rental market between rents for furnished and unfurnished housing, the charge for equipment and furnishings shall be set at the level that will amortize the replacement value of the equipment and furnishings at the time of appraisal, during their estimated useful life, but not to exceed 10 years.

(3) The charges for furnishings in nonhousekeeping quarters may be included in rents assigned without distinguishing separately, and may be adjusted as provided in (2) above.

c. Rental rates for quarters and charges for related facilities supplied by the Department of the Army to foreign nationals (military and civilian) will be set as follows:

(1) In accordance with terms of any agreement between the United States and the foreign government involved.

(2) When there is no formal agreement as mentioned in (1) above, rates will be set in accordance with this regulation.

2–2. Utilities principle

As an extension to the principle of equivalence with private housing practice, charges for utilities for housekeeping quarters will be set at the local prevailing rates for similar services. Charges to occupants of rental quarters for utilities (such as heat, electricity, gas, water and ice), when furnished by the Government and metered or measured, will be set by application of domestic rates for similar services in the locality used for comparison. When utilities are not measured, charges will be set by comparison with the cost of such services to the occupants of comparable private rental housing. Such charges will be clearly identified and distinguished from charges for rent. However, in establishing rental rates for nonhousekeeping rooms, the room rent may combine shelter, rent and utilities without distinction. When utilities are not metered, the quantity of services furnished will be estimated by the Office of the Facilities Engineer. Charges for such services will be based on the local prevailing rates for comparable private rental housing as furnished by the appraiser. Where there is no local sales officer, the estimates of quantities will be made by the Division or District Engineer.

2–3. Designation of all substandard family quarters as inadequate quarters

a. Effective 1 July 1966, all substandard quarters, including Government-owned trailers, for which rents and charges previously were collected from the occupants were designated as "inadequate public quarters."

b. When such quarters are occupied by members of the uniformed services and their families, no more than 75 percent of the BAQ of the occupants shall be forfeited, provided that in no event shall the net rental charged to the member's BAQ be less than the cost of maintaining and operating the housing (42 U.S.C. 1594j). The total rental rate, plus charges for furniture and utilities (except telephone), will be adjusted so as not to exceed the quarters allowance of the occupant. Charges for O&M applicable to substandard quarters occupied by personnel of any of the uniformed services other than DOD military personnel, shall be levied against the applicable service. When such quarters are occupied by other than members of the uniformed services and their families, rents and charges will be collected from the occupants.

2–4. Frequency of rental reviews

a. Rental of Government-furnished quarters will be adjusted annually by application of the Consumer Price Index (CPI) maintained by the Bureau of Labor Statistics, Department of Labor, in conjunction with periodic surveys of the private rental market in the nearby representative private community. Charges for rental quarters shall be adjusted periodically in accordance with the following:

b. Periodic (cycle year) adjustments based on survey of the private rental market. Basic rental rates established for rental quarters shall be affirmed or adjusted by survey of the private rental market as follows:

(1) Every fifth year, or when the basic rental rate for the quarters has been increased by 30 percent through application of the rent series of US City average CPI (National Average CPI), whichever occurs first, provided that valid and realistic comparability with private rental rates has been established; or

(2) Every third year, if for any reason valid and realistic comparability with private rental rates has not been established; or

(3) Any year when changes in the private rental market in the nearby established community indicate a need to adjust basic rental rates on the basis of a survey of the rental market; and

(4) Utilities furnished by the Government and metered or measured will be adjusted whenever rate changes occur in the locality used for comparison.

2–5. Responsibilities of the Chief of Engineers

a. The Chief of Engineers or the Division or District Engineer, is responsible for the development of rental rates and charges for utility services for all quarters subject to this regulation. Detailed guidelines will be established for the development of rental rates and related charges for utilities, processing appeals, monitoring the rental program and furnishing necessary reports.

b. Division/District Engineers are responsible for furnishing the installation commander the dollar percentage figure for recomputation of rates for each rental unit. This figure will be based on the CPI furnished each Division District Engineer in October of each year.

2–6. Responsibilities of the installation commander

a. Installation commanders are responsible for furnishing to appropriate Division/District Engineers accurate lists of housing units subject to this regulation for establishment of rate schedules for rents and related utilities and service charges, and keeping such lists current as changes occur. Data furnished will include the following as appropriate:

(1) Number of quarters by type (Capehart, Wherry, Lanham Act, Appropriated Fund (MCP), BOQ, VOQ) and by style (detached single family, duplex one-story, or duplex two-story; BOQ/VOQ; living room, bedroom and bath or living room-bedroom combination and bath). Quarters that may be made available to transients will be identified separately.

(2) Building number or, as appropriate, address of each unit "keyed" to a representative-type unit.

(3) Services provided (by Government and separately by nonappropriated funds).

(4) Equipment furnished (ranges, cabinets, refrigerators).

(5) Furniture and furnishings (living, dining or bedroom furniture, drapes and curtains).

b. Installation commanders will promptly implement new rent schedules upon receipt from the Division/District Engineer. Schedules received for family housing any time from the first through the 20th of the month will require that the tenants be notified, no later than the first of the succeeding month. Schedules received after the 20th of the month shall be considered as being received the first of the following month.

c. Annual adjustments in the basic rental rate, to be effective on February 1 of each year, or at the beginning of the first pay period which starts on or after February 1 of each year, shall be made by applying the percent change furnished by the Division/District Engineer from the month in which the previous adjustment was based.

d. Upon receipt of notice of changes in local domestic utility rates occurring subsequent to receipt of rent schedules from the Division/District Engineer, installation commanders will promptly adjust utility charges for quarters and notify the Division/District Engineer in order that correct schedules may be maintained.

2–7. Appraisals

a. Rate schedules of rents, utilities, and other services will be developed by the Division/District Engineer, as outlined in paragraph 2–4, in accordance with the rental policy and guidance (App A) established by this regulation and the data contained in App B will be considered. Separate schedules will be prepared for transient quarters and will provide a daily rate rather than a monthly rate. Appraisals by qualified professional fee appraisers should be utilized in establishing schedules for the initial five-year period and each five-year period thereafter. When it has been determined to be in the best interests of the Department of the Army, professional staff appraisers may be used (in establishing schedules for the initial five-year period), provided prior approval is obtained from HQDA (DAEN–REE) WASH DC 20314.

b. In foreign countries, professional fee or staff appraisers may be used for appraisal of Department of Army quarters as each situation warrants. After an initial approval by a professional fee or staff appraiser, commanders in foreign countries may authorize the use of:

(1) Professional staff appraisers; or

(2) Employee representatives, for the subsequent five-year review and reappraisal of rent schedules of all quarters within their jurisdiction. Primary reliance will be placed on the professional staff appraiser when available. If a staff appraiser is not readily

available in the area, and a determination is made that securing either a local professional fee appraiser, if available, or a staff appraiser from the United States is not economical or feasible, employee representatives may be used to establish rental rates. Justification for the determination to use employee representatives will be documented and retained in installation files together with the rent appraisal.

2–8. Appeals

Installation commanders may appeal the schedules of charges for rents and utilities for quarters subject to this regulation in accordance with the following:

a. Consistent with DOD requirements any rent appeal will be processed so as to permit a decision by the reviewing authority and returned within 60 days after original receipt of the approved rent schedule by the installation commanders. Every reasonable effort will be made to comply with this requirement. If an appeal is made, the tenant(s) involved will be notified that the appeal has been made and that any adjustment of charges, upward or downward, resulting from the appeal will be made retroactive to the date the rental appealed from was first placed in effect. The increased rental rates, when collected, will be credited to the Finance and Accounting Officer's Suspense Account pending decision on the appeal. Upon a final determination, the applicable amounts, after any refunds to the housing occupants, will be transferred to the appropriate accounts as provided in chapter 6, AR 37–108. The appeal will be made in writing within 15 days after receipt of the approved rent schedule by the installation commander and will be addressed to the office from which the rent schedule was received. The appeal will reflect the date on which the schedule was received by the installation commander.

b. Where the installation commander considers that rent and utility schedules do not reflect reasonable comparability with local private rentals and are inconsistent with the basic rent principle he or she may appeal to the office which furnished the schedule, supporting this appeal with the facts and circumstances on which the appeal is based, indicating specifically which units and rates are considered inequitable and to what extent. The office responsible for making the schedule will carefully review the appeal and all data utilized in developing the schedule to insure that no discrepancies exist. Where discrepancies are found or the evidence furnished by the commander otherwise warrants further evaluation, investigation, or adjustment of the schedule, corrective action will be taken, approval thereof obtained in the same manner as the original schedule, and the resulting schedule submitted to the commander for implementation. Where no corrective action on the appeal is deemed justified by the approving authority, the commander will be notified with reasons in support of the action.

c. If an appeal is based on special grounds, such as (1) and (2) below, it will be referred through the major commander to HQDA (DAEN–REM) WASH DC 20314, for review and decision.

(1) *Space devoted to official use.* Where the use of a portion of a quarters is required for the purpose of accommodating official visitors, for official office space or for the general convenience of the public, special consideration may be given to a compensatory adjustment in rent. In such instances the installation commander should set forth in full detail the circumstances detracting from the otherwise reasonable value of the quarters to facilitate a proper evaluation and recommendation.

(2) *Excessive size or quality.* If quarters of similar size and/or quality to that which the employee would ordinarily select in the private market, are not available, and the employee is required to accept alternate housing, the quarters may not have the same reasonable value to the employee that would otherwise be reflected by comparison with private rental housing. Cases in this category will be considered only if suitable alternate housing is not available to the employee. In such instances, temporary rental adjustments may be made by the Department of the Army, if fully justified by the facts. Occupancy will not continue beyond one month subsequent to the availability of housing on the installation or in private housing similar in size and/or quality to which the employee is entitled.

d. Appeals of rentals affecting quarters pertaining to the Army National Cemeteries will be made to the Commanding General, The Adjutant General Center (HQDA (DAAG–PEM) WASH DC 20314) for consideration and final decision.

2–9. Exceptions

This regulation is not applicable to—

a. Quarters at civil works projects. Provisions and establishment of rents for quarters furnished Federal employees, contractors, and contractors' employees at civil works projects, will be in accordance with directives of the Chief of Engineers based generally on the basic principles and policies in this regulation.

b. Military Assistance Advisory Group (MAAG) quarters.

2–10. Records

Complete records of proceedings, findings, and recommendations and other documents relating to the development of rent schedules for quarters subject to this regulation, including any subsequent appeals actions pertaining thereto will be maintained by HQDA (DAEN–REM) WASH DC 20314. Complete records of appeal proceedings, findings, and decisions for rental rates at civil functions (National Cemeteries), will be maintained by HQDA (DAAG–PEM) WASH DC 20314, and an information copy furnished to HQDA (DAEN–REM) WASH DC 20314.

Appendix A
Guidance for Establishing Rents and Charges

A–1. Determining rents and charges

To establish rents and charges the Chief of Engineers or designee will either negotiate for and retain the services of professional fee appraisers or employ professional staff appraisers (para 2–7). Since the professional fee and staff appraisers will employ the generally accepted real estate concepts, standards, and criteria developed and used in their profession, appraisers, in carrying out their assignments, will consider but not be limited to the criteria listed below.

Note. Exception to this procedure is the use of employee representatives (para 2–7*b*). Employee representatives will not be permitted the discretion or leeway granted to professional fee appraisers but will adhere strictly to the policy and guidelines set forth in this regulation.

a. Focus attention on the basic rent principle that rents should be set at levels similar to those prevailing for comparable private housing in the same area.

b. Consider only those rentals which a willing tenant would pay a willing landlord with compulsion on neither party in a reasonably competitive market.

c. Give due consideration to all factors and amenities directly affecting the rental value of the Government quarters as compared to the relative desirability of privately-owned rental units.

d. Weigh the plus or minus monetary values assigned to compensate for each material difference in amenities.

e. In the case of a housekeeping unit, compare the Government unit only with the unfurnished value of privately-owned units; in the case of a nonhousekeeping unit, compare it with similar privately-owned furnished units (with similar utilities, services, and equipment).

f. Where housing is provided with furniture by the Government, an additional unit charge for such furniture will be made, based on the typical extra charge for furniture in comparable rental housing in the area. Adjustments may be made upward or downward to take into account any differences in the quality, quantity, and condition of the Government furniture and private furniture. When the differential in the local private market between rents for furnished and unfurnished housing units appears excessive, charges based on the following amortization formula may be established:

"The monthly charge to occupants for rental of furniture shall be set at the level that will amortize the replacement value at the time of appraisal, during the estimated useful life of the furniture, but not to exceed ten years."

Replacement value may be determined by direct comparison with the local used furniture market. Replacement value and estimated remaining useful life determinations may be made by the appraiser. A consistent policy must be followed in regard to charges for furniture for all housekeeping units on a single post or activity.

A–2. Itemization of charges for quarters

The total charge for occupancy of quarters will be itemized as follows:

a. Shelter rent. Includes, in addition to shelter rent, all public services except those included under "Utilities and Related Services" (*b* below) and "Nonappropriated Fund Services", (*c* below) and telephone service.

b. Utilities and related services. Includes electric power, steam, compressed air, water, sewage and garbage disposal, natural, manufactured, or mixed gas, ice, and mechanical refrigeration, when furnished by the Government. It does not include telephone service, charges, which are governed by AR 105–23.

c. Nonappropriated fund services. Includes all services financed from nonappropriated funds.

A–3. Charges for utilities

Charges to occupants for utilities should be set by comparison with local domestic rates for similar utilities, as they are provided. Utilities should be metered whenever possible. When utilities are not metered, the quantity of utilities furnished will be estimated by the Facilities Engineer sales officer or by the Division/District Engineer when there is no local sales officer.

A–4. Appraiser's report and certificate

A full record of the findings and recommendations of appraisers is required. In order to provide a uniform appraisal reporting procedure, a certificate of appraisal and a detailed appraisal report, reflecting as minimum requirements the items listed in this appendix, shall be required of the appraisers including employee representatives and retained by HQDA (DAEN–REE) WASH DC 20314, for audit and review purposes.

A–5. Review of appraisal reports

Those making appraisals are alerted to the following items which have been considered in the review of appraisal reports to have frequently resulted in unrealistic rents and charges.

a. The deduction of taxes from comparable private rents on the basis that the Government does not pay taxes and, therefore, can charge a corresponding lower rent.

b. Establishment of civilian rents depressed from true comparability, in order to recruit or retain key personnel.

c. Too liberal application of allowable deductions. In no instance will the rental rate, after all adjustments, be less than 50 percent of the basic rate.

d. Establishment of rents on the basis of comparison with company-owned (or otherwise subsidized) housing.

e. Too liberal application of isolation factors.

f. Maintaining the gross rent comparable to gross rents for private housing, but shrinking the shelter rent portion to permit an overly generous recovery of charges for utilities. (The amount of utilities services furnished will be metered by the Facilities Engineer Sales Officers. In the event the estimated amount of utilities services furnished appears excessive, such officers should be requested to install meters.)

g. Establishment of a shelter rent below comparability because the comparable rates exceed the BAQ of the military occupant, or exceed the BAQ forfeited by military personnel for equivalent or more adequate public quarters.

h. Deduction of a profit made by private landlords on the theory that the Government cannot or should not charge rents resulting in profit.

i. Discrimination (e.g., establishing different rents for civilian and military occupancy).

A–6. Special consideration applicable to "Fair Rent Value of Inadequate Public Quarters"

When appraising inadequate public quarters, appraisers shall arrive at a fair rent value, irrespective of the fact that a military occupant will not forfeit more than 75 percent of BAQ, except that in no event shall the net rental charged to the member's BAQ be less than the cost of maintaining and operating the housing. Particular attention should be given to the requirement that the rental rate after adjustments will not be less than 50 percent of the basic rental rate.

A–7. Exceptions

Permissive exceptions are as follows:

a. Appraisals for quarters scheduled for inactivation within one year of the scheduled triennial appraisal are not required.

b. In all cases where an exception to the rule of equivalence with private rents, utilities, and services is considered necessary, HQDA (DAEN–REE) WASH DC 20314, will be apprised promptly of the rent determined and the reasons for the determination. HQDA (DAEN–REE) WASH DC 20314, will review and transmit the request to higher authority for approval.

A–8. Territories and possessions

The general policy is to be applied in the territories and possessions. However, the method of determining specific rates in each area will require approval in advance. Proposals must demonstrate that the method to be used will be impartial and consistent for all rental quarters in the same area, and that rents and other charges

will be set at the reasonable value of the quarters and other facilities. The major Army commander will submit such proposals to HQDA (DAEN–REM) WASH DC 20314, for review and submission to higher authority for approval.

Appendix B
Data to be Included in Appraisal Reports (Where Applicable)

1. Construction details.

Physical description of quarters evaluated by type (brick, frame, stucco, etc.).
Classification (apartment, house, BOQ/VOQ, dormitory/barrack, etc.).
General grade of construction work.
Materials and decoration.
Number of rooms.
Floorspace.
Porches and garages.
General appearance and condition.

2. Equipment and accessories (exclude ordinary furnishings).

Refrigeration.
Cooking facilities.
Kitchen cabinets.
Closet space.
Built-in conveniences.
Screening.
Elevators.
Telephone service.
Utilities.
Plumbing.
Air conditioning.

3. Site conditions.

Approximate lot size.
Approximate lot size for each living unit.
Approximate access (street and road frontage).
Restrictions.
Land improvements (walks, driveways, shrubbery, lawns, topography, etc.).
Hazards.

3. Neighborhood development data.

Desirability of location or local zoning regulation.
Public transportation.
Schools.
Shopping facilities.
Recreation facilities.
Supply and demand for housing.
Population statistics.
General trend and development.

5. Comparable rental data.

Show the result of the comprehensive survey on current rental rates, for the most nearly similar privately-owned housing in the nearest comparable neighborhood or community.

Compile, tabulate, and analyze typical rental rates and identify and describe subject properties as for Government quarters.

6. Comparable relationships.

Discuss the relative merits of Government quarters in comparison with similar private housing.

7. Correlation of rental value.

Discuss the basic reasoning supporting final rental value for each distinctive rental bracket.

8. Photographs.

Attach photographs of typical views of the quarters appraised; also, of the typical private housing unit(s) cited as comparable rental(s).

9. Appraisal certificate.

I (we) hereby certify that I (we) have carefully examined the property described and the estimates as developed in this report represent my (our) unbiased judgment of the present fair market rental value of the _____, subject only to all the assumptions and limitations as specifically set forth herein.

I (we) further certify that I (we) have no past, present, or future interest in the property which would influence the preparation of this report.

(Employee representatives) I (we) further certify that I (we) do not occupy the property described and such property is not occupied by my (our) superiors.

DATE: Prepared by:

_____
(Signature and title)

_____
(Signature and title)

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