



**15. HOUSEHUNTING TRIP (Binding Decision)**

**HHT MUST BE COMPLETED BY EMPLOYEE PRIOR TO EOD AND BY SPOUSE PRIOR TO EN ROUTE TRAVEL**

|  |   |   |  |
|--|---|---|--|
| <b>a. TRIP IS REQUESTED FOR</b><br><input type="checkbox"/> (1) EMPLOYEE <input type="checkbox"/> (2) BOTH<br><input type="checkbox"/> (3) SPOUSE <input type="checkbox"/> (4) N/A | <b>b. EN ROUTE MODE</b><br><input type="checkbox"/> (1) POV <input type="checkbox"/> (2) AIR<br><input type="checkbox"/> (3) _____<br>(OTHER) | <b>c. CAR RENTAL REQUEST</b><br><input type="checkbox"/> (1) YES<br><input type="checkbox"/> (2) NO | <b>d. NUMBER OF DAYS REQUIRED (NTE 10)</b><br><input type="checkbox"/> (1) ACTUAL _____ DAYS<br><input type="checkbox"/> (2) FIXED/LUMP SUM METHOD |
|--|---|---|--|

**16. TRANSPORTATION OF HOUSEHOLD GOODS FROM OLD DUTY STATION**

|   |                                       |                                |   |
|---|---------------------------------------|--------------------------------|---|
| <b>a. LOCATION (Street, City, State, County)</b><br>_____ | <b>b. EST. SHIPMENT DATE</b><br>_____ | <b>c. EST. WEIGHT</b><br>_____ | <b>d. TEMPORARY STORAGE REQUESTED (Not to exceed 60 days)</b><br><input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO |
|---|---------------------------------------|--------------------------------|---|

**NOTE: TEMPORARY STORAGE COSTS OVER 30 DAYS ARE TAXABLE AND THE EMPLOYEE IS RESPONSIBLE FOR TAXES DUE.**

|  |  |
|--|--|
| <b>e. TRANSPORTATION OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT NEEDED (Itemized inventory and special authorization required)</b><br><input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO | <b>f. RELEVANT NOTES REGARDING MOVE (i.e. Special care items, two pickup locations, etc.)</b><br>_____ |
|--|--|

**17. TEMPORARY QUARTERS SUBSISTENCE EXPENSE (Binding Decision)**

|   |  |  |
|---|--|--|
| <b>a. NEEDED</b><br><input type="checkbox"/> (1) YES<br><input type="checkbox"/> (2) NO<br><input type="checkbox"/> (3) N/A | <b>b. NUMBER OF DAYS REQUIRED</b><br><input type="checkbox"/> (1) ACTUAL _____ NTE 60 DAYS<br><input type="checkbox"/> (2) FIXED/LUMP SUM (NTE 30 DAYS - NO EXTENSIONS)<br><input type="checkbox"/> (3) NO OF PERSONS EXPECTED IN TQ _____ | <b>c. DATE TQ IS EXPECTED TO COMMENCE</b><br>_____ |
|---|--|--|

**18. REAL ESTATE**

|  | RESPONSE (Check)                |                                  |                      |
|--|---------------------------------|----------------------------------|----------------------|
|  | YES                             | NO                               | N/A                  |
| <b>a. DO YOU OWN REAL ESTATE AT YOUR OLD DUTY STATION?</b>   |                                 |                                  |                      |
| <b>b. DO YOU PLAN TO SELL YOUR REAL ESTATE AT THE OLD DUTY STATION WITHIN 1 YEAR AFTER YOUR REPORTING DATE? (If "yes," complete items 18h and i below.)</b>                        |                                 |                                  |                      |
| <b>c. IF AUTHORIZED BY YOUR CENTER, DO YOU PLAN TO UTILIZE THE HOME SALE PROGRAM TO SELL YOUR REAL ESTATE AT THE OLD DUTY STATION? (If "yes," complete items 18h and i below.)</b> |                                 |                                  |                      |
| <b>d. DO YOU PLAN TO PURCHASE REAL ESTATE AT THE NEW DUTY STATION WITHIN 1 YEAR AFTER YOUR REPORTING DATE? (If "yes," complete item 18j below.)</b>                                |                                 |                                  |                      |
| <b>e. ARE YOU CURRENTLY LEASING A RESIDENCE AT THE OLD DUTY STATION? (If "yes," complete items 18k and l below.)</b>   |                                 |                                  |                      |
| <b>f. ARE YOU OBLIGATED TO PAY ANY PORTION OF AN UNEXPIRED LEASE AT THE OLD DUTY STATION? (If "yes," complete item 18m below.)</b>   |                                 |                                  |                      |
| <b>g. DO YOU PLAN TO USE PROPERTY MANAGEMENT IN LIEU OF SELLING YOUR RESIDENCE AT THE OLD DUTY STATION?</b>  |                                 |                                  |                      |
| <b>h. NAMES CURRENTLY LISTED ON THE DEED OF TRUST (if applicable)</b>  | <b>i. EST. SALE PRICE</b>       | <b>j. EST. PURCHASE PRICE</b>    |                      |
| <b>k. NAME ON LEASE AGREEMENT (if applicable)</b>  | <b>l. MONTHLY RENTAL AMOUNT</b> | <b>m. UNEXPIRED LEASE AMOUNT</b> |                      |
| <b>SIGNATURE OF EMPLOYEE</b><br>_____  |                                 |                                  | <b>DATE</b><br>_____ |



## CONUS - Information Covering Persons Transferred or Appointed to First Duty Station

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