

USDA—Forest Service QUARTERS ASSIGNMENT AGREEMENT <i>(Ref. FSM 6445)</i>	1. Region	2. State	3. County	4. Installation Name	5. Installation No.
	6. Management Unit			7. Quarters Number	

PART I - OCCUPANCY DATA

1. Name of Occupant	2. Quarters Address
3. Level of Employment (<i>x appropriate box</i>) <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> 1. Agency Employee <input type="checkbox"/> 2. Department Employee <input type="checkbox"/> 3. Federal Employee <input type="checkbox"/> 4. Contractor's Employee </div>	

PART II - AGREEMENT

The _____ (*hereinafter called the Agency*) hereby assigns to _____ (*hereinafter called the occupant*) public quarters described above.

Rent shall be \$ _____ per month.

If occupant is a Government employee, rent shall be payable biweekly through salary deductions in accordance with section 5911(c) of Title 5, United States Code.

If occupant is not a Government employee, rent shall be payable biweekly by cash collection.

The rent shall be subject to annual adjustments utilizing the Department of Labor Consumer Price Index (CPI) for Wage Earners and Clerical Workers Rent Series. The occupant will be notified in writing at least 30 days in advance of the rent adjustment which will become effective the first full pay period in February of each year. A rental resurvey will be done and new rates will be implemented every five years or when the accumulative CPI reaches 40%, whichever comes first. A new quarters assignment will be required whenever rates are revised following a rental resurvey.

Occupancy of the subject quarters shall begin on _____. If occupant is an agency employee, occupancy shall end upon expiration of occupant's employment at this location, unless previously terminated at the option of either party upon _____ days written notice. If occupant is not an agency employee, occupancy shall end on _____ unless previously terminated at the option of either party upon _____ days written notice.

As a part of the consideration set forth above, the agency will maintain the quarters to a fair condition and furnish occupant with the following equipment, utilities, and other services during the period of this assignment:

GENERAL TERMS AND CONDITIONS

The premises shall be used for residence purposes only. The premises shall not be assigned or sublet by occupant in whole or in part, nor shall any business be conducted on the premises unless authorized in writing by the Regional Forester or his designated representative.

Occupant shall make minor repairs and maintain the premises in a clean, sightly, and safe condition at all times. Upon vacating the occupant shall leave the quarters in a clean and orderly condition.

Occupant shall make no major repairs, alterations, improvements or additions to the premises; however, should the occupant make any alterations, improvements or additions they shall become and remain the property of the United States.

Occupant shall be charged normal rent for quarters during temporary periods of absence.

Occupant shall occupy quarters and control his/her family and guests in such a manner as not to interfere with agency operations at the installation.

An authorized Forest Service representative shall make advanced arrangements for the purpose of examining the premises and to make repairs or alterations.

Any damage, except reasonable wear and tear (FSM 6445.6(3)) resulting from neglect of occupant, his/her family and guests, shall be repaired by occupant at own expense when ordered to do so by an authorized Forest Service representative. Any repairs so occasioned may be made by the Forest Service, at its option, the cost of same to be reimbursed by occupant by cash payment or payroll deduction. Determination of abnormal wear and tear will be based on an inspection made before and after occupancy.

Subject also to any additional terms and conditions applicable to the installation and its quarters as set forth on exhibit(s)

_____ and _____ attached hereto and made a part thereof.

(Date)

Forest Supervisor (Signature)

(Date)

Occupant (Signature)

CERTIFICATION: Occupancy of the subject quarters by the named occupant _____ is _____ is not mandatory under the definition of required occupancy in FSM 6445.03 and 5 U.S.C. 5911(e). (If occupancy is required, attach a copy of FS-6400-21.)

NOTICE OF GRIEVANCE RIGHTS: You have the right to grieve rental rate adjustments, or other changes pursuant to the instructions contained in FSM 6445.5. The filing of a grievance shall not delay implementation of the revised rental rate. The employee shall be credited with whatever over-payment may have resulted from the time the grievance is filed to the time the favorable decision has been made.