

U.S. DEPARTMENT OF THE INTERIOR
QUARTERS ASSIGNMENT AGREEMENT

NAME OF OCCUPANT: _____		SOC. SEC. NO: _____	
INSTALLATION: _____	ORG. CODE: _____	QUARTERS NO: _____	
PAYMENT: <input type="checkbox"/> PAYROLL DEDUCTION	BILLING ADDRESS: _____		
<input type="checkbox"/> BILL FOR COLLECTION	BENEFITTING ACCT: _____		

TYPE OF OCCUPANT: Bureau Employee Volunteer Contractor Employee
 Essential Cooperator Federal Employee Other: _____

The _____ (hereinafter called the bureau) hereby assigns to the above named occupant Government quarters described above.

Rent shall be \$_____ bi-weekly, as indicated on the attached Rent Computation Schedule. If occupant is a bureau employee, rent shall be payable bi-weekly through salary deductions in accordance with 5 U.S.C. 5911(c). If occupant is not a bureau employee, rent shall be payable _____ by cash collection. The rent shall be subject to automatic periodic adjustments due to rental surveys and annual adjustments required by OMB Circular A-45 and the Departmental Quarters Handbook (400 DM). The occupant will be notified in writing at least 30 days in advance of rent adjustments. Baseline rental surveys, or appraisals, are usually conducted every five years. Annual adjustments shall become effective at the beginning of the first full pay period in March of each year. A new Quarters Assignment Agreement will be required only when the rent is revised pursuant to a baseline survey or appraisal.

Occupancy of the subject quarters shall begin on _____. If occupant is a bureau 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 a bureau employee, occupancy shall end on _____, unless previously terminated at the option of either party upon 30 days written notice.

As part of the consideration set forth above, the bureau will furnish the occupant with the following related facilities (furnishings, utilities and services) during the period of occupancy: _____

CERTIFICATION: Occupancy of the subject quarters by named occupant is is not mandatory under the definition of required occupancy in 400 DM 8.1B. (If occupancy is required, attach a copy of Form DI 1872, Certificate of Required Occupancy). The requirement to occupy Government quarters is is not a condition of employment. The requirement to occupy Government quarters is is not for the convenience of the Government. The assigned quarters unit is is not located on the premises of the Government.

(CONTINUED ON REVERSE SIDE)

