

RENTAL/SALE LISTING FORM

Navy Housing Welcome Center
 7924 14th Street
 Norfolk, VA 23505
 Email: nrfk.cnrma.realty.fct@navy.mil

PHONE: Commercial (757)-444-3411
 Toll-Free (800) 628-7510 DSN: 564-3411
 FAX (757) 444-1544

Street Address:		Apartment /Unit Number:	
City:		State:	Zip
Location/Subdivision:		Complex name:	
Owner/Manager/Contact: <i>(Management Company – First & Last Name):</i>			
List email address:			
Phone Numbers:			
Work:	Home:	Cell:	
Available Date (mm/dd/yy)	Type: <i>(see back for details)</i>	Age of Unit <i>(in years)</i>	
Minimum Lease Required:	# of Units:	# of Vacant:	
Rent Amount <i>(monthly):</i>	Sales Price:	Deposit:	
Furnished: YES <input type="checkbox"/> NO <input type="checkbox"/>	# of Bedrooms:	# of Bathrooms:	
Square Footage:		Military Clause YES <input type="checkbox"/> NO <input type="checkbox"/>	

Note: From the available date, rentals are to be renewed every 60 days; sales every 6 months please call the above number once the unit has been rented or sold. Completely fill out form; if not applicable to you, please mark: NA.

List nearby Schools:

Additional information/Remarks/Restrictions:

The housing Office would like to inform you of two ways to list your property for rent. The conventional listing in which case all you need to do is to fill out this form and return it to the receptionist. OR Rental Partnership Program: You may list your rental through this program to receive rent paid by allotment with a 12 month lease. In return the service member's rent will be set 5% below the current market rent. Other restrictions apply. If interested, please ask the receptionist to speak to a counselor.

Housing discrimination on the basis of race, color, religion, national origin, sex, elderliness, familial status, or handicap is illegal in the State of Virginia

PLEASE CHECK THE APPROPRIATE ITEMS THAT DESCRIBE THE UNIT

- Type of Unit**
- Apartment
 - Condo
 - Duplex

- House
- Mobile Home
- Studio
- Townhouse

- Air Conditioning**
- Central
 - Window
 - None

- Kitchen Appliances**
- Dishwasher
 - Garbage Disposal
 - Refrigerator
 - Stove/Oven
 - Trash Compactor

- Fees**
- Clubhouse
 - Condo
 - HOA
 - Amount _____

- Fence**
- Fence
 - Partial
 - Privacy
 - Front
 - Back

- Fireplace**
- Fireplace
 - W/Insert
 - W/Woodstove
 - Electric
 - Gas

- Flooring**
- Carpet
 - Hardwood Floor
 - Tile
 - Vinyl

- Heat**
- Electric Heat Pump
 - Electric
 - Gas Heat Pump
 - Oil

- Propane
- Gas

- Laundry Facilities**
- Coin Op on Premise
 - Washer Hook-up
 - Dryer Hook-up
 - Washer
 - Dryer
 - None

- Parking**
- Assigned
 - Carport
 - Driveway
 - Garage
 - Off-Street

- Pets**
- Yes (Dog ___ Cat ___)
 - No
 - Negotiable
 - Non-Refundable Deposit \$_____ Amount
 - Refundable Deposit \$_____ Amount
 - Monthly Fee \$_____ Amount

- Utilities included in Rent**
- All
 - None
 - Some
 - Electric
 - Gas
 - Heat
 - Sewage
 - Trash
 - Water

- Rooms**
- Attic (Finished/Unfinished)
 - Basement (Full/Partial)
 - Breakfast Nook
 - Dining Area
 - Dressing Area
 - Eat-in Kitchen (EIK)
 - Family Room/Den
 - Formal Dining Area
 - Great Room
 - Living Room
 - Loft
 - Recreation/Game Room
 - Spare Room
 - Storage Room
 - Study/Office
 - Upstairs
 - Utility Room
 - Walk-in Closet

- Grounds**
- Porch
 - Enclosed
 - Screened
 - Patio
 - Pool
 - Covered
 - Above Ground
 - In-ground
 - Hot Tub
 - Deck
 - Balcony
 - Landscaped
 - Treed
 - Shed
 - Workshop

- Amenities**
- Bay Window
 - Blinds
 - Bookcases
 - Cathedral Ceiling
 - Ceiling Fan (s)
 - Curtains
 - Drapes
 - Cable Hook-Up
 - Remodeled
 - Garden/Roman Tub
 - Intercom System
 - Jacuzzi/Whirlpool Tub
 - Security System
 - Shades
 - Skylights
 - Vaulted Ceilings
 - Wallpaper
 - Wet Bar

- Apt/Condo/Complex Amenities**
- Basketball Courts
 - Clubhouse
 - Fitness Center
 - Hot Tub
 - Jacuzzi
 - Playground
 - Pool
 - Sauna
 - Tennis Courts
 - Tot Lot
 - Volleyball Courts
 - End Unit
 - Waterfront
 - Bay
 - Canal
 - Creek
 - Deepwater
 - Lake
 - Ocean
 - River
 - Tidal
 - Bulkheaded
 - Dock
 - Pier