

# Your Service Family Accommodation Furniture Service

As part of your accommodation choices, you can opt to live in furnished, part furnished, or unfurnished SFA and Substitute Service Family Accommodation (SSFA). Note that your selection will affect your accommodation charge which will be adjusted accordingly.

If you decide you require furniture you can use the furniture service. Details of the items that are available can be found in JSP 464 Annex B, which will also set out your scaling requirements.

A request for furnishing must be made at the time you apply for accommodation and you must state this on the SFA application Form (MOD Form 1132). Your request will be checked against your entitlement and the property size you have been allocated. If there are any issues in your selections then we will contact you in advance of the move in to advise you of these.

The requested furniture will be delivered to your home in time for your Move In appointment. The furniture will be clean and in good condition. You will be asked to sign for the inventory of items (and their current condition) as part of the move in appointment process.

During your occupancy, you may wish to remove some or all of the furniture, or even order more furniture. This is typically called an 'in occupancy request' and is normally allowed once during your occupancy as specified in the Tri Service Accommodation Regulations, Joint Service Publication 464, Chapter 7, section 2, para 0711. However there are some exceptions to this rule, as follows:

- If you have lived in the same property for over 3 years.
- You have had a new addition/s to your family.
- If your additional request is to support a disability or special need.
- If you are about to head off on an overseas posting and your own furniture has been shipped in advance.
- If the DIO Service Manager authorises it as a result of a borderline decision or a complaint re: the furniture service.

**Please note that an additional request that changes your furniture status from fully furnished to partly or unfurnished, or vice versa, is not regarded as an 'in occupancy request'.**

You are responsible for the furniture when it is in the property and you will be charged for any missing furniture or damaged items above normal wear and tear when you move out. Depending upon the severity of the damage, or if an item is missing, this charge will be up to the full replacement cost of the item. Please be aware that it is your responsibility to inform the Helpdesk if there is any damage to the property, including the furniture.

There are two levels of charges for using the furniture service, part or fully furnished which are calculated by points. Each type of furniture item has a point's value (Annex B). Dependent upon the type and quantity of items you choose, if the total exceeds the 50 point threshold this will be classed as fully furnished. If you change your furnishing levels during your tenancy your points will be recalculated. If the points do not fall below the threshold or to 0, then there will be no change to your furniture charge.

When you come to the end of your tenancy, the furniture will be removed from the property following move out. Please advise the Accommodation officer during your Pre Move Out appointment that you have furniture service items which need collection, so we can promptly cease any charges from your pay.

