



HOUSING SERVICE CENTER (HSC)

Room#501, Tower A, Centum Sky Biz,

Centum Jungang-Ro 97, Haeundae-Gu, Busan, Korea

MEMORANDUM FOR LEASING OFF-BASE HOUSING

FROM: HOUSING SERVICE CENTER (HSC) IN BUSAN

SUBJECT: Guidelines for Renting Places at Off-Base in Busan

1. Housing Service Center (HSC)'s Responsibilities

: Members who are authorized to reside off-base MUST process all lease through the Housing Service Center.

: The HSC will provide Housing Referral Services (HRS) to active duty and U.S DoD employees for quality off-base housing and related services.

2. Referral Processing Required Documentations

< Military Service Member >

- 1) DD Form 1746 (Housing Application form & Sex Offender Policy Acknowledgement & Disclosure Form)
- 2) Permanent Change of Duty Station (PCS) Order
- 3) (ONLY Accompanied) Dependency Application Record of Emergency Data (NAVPERS 1070/602)
- 4) (ONLY Accompanied) Command Sponsorship documents (Working with Admin department)

- The Unaccompanied Service member who got approved to live in the Off-base by UH should submit below documents.
 - a) Certification of Non-availability of Government Quarter (CNA)
 - b) Special Request form (NAVPERS 1336/3)

< DoD Civilian Member >

- 1) DD Form 1746 (Housing Application form & Sex Offender Policy Acknowledgement & Disclosure Form)
- 2) Civilian's TCS Order (DD Form 1614) or Transportation Agreement (DD Form 1617)
- 3) Letter of Employment (If you are family member, your dependents information has to be included on the LOE.)

3. Processing Steps of the Housing Referral Service (HRS)

- 1) Submit requested documentations.
- 2) Contact to Busan Housing Service Center to make a housing orientation schedule.
- 3) Attend the housing orientation. (Room 501, Tower A, Centum SKYBIZ Building)

- Centum SKYBIZ Building Address: Centum Jungang-ro 97, Haeundae-gu, Busan, Korea

4) Showing service by...

a) Authorized real estate agent educated by HSC

- **HEADS UP!** : You can't change the real estate agent or break the lease because of the issue between the realtors and the tenant. During the housing orientation, housing staff fully explained capability of each realtors. You need to take the responsibility of your decision.

b) Local real estate agency (Read the 'HEADS UP' below)

c) Yourselves (Read the 'HEADS UP' below)

- **HEADS UP (b, c)!** : If you go through with Local realtor or landlord personally, the following issues will be language barrier and persuaded Navy lease terms and conditions, especially 'Military Clause' including the kitchen appliances/items. You have to take the all the responsibility regarding all lease terms and conditions and all the issues that may occur in the future. Housing staff can support only to fill up the lease agreement, OHA report and MIHA report, but will not involve if there is any issue happen in the future.

5) Select the property.

- **HEADS UP!** : You can't keep/hold the several properties at the same time to prevent double-booked of the property. Please make your decision clearly and take the responsibility that you've chosen the apartment. Once you select the apartment, please inform to the realtors and also Housing Service Center. Even though you only informed to the authorized realtor, still the realtor will contact to Housing department to process your lease signing.

6) Confirm the 'Confirmation email of the property' sent by Housing department.

7) Make a lease agreement with move-in inspection on the same day.

- **How to get into the apartment building main entrance**



- **RECOMMENDATION:** Before setting up your move-in date, please coordinate your check-out date with hotel front desk in advance. According to their policy, there is possibility that you may pay the cancellation commission fee. For your convenience, we recommend to arrange HHG's schedule with your first date of lease, In addition, you MUST check-out from the hotel the day when you move-in because your TLA will stop and start the OHA based on your move-in date.

□ What to bring on the lease signing day

- 1) You/Your family passport's pictures
- 2) Car Registration documentation (If you have a vehicle that has a permanent car plate.)

8) Get a sign of COS on your OHA Report and submit to your Admin department and HSC.

4. Temporary Lodging Allowance (TLA) Information

- TLA begins when member and dependents arrived at the Permanent Duty Station and government quarters are not available. Member has to report to Command Pay Processing Administrator (CPPA) prior to payment of TLA.
 - On arrival (INBOUND): All Temporary Lodging Facilities (TLF) must be within the vicinity of Permanent Duty Station (PDS). Members will be advised to aggressively seek permanent quarters, keep an accurate record of expenses for lodging and to register and inform HSC in obtaining permanent quarters. The initial entitlement to arrival TLA is based on the member's arrival date in Korea and is not to exceed the 60 day limitation. If member exceeds 60 days then approval from Regional Commander (CNFK) is required.
 - On Departure (OUTBOUND): Payment of TLA upon departure from the permanent duty station where Government Quarters are Available will not exceed 1 day. For Non-Government Quarters TLA will not exceed 10 days. If you lost current command, current Admin department can't process your TLA. In this case, please submit all documents to the next Command to get reimbursement.
- No Third-Party Reservations: Please make hotel reservations directly with the hotel. Reservations made through third-party websites (e.g., hotel.com, Agoda, etc.) will not be accepted.
- To generate TLA Claim form, **you should submit the 'HOTEL INVOICE' which has to be 'DAILY ITEMIZED' with 'ZERO BALANCE.'**
- You can't use the TLA for personal reason such as pick-up your family in Pyeongtaek or vacation to another area in Korea. TLA MUST use for finding the property aggressively in your Command area.
- The process of TLA
 - 1) HSC receives Housing Application form from the member and register the SVM's information on the EMH (Housing Management website).
 - 2) Member who arrived in Korea, stay in Hotel until they found their house.
 - 3) Member should submit the hotel invoice to the Family Housing.
 - 4) When FH receive the hotel invoice, input the information in TLA section on the EMH and send the TLA form to the member.
 - 5) The member fills up the TLA Claim form including the signature as following the FH request.
 - 6) When member complete to fill up TLA form and send it back to FH, FH check the TLA form and sign in FH line with stamp.
 - 7) Send the completed TLA form with hotel invoice to the Admin department and CPPA uploads it to the TOPS.
- Sponsor Guidance: Sponsors should assist prospective gains in avoiding third-party reservations and ensure they book directly with the hotel to obtain itemized receipts for smooth reimbursement.

5. Rent Payment

< Military Service Members >

- Payment will be made in the local currency to prevent members from losing money as a result of currency exchange-rate fluctuation.
- Only month to month payment basis is authorized. Lump sum payment is not allowed which means Jeonse is also not allowed.
- Utilities and Rent shall be made separately.

- Members should use the rent receipt the HSC provided for each payment, so as not to make any financial complications in future and submit the copy of the receipt when terminations.
- Regarding delinquent rent or utility payment over 2 weeks, HSC must keep the member's chain of command in the loop along with proving documents. Also, the termination letter won't be issued to the CPPA before the rent payment paid to the landlord.
- **G.I. Bill pay Service:** G.I. Bill Pay Service provides bill payment services for Americans overseas. They electronically debit money from customer's U.S. bank accounts, convert the dollars to the local currency, and pay the bills the customer has asked them to pay. There is a service cost and it depends on what service you are signing up for. The monthly fee can be as low as \$3.50 or as high as \$15.00. The typical customer using their service to pay rent and utilities will have a monthly fee of \$6.50. Contact your local office for further details. Further information, please check-out website "www.gibillpay.com".

1) Osan Office

- TEL: 031-664-6300/6301

- FAX: 031-664-6302

- E-mail: Osan@gibillpay.com

2) Humphreys Office

- TEL: 0503-353-8059

- FAX: 031-691-0708

- E-mail: humphreys@gibillpay.com

< DoD Civilian Member >

- Payment will be made in US Dollars to prevent members from the losing money as a result of currency exchange-rate fluctuation. However, it can be changed according to each organization's policy and instruction.
 - For CFAC (NAVY): **One year Living Quarters Allowance (LQA) payment is authorized.**
 - For DCMA: **Monthly payment basis and Local currency payment are recommended.**
- If members leave earlier than lease term since they get the government official order, remaining advance payment can be calculated by pro-rated (day-by-day calculation) and will be returned to members.
- It is highly recommend that lease should be made within 90% of your authorized LQA. We're not responsible for possible complications result from using the maximum amount of LQA authorized such as financial problems.
- You should submit one copy of the receipt of the LQA payment to a landlord and the HSC.
- Depending on the property/landlord/realor, they may suggest you to set-up the Utility CAP to prevent the overuse utility.
- You can choose the one of the options for the lease period below. (ONLY FOR CFAC/NAVY CIV)
 - 1) One year each contract
 - Landlord's refusal to extend lease and moving cost is not paid by landlord. All costs for the relocation and termination, you should pay and take care.
 - Possibility of increasing the rent for lease extension.
 - 2) Whole period contract as same as like your employment period based on LOE.
 - Financial loss that you may need to cover LQA partially by yourselves because of LQA Fluctuation.

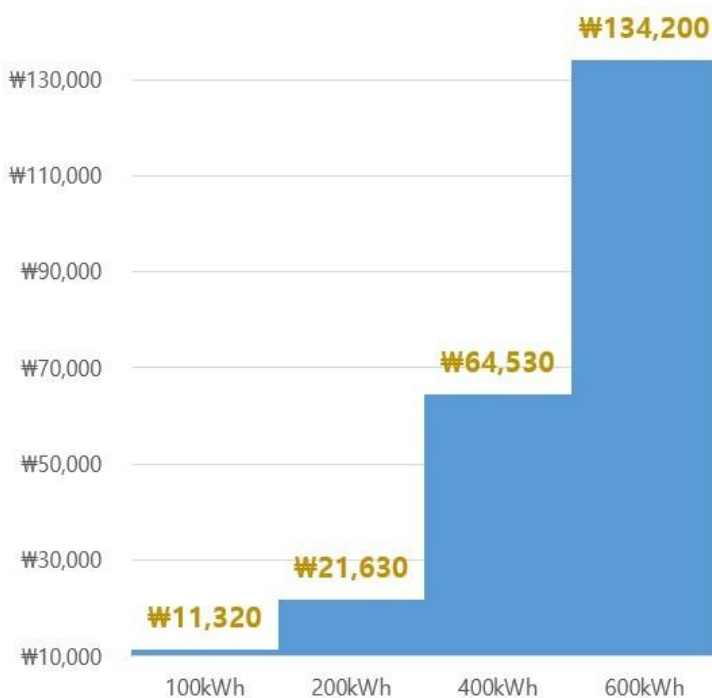
6. Utility Cost

1) Apartment Management Service (Gwan-Ri-Bi)

- All high-rise style apartments and Villa(5 Story) require charges of “management service (Gwan-Ri-Bi)”.
- Management service are composed of as follows:
 - Basic Management Service: Cleaning of common areas, use of elevators, access area lighting, security, parking and related expenses.
 - Actual Utilities Usage: Electricity, water, gas) use by the resident.
- Bottom line is Management Service Fee = Basic Management Service + Actual Utilities
- Basic Management service is fixed for units with the same size and varied by the size of units.
- These variable charges, if incurred, must be paid with the “Utilities Allowance” portion of service members’ entitlements. Not part of Rent of OHA.
- Management service must be paid on month-to-month basis.
- Most of the apartments in Korea ask to pay for the hire of an elevator use when you’re moving out. The amount will range from approximately 50,000KRW-100,000KRW, depending on apartments.
- Energy Conservation: In Korea, it is common to turn off the air conditioner when leaving the house for an extended period to save energy and reduce high electricity costs.
- **In Korea only for summer season, there is a ‘progressive tariff’ by the Korean Government. More use of electricity, more charge for the electric cost. Please see the chart below.**

□ Electric Rates Table by the Amount Consumed

Electricity bill progressive tariff
(Low-voltage)



Source : KEPCO

Electricity bill progressive tariff
(High-voltage)



Source : KEPCO

- When residents use above the certain voltage, the estimated price goes up exponentially.
- The electrical costs stated above are only an estimate. The power company establishes rates based upon a graduated table of usage. (Expect increased rates for usage during peak electrical periods Mid-Summer and MidWinter. Moreover, higher usage may result in higher rates)

- The rate change throughout the year based upon historical high and low power usage. The cost per KWH increases incrementally to reward conservative users while penalizing overuse.

□ How to read the 'Management Service Fee'

전월분 납부확인서

년 월분 관리비

납부자번호 ← 1

전월 납부금 ← 2

납부 방법 ← 3

전월분 마감일자 ← 4

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관리비 납부 확인 www.eapat.co.kr

귀택은 관리비를 납부하셔서

5 2012년 7 월분

전 기 료

A: 세대	342 k	45,340
B: TV 수신료		2,500
C: 공동 전기료		166,140
소 계		213,980

6 수 도 료

A: 세대	t	
B: 하수도 금액		
C: 공동 수도료		7,275
D: 급탕	t	
E: 공동 급탕비		914
소 계		8,189

1. Payer's identification number
2. Previous payment
3. Payment plan
4. Due date for Previous payment
5. Electricity charge
 - A : resident's electricity usage
 - B : TV license fee
 - C : Joint electricity fee
6. Water charge
 - A : resident's water usage
 - B : sewer fee
 - C : Joint water charge
 - D : Boiling water usage
 - E : Joint boiling water usage

일반 관리비	1)	68,600
경비비	2)	50,895
청소비	3)	53,253
소독비	4)	1,003
승강기 유지비	5)	24,593
수선 유지비	6)	10,562
화재 보험료	7)	5,549
위탁관리수수료	8)	22,629
생활폐기물수수	9)	1,296
대표회의운영비	10)	
공유부지충당금	11)	
커뮤니티운영비	12)	6,403
커뮤니티사용료	13)	
세대창고사용료	14)	
선거관리운영비	15)	446

소 계		245,229
당월 소 계		467,400
미납 관리비		441,770
미납 연체료		8,840
납기내 금액		918,010
연 체 료		9,350
납기후 금액		927,360
마 감 일		2012년 8월 31일 하

- 1) General maintenance fee
 - 2) Security charge
 - 3) Cleaning charge
 - 4) Disinfection charge
 - 5) Elevator maintenance fee
 - 6) Repairing maintenance fee
 - 7) Fire insurance fee
 - 8) Commissioned maintenance fee
 - 9) Waste disposal charge
 - 10) Representative meeting operating charge
 - 11) Appropriation fund for co-sharing site
 - 12) Community operating charge
 - 13) Community service fee
 - 14) Resident's storage usage fee
 - 15) Operating election charge.
- Sum for maintenance fee in time
- 연체료 : extra interest for overdue payment
- 납기후 금액 : Sum of overdue payment

7. Unique Culture of Korean Rental House/Lease Contract

1) Unique lease contract culture (NOT PROCESS)

- Sub Lease Contract: HSC has experienced that our customers have chosen to sub-lease off-base housing units between him/her and sub-lessor even though we informed them of possible complications. **We do NOT PROCESS the Sub Lease Contract not to make any possible complications such as eviction or financial problems. SUB LEASE CONTRACT IS PROHIBITED.**
- Jeon-Se(전세): Full and fixed prepaid/upfront cost. Jeonse is typical form of payment in South Korea when renting apartments and landed homes. Instead of paying monthly rent, a renter will make a lump-sum deposit on a rental space, at anywhere from 50-100% of the market value of the rental. This in turn heavily subsidizes the rent for the tenant making monthly payment more affordable. At the end of the contract/lease, the landlord returns the amount in its entirety to the renter. **However, Housing Service Center will not support and process the 'Jeonse' that is too unique and local contract in Korea to prevent the military members or DoD Civilians from the risk of not getting Jeonse back.**

2) Unique Korea Rental Property Culture

- Most apartments for local people are unfurnished.
- Showing your place to potential tenants before you terminate from the property.
- You may have a showing service with the same property that last time you already look around the property. It's because the landlords are not through with only one real estate agent.
- In Korea, monthly rent should be paid as upfront.
- **Monthly utility bills will be issued one month behind**, on the certain date you have chosen.
EX) If you choose to get your utility bills on every 15th of each month, utility usage between 01 Aug to 31 Aug will be charged on 15th September.
- In Korea, rent and utility are charged until the very last day of your stay.
EX) **Utility bills** in Korea issued one month behind. If you choose to move-out on 25th, then you will receive the previous month of UT Bills and added up with 25 days of the month, so total will be one month and 25 days.
- Property size in Korea
 - Pyeong(평): Pyeong (PY) is the unit of measure for apartment or housing size using in Korea.
1 PY = 35.58 SF 20 PY = 712 SF
30 PY = 1067 SF 40 PY = 1423 SF - The component that includes Pyeong.
 - 1) Common Area for Residential Area: stairs, elevator, hallway, fire escape and etc.
 - 2) Exclusive Private Area: master bedroom, small bed room, living room, bathroom etc.
 - 3) Supply Area: Common area for residential area + exclusive private area. When we're generally talking about the size of the apartment, we're referring to 'Supply area'.
 - In Korea, it's familiar/normal to live in 34PY with 3BD with 2bathroom for 4 family size. Recently, new built apartment has 25PY-35PY size because it's popular size to Korean. If you are looking a big property over 40PY, you may have challenge to find the apartment or it may a bit old apartment and also can be expensive because it's hardly looking for.

3) Tenants responsibility

a) Pet

- Inform the landlord and Housing Service Center in advance if you have or plan to adopt pets. You are responsible for any damages caused to the unit, furniture, appliances, carpet, grounds, and human beings by your pet. □ You **MUST** take care of your pet such as training potty, walking, barking, muzzle etc.
- If you have any pets listed below, pet insurance is required by law and they have to be leashed and muzzled at all times for outside activities.
 - Tosa and its crossbreed
 - American Pit Bull Terrier and its crossbreed

- American Staffordshire Terrier, and its crossbreed
- Staffordshire Bull Terrier and its crossbreed
- Rottweiler and its crossbreed

b) Mold

- Check for Mold. Look for leaks under the bathroom and kitchen sinks, floor damages due to soft wood, windows not been very well sealed, lack of insulation in some closets and walls, etc. It's your responsibility to keep your place clean and free from mold.

- Mold Prevention

- Open windows on nice days. This will increase air flow in the unit and decrease mold growth.
- Do not turn-on the A/C Units 24 hours. If you didn't turn-off and not give enough time to dry up the A/C Unit, the mold issue will occur because of the dew condensation. Before you leave the property, make sure to turn off all the A/C Units.
- **IMPORTANT!** To prevent the mold/smell inside of A/C unit, open the window and turn on the A/C unit at 18 degrees with a low wind speed for 1-2 hours and then with a strong blower mode for 1-2 hours.
- Periodically open doors to cabinets and closet to allow air circulation. Also, put desiccant in your closet to prevent moisture build up.
- Dry coats, shoes and umbrellas completely as the moisture will lead to the mold growth.
- Remove moisture from the unit after you use the bath/shower room. Use the ventilation fan in the bathroom or let the door/window open to dry up completely.
- After use the washer, dryer and dish washer, don't close the door right away. It couldn't dry up completely, so it may lead to bad smell and the mold may occur inside of W/D and dish washer.

c) The noise complaints between floors (Neighbor Noise Issue)

- The noise complaints between floors cannot be a matter of the lease termination. It is not a matter of the agreement with the landlord or maintenance issues but a neighborly problem.
- If you struggle with this issue, do not directly head to your neighbor. Contact to your real estate agent, so they can contact to apartment security department to report. Even though they are not fixing their attitude, for the record, still we need to keep let the neighbor know.
- If you get the complaint by neighbor such as foot step noise, kids running in the night time etc., please follow the below. Please put thick mat/carpet (about 5cm thickness) in your living area and wear the indoor slipper.

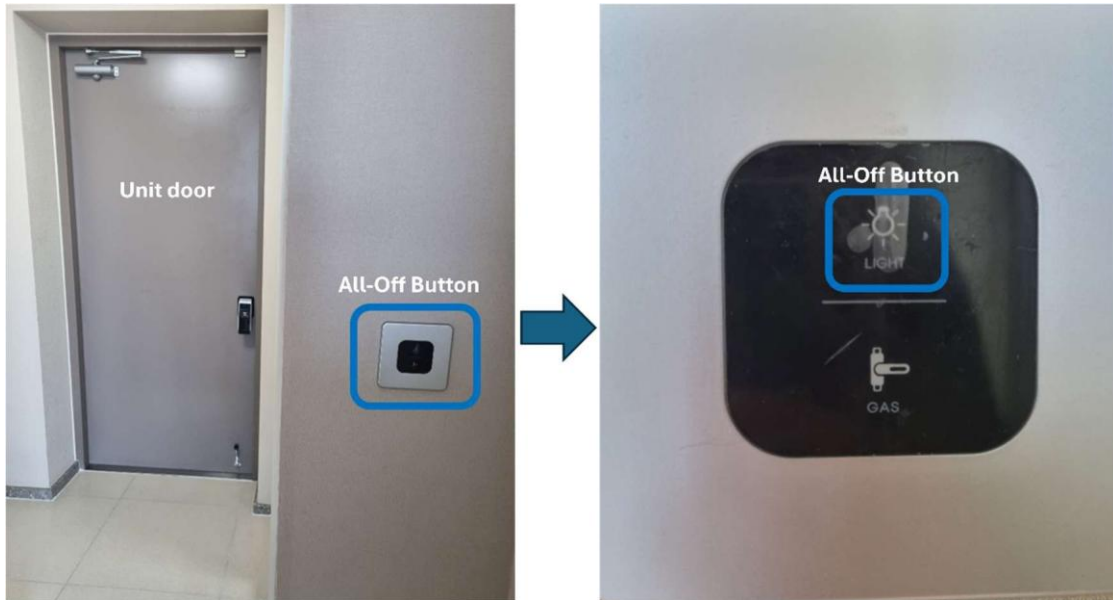
d) Build a good relationship with your neighbors, landlord and realtor.

- It is recommended to build and maintain good relationships with the landlord, neighbor and realtor. They may help/assist you with any maintenance issues and trouble calls while you are living in the property unit.
- During the outbound process, the landlord may request you to show your place for the next potential tenants. You can reject to show your place, but if you can, please show your place as much as you can for smooth termination inspection.
- Except the emergency situation such as fire, huge leaking, issue with main digital door-lock gate etc., please contact to the realtor during the operation hour.

e) Maintain the property

- Housing staff and Authorized realtor will record all the damages in the property. However, the tenant also should have the responsibility to keep the record such as pictures, video or submitting the discrepancy report within 14days to make sure we are on the same page.
- Reporting/Managing the damages and maintenance issue such as the broken tile, wall-paper damaged, scratches on the floor etc. including maintaining the property as neat and clean.
- If you planned to go to a vacation over 10 days, please let the realtors know that the property will vacant.
- Please pretesting your A/C unit around April/May. If your A/C units broke in the summer season, it's hard to put the trouble ticket to A/C Unit Company. In the summer season, making the schedule to visit and check-up your unit, it may take a month or over.
- Realtor help you to make trouble tickets but repair cost may charge due to tenant's fault.

- Close/lock all the windows and doors before you go out especially summer season.
- Make sure to turn-off all the lights, A/C Units and lock the gas valve before you leave the unit.
 - Guidelines for Using the All-Off Button(일괄소등)
 - When leaving the house: Press the All-Off button near the entrance to turn off all the lights.
 - When returning home: Press the All-Off button again to turn back on all the lights.
 - All-Off Button Functionality: If the "All-Off" button is not turned off (i.e., reactivated), individual light switches will not function and cannot be used to turn lights on or off.



f) Smoking issue

- It's illegal to smoke indoor in Korea. For smoking, please go to designated area, outdoor-ground floor or follow your apartment residence policy.

g) Fire issue

- Please use the 5K transformer for requiring a lot of electricity such as hairdryer, U.S refrigerator, Microwave, Phone charger etc. No use power plug adaptor.
- Pay attentions to use the gas stove. Don't leave the apartment to turn on the gas stove.
- Please use the candle warmer lamp. Don't directly lit on the candle.
- Don't put the Aluminum in the microwave.
- Please keep in mind to turn-off the gas stove and lock the gas.
- Don't use cheap electric product (DAISO) for valuable appliances. (Battery for digital door-lock, Extension cord. Etc.)

h) Rental Insurance

- It is highly recommended via U.S carriers to get rental insurance to protect yourself/HHGs. Contact American Insurance or local insurance Companies.

i) Type of Waste / Garbage

1) General Waste (일반 쓰레기): General waste is all everything that doesn't belong in the recyclables or food waste categories. General waste includes used tissue, used toilet paper (in the cases where you don't flush it down the toilet), sanitary pads etc. This bags are generally white, but the color can vary in some districts. The size of the bag is measured in liters. (five, ten, twenty, fifty, seventy-five, One hundred liter) You can buy this at the convenience stores, chain supermarkets, or your friendly neighborhood marts.

쓰레기 종량제봉투 (10ℓ) - 일반용
Designated Plastic Garbage Bag For Household Use

1. 재활용물은 분리 배출하여 주십시오.
2. 이 봉투 외에 다른 봉투 등을 사용하여 쓰레기를 버릴 경우에는 100만원 이하 과태료가 부과됩니다.

종량제 배출요일 (Trash collection schedule) ▶ 가전설비(에어컨, 에어컨, 에어컨)는 별도 배출

일·화·목 (일요일, 화요일, 목요일) 일반쓰레기(가정쓰레기) 음식물	수·목 (수요일, 목요일) 재활용물, 연탄재, 불연성쓰레기	금·토 (금요일, 토요일) 폐소 금지
General waste (flammable) Food waste	Recyclable waste Charcoal ash, nonflammable	Trash disposal Jan Garbage

배출시간 : 오후 9시 ~ 오후 12시 배출장소 : 각 가정 1층 대문앞
Disposal time : 9 p.m. ~ 12 p.m. Collection place : in front of building

재활용품 : 고철, 캔, 알루미늄, 병, 도유, 페트, 플라스틱, 스티로폼, 비닐포장재, 종이, 종이팩
Recyclable garbage : Disposal of metals, cans, plastics, etc. according to the types.

재활용물은 종류별로 구분하여 분리배출
Recyclable garbage is separated by type.

◆ 일반쓰레기와 음식물쓰레기 혼합배출, 배출시간 미준수, 규격봉투 미사용 등
불법배출 행위시 과태료가 부과됩니다.
Fines will be imposed for improper waste disposal which includes the disposal of general waste mixed with food waste, disposal of waste at non-designated times or disposal of waste in a non-designated garbage bag.

해운대구청장
해운대구청 (가정) 치리 : 민원상담 ☎ 782-0511, 민원콜 ☎ 702-0111
해운대구청 (사무실) ☎ 782-0500
부동산(가정) 신고 : 해운대구 자치행정과 ☎ 789-4811~4

"이 봉투는 유류자원을 재활용하여 만든 친환경쓰레기 봉투입니다." 주의 사항
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본 봉투는 유류자원을 재활용하여 만든 친환경쓰레기 봉투입니다. 주의 사항



* General Waste Bag *

General Waste Bag's Trash Can

2) Food waste (음식물 쓰레기): Food waste includes anything edible. However, you just have to follow the golden rule of: 'If an animal will eat it, then it goes on the food waste.' The food waste is that the food materials or food production, distribution, processing, cooking, storage, consumption process, refers to garbage and leftover food, etc.

- Remove water and foreign substances as much as possible before discharging.
- Rinse kimchi and salted fish with a lot of salt in water and squeeze out the water before discharging.
- Bulky foods (whole cabbage, whole radish, whole grains, corn, etc.) are chopped and discharged.
- Roots and peels of vegetables, etc., are discharged after removing soil.



Food Waste Card



Designed Food Waste Bin

Caution!! Not A FOOD WASTE!!

Category	Example (Things have to be <u>thrown away to the 'General Trash'</u>)
Fruit peels	1) Hard peels such as walnuts, chestnuts, peanuts, acorns, coconuts, pineapples, and palms. 2) Seeds of stone fruits such as peaches, apricots, and persimmons.
Meat	1) Hair and bones of cows, pigs, chickens, etc.
Shellfish	1) Clams, conch, abalone, cockles, squirts, oysters, crabs, crayfish shells, blowfish intestines.
Grounds	1) Disposable tea bag, oriental medicine residue

□ How to throw away the food waste?



3) Recyclable Waste(재활용쓰레기): Recyclable waste is actually quite easy to classify because most packages include a recycling symbol that indicates in which type of container the waste belongs to.

You don't need a special bag for recycling because you will usually separate recyclable waste in various different containers.



Category	Target items	Instructions	Can't recycle items
Paper	Newspaper	- Do not get wet, spread them evenly, stack them one by one, tie them up, and discharge them.	Other materials (vinyl coating, mixed paper), thermal paper (receipt), gold/silver foil, contaminated paper (food, oil), vinyl coated advertising paper, wallpaper, waterproof paper, etc.
	Book / Notebook	- Remove vinyl-coated covers and notebook springs before discharging.	
	Box	- After removing the plastic coating, tape, iron pins, etc. from the box, compress and bundle them for discharge.	
Paper carton	Milk carton Soy milk carton	- After rinsing with water, spread or compress to collect a certain amount and discharge.	Papers (papers) and cartons must be separated separately.

Glass bottles	Beverage bottles Other bottles	- Empty the contents cleanly and do not put foreign objects such as cigarette butts in before discharging.	Ceramic bottles, mirrors, glass, crystal glass products, heat-resistant tableware (for microwave ovens), broken glass, light bulbs, toxic bottles, etc.
Cans	Iron can Aluminum can	- After removing foreign substances and bottle caps, empty the contents and discharge.	Paint cans, waste oil, oil, etc.
	Butane gas Pesticide containers	- Discharge after emptying the contents by making a hole.	
Scrap Metal	Scrap metals such as nails, nonferrous items such as pots	- Put it in a bag or tie it with a string after making sure no foreign substances are mixed with it. - Extinguishers are taken to the fire station.	Products mixed with other materials such as plastic.
Colored Plastic	Colored PET bottles, Beverage bottles, Cooking oil bottles, Soy sauce bottles, Makgeolli bottles, Conditioner of shampoo, detergent, basin, yogurt etc.	- After emptying and rinsing the contents such as food clean, remove the parts made of other materials (attached trademarks, etc.) and compress them before discharging. - Soft bundles (white, blue, red, etc.) are separated and discharged as waste plastic Vinyl.	Hard plastics that do not dissolve well in heat, such as toothbrushes, pill packaging, cassette tapes, CDs, and toys made of mixed materials.
Transparent Plastic	Transparent PET bottles used for beverages and bottled water	- Empty the contents, remove the label, reduce the volume, and dispose of it in the dedicated collection box.	- Colored PET and plastic are separately discharged.
Cloth	Cotton fiber Other clothing	- Dispose of clothes in a collection box or put them in a burlap or tie them to prevent getting wet.	- Hanbok, cotton, pillows, carpets, leather goods, blankets, blankets, etc. - Duvets are treated as bulky waste when discharging volume-based bags.
Vinyl Plastic bag	Ramen bag Snack bag Disposable plastic bag	- After removing water and foreign substances, put them in a bag that allows the contents to be seen before discharging. (Do not scatter)	- Vinyl items stained with foreign substances such as food and dirt.
Styrofoam	Styrofoam	- Return Styrofoam used for packing/transporting TVs and refrigerators to the place of purchase. - Completely empty the contents of Styrofoam used for packaging	Fruit packaging materials and device cushioning materials, Colored Styrofoam, Styrofoam with

		agricultural/fishery/livestock products and remove tinfoil, wraps, attached labels, etc., and rinse thoroughly with water. - Bundled with string before discharge. (Ramen containers with traces of food are discharged in volume-rate garbage bags.)	foreign substances or coated with other materials, contaminated items, etc.
Battery	Waste batteries	- Take care not to rust and dispose of waste batteries in the exclusive collection box.	
Fluorescent light & Light bulbs	Waste fluorescent lights and light bulbs	- Thoroughly separate it from other garbage and take care not to break it and dispose of it in the collection box exclusively for waste fluorescent lamps.	- Incandescent lamps, LED lamps, broken fluorescent lamps, broken light bulbs.
Cooking oil	Waste cooking oil	- Apartment are discharged to the exclusive collection box.	

< Example pictures >



4) **Oversized Waste (대형쓰레기):** As the name states, oversized waste is waste that is too big to be collected in a conventional garbage bag. Examples include refrigerators, induction cookers, TVs, air conditioners, gas ranges, big furniture like bed mattresses, sofas, desks, coffee tables, microwaves, washing machine, etc.

For oversized waste, you have to contact your local district office and request an oversized garbage disposal. When you call, the office will ask you about the type and size of the waste. Afterward, the office will provide you with a sticker to place on whatever you are planning to dispose of. Place the oversized object in the designated area on the appointed date and it will be taken care of.

You also can do this process online (most districts have an English version). To do this, just go to your district's official website, look for an oversized garbage disposal tab, select the type of object, select your way of payment, credit or bank transfer, and then print the sticker and attach it on the object. Afterward, place your oversized waste in the designated area on the appointed date.

5) **PENALTIES:** If you don't comply with these regulations, you will have to pay a fine, and depending on where you live they can be up to ₩300,000 (around USD\$300 if you take ₩1,000 = USD1\$).

“Garbage disposal in Korea can be a little bit confusing and annoying at first. However, bear with it as South Korea is trying to take action in reducing its carbon footprint.”

8. Landlord Provided items as HSC Mandatory

- 1) Three Transformers (3EA) to convert your power outlet
- 2) Three water bottles per month with a water dispenser
- 3) Window Treatment (Black-out Blind or Curtain) for outside windows ONLY for your privacy
- 4) Cable TV (Basic Channels only) and Internet service (Including WIFI router) 5) Refrigerator
- 6) Washer and Dryer
- 7) A/C Unit for Living room and Master bedroom
- 8) Gas stove or Electronic Stove

HEADS UP!

- TV, Air-purifier, Dehumidifier, Dish washer, Oven etc. are not mandatory items. You can buy them by using Move-in Housing Allowance (MIHA).
- Furnished kitchen appliance items such as bathtub's jet, food waste dryer, cutting board& knives sterilizer, fruit&vegi sterilizer, sink drain spinner etc. may not available to use or not available to repair because the company is out of service.

9. Loaner Furniture

- In case of the HHG delivery delay, Commander Fleet Activities, Chinhae (CFAC) will provide temporary loaner furniture support for customer convenience.
- Loaner furnishings and appliances may be issued for:
 - INBOUND: 90 days eligible
 - OUTBOUND: 60 days eligible
- CFAC will schedule a pick up appointment within 90 days from the date of issue. Under no circumstances are civilian personnel allowed to have government loaned furnishings beyond 90 days. Exceptions or waivers should be approved by CFAC Housing Director through CFAC Furniture Program Manager.
- Members will be supported with loaner furnishings :
 - Supplied by the CFAC FH team for Family Members
POC : Ms. Yi Comm: 051-714-0843 (chisu.yi.ln@us.navy.mil)
 - Supplied by the CFAC UH team for Single Members
POC : Mr. So DSN 315-763-5570 (min.u.so.ln@us.navy.mil)
Mr. Yi DSN 315-763-5571 (Uyol.yi.ln@us.navy.mil)

- Gas Dryer: All costs associated with the installation of appliances shall be paid for by the user.
- Extra Refrigerator: ONLY more than 5 family size including a member can request an extra refrigerator at the Family HSC.

10. Hospitality Kit (=Lending Locker Kit)

- In case of the unaccompanied baggage's delivery delay, Commander Fleet Activities, Chinhae (CFAC) can provide the lending locker kit for customer convenience for a month.
- Please be informed that you have responsibility to pick-up the lending locker kit including the bedding sets serviced from UH/NGIS as neat and clean.
- Members can get supported by:
 - CFAC FFSC Department: DSN 315-763-5566/5385 (M-KO-CFAC-N91-FFSC@us.navy.mil)
 - Busan FFSC
COMM 051-714-0829 (M-KO-CFAC-N91-FFSC@us.navy.mil)
 - Lending bedding sets from UH/NGIS: Mr. So, Mr. Yi
DSN 315-763-5571 (min.u.so.ln@us.navy.mil / Uyol.yi.ln@us.navy.mil)

11. Transportation Assistant, Personal Property Movement Branch (HHG moving)

1) INBOUND: Mr. Kim, Ki Hong

DSN (315-763-0716) (kihong.kim10.ln@army.mil)

2) OUTBOUND: Mr. O, Kyo Chin

DSN (315-763-0719) (kyochin.o.ln@army.mil)

12. Disaster Management

- Disaster affects hundreds of thousands of people every year. It may happen at your local Navy Installation. Please explore the links on the below to find information and tools to help you and your family prepare for emergency situations that could arise any time without warning. For more information, please contact the Emergency Management (EM) at (DSN)763-8749 or (COMM)0503-363-8749.
http://www.cnic.navy.mil/om/emergency_management.html

1) Typhoon (Equivalent of Tropical Storm) Information

TROPICAL CYCLONE CONDITIONS OF READINESS (TCCOR) RESIDENTS INFORMATION

a) Tropical Cyclone Conditions of Readiness (TCCOR).

Tropical cyclone warnings are identified as TCCOR. TCCOR 1 through 4 alert CFAC personnel to the wind speed and arrival time, of a tropical cyclone. TCCORs are graduated states of readiness based on the forecast onset of 50 knot (57 mph) winds. TCCOR declarations are orders: take them seriously! Conditions may not look bad where you are, but they can change fast, and you can get caught in a violent storm without warning.

b) Residents Action

- All Clear: No tropical storms are threatening Korea.

Exists from the end of November to the first of June every year unless a storm moves into the area.

Keep your disaster supply kit together and rotate canned goods and water as needed.

- TCCOR 4 (TC 4): A storm could cause destructive winds of 50 knots (57 mph) or greater within 72 hours. Chinhae remains in TC 4 from 1 July to 31 November. Keep preparatory actions up to date and ensure you and your family know what to do if we go to higher TCCORs.
- TCCOR 3 (TC 3): A storm is in the area and is forecast to cause destructive winds within the next 48 hours. Take the following preparatory actions: Inventory your emergency supplies.

Replace expired or used items.

Ensure you have adequate water for yourself and your family.

Check your flashlights and batteries and ensure everything works.

Make sure your gas tanks (car and house) are full.

- Secure the larger, more difficult items in your yard.

Children's play sets

Trampolines

Kiddie Pools

Picnic tables

Gas Grills

Trash Cans and Recycle Bins

Lawnmowers

- Monitor the storm's progress

Be prepared to finish your storm preparations quickly.

The storm could intensify or increase its movement quickly, pushing Chinhae into a lower TCCOR than previously forecasted.

- TCCOR 2 (TC 2): A storm is approaching and is forecast to cause destructive winds within the next 24 hours. Take the following preparatory actions: Ensure all preparatory actions for TCCOR 3 are complete. Secure any loose items in your yard.

Lawn Decorations

Flower pots

Anything that can cause debris.

- Withdraw emergency cash you will need before the storm. If electricity is down, cash machines will not work after the storm.

- TCCOR 1 (TC 1): A storm is approaching and is forecast to cause destructive winds within the next 12 hours. Take the following preparatory actions: Ensure all preparatory actions for TCCOR 3 & 2 are complete.

- Fill water containers for firefighting, sanitation, and drinking as needed.

Two quarts per person per day for drinking.

A gallon per person per day is a good amount to keep on hand for sanitation.

- Turn the temperature of you refrigerator/freezer to the coolest point and minimize the amount you open and close it. If power goes off, perishable foods will keep longer if they start at colder temperatures.
- Have a plan for your children.
- All CFAC and tenant staff still report for work, unless authorized by the base CO.

- TCCOR 1 Monitor (TC 1M): Destructive winds, greater than or equal to 50 knots (including gusts) are forecasted to affect the designated area(s) within 12 hours, however weather is not progressing as forecast and current conditions do not affect operations. Do not undo any preparations made, continue to monitor weather updates. Monitor email and Facebook for the most current direction.

- TCCOR 1 Caution (TC 1C): Hazardous winds will likely occur within the next 12 hours, and winds of 34 - 49 knots (including gusts) are occurring. Take the following actions: Secure all doors and windows in your home and workplace if not already done. All personnel must stay inside until the Commander declares Storm Watch, or a lower TCCOR. (Note: This applies to all SOFA status personnel and their dependents, whether they live on base or off base. Personnel are to stay inside during TC-1C, TC-1E and TC-R.) Rapidly changing storm patterns could cause the island to move into TC 1 Emergency before previously forecast.

- **TCCOR 1 Emergency (TC 1E):** 50 knot or greater winds and other dangerous conditions are present. All personnel must stay inside until Commander declares Storm Watch, or a lower TCCOR. Keep your emergency supplies handy. Your battery-powered radio and flashlights will be needed immediately if power goes out.

- STAY INSIDE!!!** Continue monitoring the storm's progress and be prepared to remain in quarters for the duration of the storm. The storm could intensify or decrease its movement, subjecting the island to dangerous conditions longer than previously forecast.

2) Anti-Terrorism and Force Protection (AT/FP)

- The links on the below provide detailed information. For more information, please contact the Security Office at DSN 315)763-5567.

http://www.cnic.navy.mil/om/operating_forces_support/force_protection.html

3) Emergency Contact Information

EMERGENCY TELEPHONE NUMBER – 주한 미군 긴급 전화			
COMMERCIAL TELEPHONE NUMBERS TO U.S. FACILITY			
05033 + DSN last six digits Ex) 05033-24-4258 Yongsan in Seoul			
미군 기지의 한국 전화번호 – 05033 + 미군 전화 마지막 6자리 예) 05033-24-4258 용산 서울			
U.S. FACILITY	AREA	U.S. MILITARY	
		POLICE	MEDICAL
		911(DSN) Mobile phones - 112 or 110	911(DSN) Mobile phone - 119
CAMP CARROLL	WAEGWAN	05033-63-2891(COMM)	05033-64-5911(COMM)
CAMP CASEY	DONGDUCHON	05033-22-4725/26(COMM)	05033-22-9111(COMM)
CAMP HUMPHREYS	PYONGTAEK	05033-55-9917(COMM)	05033-53-7911(COMM)
CAMP HENRY	DAEGU	05033-63-4717(COMM)	05033-64-5911(COMM)
CAMP MUJUK	POHANG	05033-63-4717 (COMM)	05033-64-5911(COMM)
CAMP WALKER	DAEGU	05033-63-4717 (COMM)	05033-64-5911(COMM)

**UNITED STATES FORCES, KOREA
SOFA CARD**

1. Carry this card at all times. If you are apprehended by or become involved with Korean law enforcement authorities, SHOW HIM your ID CARD and THIS CARD.
2. OBEY ROK AND U.S. LAW ENFORCEMENT PERSONNEL INSTRUCTIONS.
3. If you are involved in an accident:
 - a. Attend injuries, if any. Take steps to prevent any further accident from occurring at the scene.
 - b. Telephone the nearest civil and/or US military police office.
(See reverse side for telephone numbers to reach US facilities).
 - c. **DO NOT LEAVE THE SCENE** until authorized to do so by the police.
4. If you are detained by Korean authorities:
 - a. Show the Korean authorities the statement of SOFA status on the next page of this card and request that the nearest US military police be notified.
 - b. Cooperate with Korean authorities at all times.
 - c. You may refuse to sign any statement that you cannot read or understand.

STATEMENT OF SOFA STATUS:

본 카드 소지자는 주한미군 사령부 소속으로서 한미 행정 협정 규정에 의한 처우를 받는 사람이며 대한민국 경찰 당국의 지시에 따르도록 본 카드에 기재되어 있습니다. 한미 행정 협정에는 소지자가 한국당국에 의하여 체포되면 한국 당국은 미군당국에 즉시 보고 하도록 규정되어 있습니다. 가까운 미군당국의 전화번호는 뒷면에 기재되어 있습니다. 즉시 연락해 주시기 바랍니다.

FOR THE COMMANDER (사령관의 명에 의하여)
GARRIE BARNES
Assistant Adjutant General

USFK FL 1EK, APR 16

GUNSAN AB	GUNSAN	063-470-4944(COMM)	782-4323(DSN) / 063-470-4323(COMM)
OSAN AB	OSAN	031-661-5515(COMM)	784-2500(DSN) / 031-661-2500(COMM)
BUSAN	BUSAN	BWC 05033-63-8303 / Quarterdeck 05033-63-8023	
CHINHAE	CHINHAE	CFAC Dispatch 05033-63-5545(COMM)	763-8774(DSN) / 010-7120-2498
YONGSAN	SEOUL	05033-24-4258/6695 (COMM)	05033-23-9111(COMM)
HOST NATION NURSE LIAISON		Contact Daegu Red Cross at 05033-63-5987 or Pyongtaek Red Cross at 05033-57-2348	

OTHER IMPORTANT NUMBERS	
LOCAL 24/7 SARC and SAPR VA Cell	010-8707-8477/010-3800-4483
Korea-Wide Sexual Assault Response Crisis Line	158(DSN)/05033-57-8912(COMM)
Korea-Wide Suicide Crisis Intervention	118(DSN)/0808-555-118 (Toll Free)
24/7 DoD Safe Helpline	011-1-877-995-5247
AAFES Taxi	1544-9080
Daegu Red Cross during the day	763-5987(DSN)/05033-63-5987
Pyongtaek Red Cross during the day	757-2348(DSN)/05033-57-2348

REQUEST FOR ASSISTANCE (구원요청)
There has been a traffic accident. (교통 사고가 났습니다)
Please notify Korean police and US military police. (한국 경찰과 미군 헌병대에 연락해 주십시오)
Please call an ambulance or doctor. (응급차와 의사를 불러 주십시오)

HELP	
Please call US MP (Military Police) Desk.	Mi-gun Heon-byeong-dae Jeon-hwa Hae-ju-se-yo 죄송하지만 미군 헌병대에 전화 좀 해 주세요
Please take me to _____ US military base.	(name of base) Mi-gun Gi-jee Ga-ju-se-yo. _____ 미군기지에 데려다 주세요.
Please take me to _____ airport.	_____ Kong-hang Ga-ju-se-yo. _____ 공항으로 데려다 주세요.
I want to go to (subway station name). If available, show subway map.	(name of station) Ji-ha-cheol-yeok Ga-ju-se-yo. _____ 지하철역에 데려다 주세요.

13. The process of Lease Termination (Military / Civilian)

- **TENANT MUST INFORM 30 DAYS NOTIFICATION TO THE REALTOR/LANDLORD in advance.**
 - For example, if you need to move-out on Aug 25th and informed to the realtor on Aug 1st, you need to pay Aug 1st to Aug 31st. For 6days, you need to pay out of pocket.
 - Gas company is not working during the weekend, so you need to move-out on weekday.
 - **HEADS UP!**: 30 days notification must be followed by the lease terms and conditions **even though you have unexpected health issue, Command short notice order, and family death etc.** (Housing Service Center needs to be considered and maintained the quality/quantity of properties. If there is less options, next sailors may suffer to find the proper property.)
- HSC sends the 30days notification letter to the landlord and check the utilities & partial rent payments with the real estate agent. **Members must bring the rent receipt the HSC provided or the bank transfer statement for termination inspection.**
- HSC conducts a termination inspection with Landlord / Realtor and move-out of off-base house.
 - Please return the property with neat and clean condition as like when you move-in.
 - Make sure the HHG movers do not pack the landlord's items such like remote control, keys and card and instruction etc.
 - Prepare the credit card to pay the last gas bill to pay directly to the gas guy during the termination inspection.
 - If you made the damaged in the property, please inform to the Housing Staff in advance. □ HSC forwards a termination letter to Admin department/CPPA to discontinue the housing allowances.

14. Referral / Move-in Survey

- CNIC uses the Referral / Move-in Survey to ensure that consistent quality housing and referrals services are provided to eligible unaccompanied and accompanied members worldwide. HRSs are to record each of their customers' work or email address into FHM Housing Referral Module. You are to receive an email survey within 30days of your initial visit to the HSC so please participate in this survey to improve the service and any comments are welcomed. It'll be taken less than 5 minutes.

15. Whom To Contact

- FHSC Chinhae (DSN) 763-5454 or (Comm) 0503) 363-5454
- FHSC Busan (Comm) 051) 714-0843

16. Education

- There are two DoDEA certified schools in Busan. Approval for attendance is via the Non-DoD Schools Program (NDSP) <http://www.dodea.edu/nondod> ; there are currently students from Navy families enrolled in each school. □ Links to the schools are 1) Busan Foreign School: <http://www.busanforeignschool.org/> 2) Busan International Foreign School: <http://www.bifskorea.org/>

17. Busan HSC Location INFO.

- 1) Building Address: Centum Jungang-Ro 97, Haeundae-Gu, Busan, Korea (부산광역시 해운대구 센텀중앙로 97)
- Housing Service Center: Centum Skybiz Building, A Tower(Tallest building), 5F, Room 501
- 2) How to take the Elevator
 - Step 1. Please find the Number 6~10 elevator.
 - Step 2. Before you get in the elevator, please press the 5F button on the screen which is installed in middle of the elevator.
 - Step 3. The screen will let you know the number of elevator that you need to take. If you take different number of elevator, it will not stop at the 5F.
- 3) Parking Space
 - You can parking at the basement B1, B2, B3, B4.
 - Before you leave the Housing office, please let us know your car plates number.

Welcome to CFAC Housing Service Center!

It is a sincere pleasure to welcome you as a resident of community rental housing under our area of responsibility, and is our mission to make your stay in community rental housing a comfortable and pleasant experience. As a resident, you also have the certain responsibilities. This memorandum is designed to provide you and your family with an overview of the community rental housing must-know information.

Please call the family housing service center at above mentioned phone numbers or email of CFACN93-Family-Housing@us.navy.mil if you have any questions that are not answered by this memorandum or if you need further information. Also, your comments and suggestions for improvements are welcomed anytime.

Family Housing Director

Choe, Keun-Sik

I fully understand the content of this memorandum.

(Print Full Name / Signature)

(Date)