

Family Housing

Welcome Aboard Package

NAS SIGONELLA

HOUSING DEPARTMENT



NASSIG-HousingReferral@eu.navy.mil

NASSIG-HousingHelpDesk@eu.navy.mil





DEPARTMENT OF THE NAVY
U.S. NAVAL AIR STATION SIGONELLA, ITALY
PSC 812 BOX 1000
FPO AE 09627-0001

11000
N00
12 May 22

From: Commanding Officer, U.S. Naval Air Station, Sigonella, Italy
To: Director, Installation Housing Programs, U.S. Naval Air Station Sigonella, Italy

Subj: INSTALLATION HOUSING DIRECT ASSIGNMENT POLICY FOR ALL INCOMING
MILITARY PERSONNEL WITH DEPENDENTS

1. Effective immediately, all incoming military personnel with dependents will be directly assigned to Marinai Military Family Housing regardless of whether their orders include this provision or not. "Door-to-Door" program is recommended and incoming TLA may not be authorized. This policy will remain in effect until the occupancy rate in Marinai reaches 92 percent.
2. Service members desiring to move out in economy must have six months residency in Marinai Military Family Housing and 1 year of tour still to be completed to submit a special request. If occupancy is below 92 percent, an "Exception to Policy" (ETP) shall be routed through the chain of command to the NASSIG CO via the Housing Director at NASSIG-HousingHelpDesk@eu.navy.mil for approval. **All moving expenses will be incurred by the member.**
3. If disapproved, member will be put on a waitlist and control date will be the date of ETP submission. When occupancy reaches 92 percent, determination is made by the Housing Director. **All moving expenses will be incurred by the member.**
4. Military members with dependents may request an "Exception to Policy" through their chain of command to the NASSIG CO via the Housing Director at NASSIG-HousingHelpDesk@eu.navy.mil no more than 60 days prior to arrival. If approved, they will be referred to community housing and will have to attend the mandatory Economy Housing brief upon arrival. Incoming TLA will be authorized. If disapproved, they will be assigned to Marinai. A new request can be routed after 6 months or more of occupancy and with minimum 1 year of tour still to be completed. **All moving expenses will be incurred by the member.**
5. Although not required, Department of Defense (DoD) civilian and contractor personnel with dependents can be authorized to move into Marinai based on availability; however, due to the limited number of four-bedroom units, they will only be authorized to JE/three-bedroom units.
6. Military members with dependents living on the economy and desiring to move into Marinai can apply for Family Housing at any time. They will be put on a housing waitlist per their entitlement. Before accepting government quarters, members must properly clear their economy housing by providing a 6-month notice to the landlord for early termination of their lease and all utilities bills paid. **All moving expenses will be incurred by the member.**

A. F. SHOEMAKER

Copy to:
NASSIG Departments
NASSIG Tenant Commands



Family Housing
Application Requirements

Incoming personnel are encouraged to start early communication with the Housing Office using HEAT (www.cnic.navy.mil/HEAT).

Once orders are received, incoming personnel applying for housing must provide the Housing Office with the following documentation - directly or through the Sponsors - prior to arrival.

Please complete and return this checklist and the required documentation to:

NASSIG-HousingHelpDesk@eu.navy.mil

Name (last, first):

Rank:

UIC/Command:

Sponsor (name and contact):

Phone:

Email:

Accompanied

Unaccompanied

Geographical Bachelor

Receiving BAH "with dependent" rate

Receiving BAH "without dependent" rate

Expected arrival date:

DD Form 1746 Housing Application (attached)

Sex Offender Form (attached)

Pets Registration Form (attached)

PSC orders to NAS Sigonella (to be provided by service member)

Latest updated page 2 (to be provided by service member)

Flight itinerary for member and dependents (to be provided by service member)

Special Power of attorney (to be provided by ACCOMPANIED service member only)

Note: Sponsors shall be provided with special power of attorney for the "Door-to-Door" Program to: select and accept offered units, arrange loaner furniture, receive unit keys

***** HOUSING OFFICE USE ONLY*****

Application Date:

Assignment Date:

Unit Address:

Email added to eMH

Dependents info updated in eMH

Pets info added to eMH

C.N.A. - A Certificate of Non Availability is issued by Housing Department if FH occupancy rate is 92% and above or if units of the eligible category are not available.

Housing Assignment Counselor's signature:

HEAT

Housing Early Assistance Tool

Housing Services BEFORE you PCS!

Receive Housing Information Faster

HEAT allows Service members, DoD Civilians and families to contact Housing Service Centers at multiple Navy installations BEFORE they receive their Permanent Change of Station (PCS) orders.

HEAT standardizes your experience with Housing by delivering an easy user interface to find information quickly. There are no CAC requirements so spouses can use the tool as well, needing only minimal information about their sponsor to get started.

Available Navywide 24/7

- Search BEFORE orders to multiple Navy installations
- Standardizes your experience with Navy Housing
- No CAC requirements so spouses can access too
- Getting started with HEAT is easy!



www.cnic.navy.mil/HEAT

Visit us online or scan the QR Code with your phone!





Naval Air Station Sigonella

Housing Service Center

“DOOR-TO-DOOR” PROGRAM

The Installation Commanding Officer has implemented mandatory assignment to government controlled housing for all military personnel with families.

The “Door-to-Door” (D2D) is a Housing program that enables newly arrived families to directly occupy government quarters upon arrival and settle directly into their new home in Sigonella (subject to availability). The D2D Program can be used by those service members who wish to take advantage of their sponsor, avoid spending time and funds in temporary accommodations and move directly into government quarters upon their arrival from the Catania Airport. Sponsors are assigned to make the transition as smooth as possible as they will provide information about this program. The Sponsor will accept the unit for the sponsored and will be provided with keys to the assigned unit at the Marinai Housing Office a day prior to the assignee’s date of arrival. Please, be aware that linen is **not** provided, so incoming personnel should either ship them to the sponsor in advance or bring them in their luggage. You will need your linen available upon arrival into your new home to make the beds!

The sponsor can also schedule the delivery of the loaner furniture with the Housing Service Center and can pick up loaner kits for the kitchen that is provided by the Fleet & Family Service Center.

Only two pets shall be permitted in government quarters.

Basic Housing Allowance stops on arrival to Sigonella (this includes weekend and holidays).

To participate, the Housing Service Center will require the following documents:

1. Housing application (DD1746)
2. PCS orders
3. Updated Page 2
4. Itinerary for SVM and his/her family (i.e. the itinerary provided by SATO travel and not by Port call)
5. Special Power of Attorney for the sponsor designated to accept the unit assigned in government quarters according to legal and housing policy.

We look forward to assisting you during your transition. If you have any questions, please do not hesitate to contact us before and upon your arrival in Sicily at NASSIG-HousinghelpDesk@eu.navy.mil

APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form, read Privacy Act Statement and Instructions on reverse)</small>				1. TYPE SERVICE DESIRED <i>(X one or both)</i>		
		<input type="checkbox"/> a. MILITARY HOUSING	<input type="checkbox"/> b. HOUSING REFERRAL			
SECTION I - APPLICANT INFORMATION						
2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i>		3. PAY GRADE	4. SSN		5. DOD COMPONENT	
6. ADDRESS <i>(Street, City, State, Zip Code)</i>		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT <i>(X one)</i>		
		a. HOME <i>(Area Code)</i>		b. DUTY <i>(DSN)</i>		
				a. MILITARY MEMBER		c. CIVILIAN
				b. MILITARY SPOUSE		d. FOREIGN NATIONAL
9. MARITAL STATUS		10. I AM SEPARATED FROM MY DEPENDENTS <i>(X one)</i>				
		a. VOLUNTARILY		b. INVOLUNTARILY		
11. I REQUEST HOUSING FOR <i>(X one)</i>		SECTION II - MILITARY CAREER INFORMATION <i>(Civilians skip to Item 15.)</i>				
a. SELF ONLY		b. SELF AND DEPENDENTS				
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM		14. DATES <i>(Enter in YYMMDD order)</i>		MILITARY APPLICANT		
		a. EFFECTIVE RANK/RATE DATE				
		b. ACTIVE DUTY SERVICE COMPUTATION DATE				
13. INSTALLATION/ORGANIZATION TRANSFERRED TO		c. TIME REMAINING ON ACTIVE DUTY				
		d. EFFECTIVE CHANGE IN DUTY STATION				
		e. REPORT DATE				
		f. ESTIMATED FAMILY ARRIVAL DATE				
SECTION III - DEPENDENT DATA						
15. DEPENDENTS RESIDING WITH ME <i>(If more space is needed, continue on plain paper.)</i>						
a. NAME <i>(Last, First, Middle Initial)</i>		b. DATE OF BIRTH <i>(YYMMDD)</i>	c. SEX	d. RELATIONSHIP	e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>	
SECTION IV - HOUSING DATA						
16. COMMUNITY HOUSING DESIRED <i>(X as applicable)</i>						
a. PURCHASE HOUSE		d. RENT HOUSE		g. RENT MOBILE HOME SPACE		
b. PURCHASE CONDOMINIUM		e. RENT APARTMENT		h. SHARE		
c. PURCHASE MOBILE HOME		f. RENT MOBILE HOME		i. RENT ROOM		
				j. ROOM AND BOARD		
				k. SUBLET		
				l. TRANSIENT		
17. AMENITIES DESIRED <i>(X as applicable. Write number in d. and e.)</i>		18. DATE HOUSING NEEDED <i>(YYMMDD)</i>		19. PRICE RANGE <i>(Community Housing)</i>		
a. FURNISHED		e. NO. BATHS				
b. UNFURNISHED		f. PETS <i>(Allowed)</i>				
c. AIR CONDITIONING		g. OTHER <i>(Explain)</i>				
d. NO. BEDROOMS		20. LOCATION PREFERENCE <i>(Community Housing)</i>				
21. REMARKS						
22. SIGNATURE OF APPLICANT					23. DATE SUBMITTED <i>(YYMMDD)</i>	
SECTION V - DISPOSITION <i>(To be completed by the Housing Office.)</i>						
24. MILITARY HOUSING						
a. APPLICATION RECEIVED <i>(YYMMDD and time)</i>		b. APPLICATION EFFECTIVE <i>(YYMMDD)</i>		c. DD FORM 1747 PROVIDED <i>(YYMMDD)</i>		
d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i>		e. APPLICANT PLACED ON WAITING LIST		f. EFFECTIVE PLACEMENT <i>(YYMMDD)</i>		
		g. BEDROOMS REQUIRED		h. DATE UNIT ASSIGNED <i>(YYMMDD)</i>		
SECTION VI - HOUSING REFERRAL CERTIFICATE						
<p>On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.</p>			<p>In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.</p>			
25. SIGNATURE OF APPLICANT			26. DATE SIGNED <i>(YYMMDD)</i>			

APPLICATION FOR ASSIGNMENT TO HOUSING

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5911 & 5912.
PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements.
ROUTINE USE: None.
DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to assist you.

GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. **All items not listed are self-explanatory.** SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

1. TYPE SERVICE DESIRED

Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.

SECTION I - APPLICANT INFORMATION

5. DOD COMPONENT

Army, Navy, Air Force, etc.

6. ADDRESS

Enter complete current address (*street number and name, apartment number, city, state/country and the 9-digit ZIP code*).

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

SECTION II - MILITARY CAREER INFORMATION

14. DATES (*Military Applications/Military Spouse Only*)

Enter dates in order of YYMMDD. (*May 17, 1993, would be entered as 930517*).

- Enter the date your current rate/rank was effective.
- Enter your active duty service computation date.
- Enter the time (*in months*) that you have remaining on active duty.
- Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.
- Enter your official report date (*from your PCS orders*).
- Enter your estimated arrival date.

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; *i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

SECTION IV - HOUSING DATA

16 - 21. Self-explanatory.

22. SIGNATURE

The applicant must sign the DD Form 1746.

23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

SECTION V - DISPOSITION (*To be completed by the Housing Office*)

24. MILITARY HOUSING

- Application Received.** Enter the year, month, day and time the application was received in the Housing Office.
- Application Effective.** Enter the date of change of duty station (*Line 14d*) or other date that will be the effective (*control*) date.
- DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.
- Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.
- Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.
- Effective Placement.** The effective date and time of the applicant's placement on the list(s).
- Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.
- Date Unit Assigned.** Enter the date the unit was assigned.

SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. § 5013; 10 U.S.C. § 5041, 10 U.S.C. § 2831, DoD 4165.63-M, and E.O. 9397.

Principal Purposes: To determine an individual's eligibility for Navy housing including privatized housing.

Routine Uses: Used by region and installation housing office personnel to determine eligibility for Navy housing and by private partners who operate privatized Navy housing for management and operational purposes.

Disclosure: Voluntary; however, failure to provide the requested information may impact eligibility for Navy housing, including privatized housing.

POLICY STATEMENT: In accordance with OPNAVINST 1752.3, to the maximum extent permitted by law or otherwise waived by Commander, Navy Installations Command or the Chief of Naval Personnel (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occupying Navy owned, leased, or PPV housing.

Sex Offender Definition: Any person convicted of a criminal offense requiring registration per the National Guidelines for Sex Offender Registration and Notification Act (SORNA)(42 U.S.C. §§ 16901-16962).

NOTICE OF REQUIREMENT TO DISCLOSE

	INITIAL
1. Military sponsors requesting assignment to Navy owned, leased or privatized housing are required to sign this acknowledgment and disclosure form.	
2. Occupancy of Navy owned, leased or privatized housing will not be approved for otherwise eligible applicants if the applicant, any authorized dependent, or live-in aide residing in the home is a sex offender.	
3. Anyone discovered to be a sex offender in the application process shall be denied access to Navy owned, leased or privatized housing.	
4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in Navy owned, leased or privatized housing, may be barred from the installation, and/or may be evicted. If eviction occurs you may be responsible for all relocation expenses.	
5. The Installation or Region Housing Program Director will immediately forward information regarding identified sex offenders to the Installation N3, N9 and supports SJA/OGC offices, to include a copy of the applicant's DD 1746 and this form. All information will be forwarded to CNIC within two working days.	
6. Anyone found to have falsely certified this Acknowledgement shall be referred for barment or eviction, as appropriate, and may be responsible for relocation expenses.	
7. Denial of an application for assignment to Navy owned, leased or privatized housing under the applicable policy, may be appealed to the Region Commander via the military sponsor's chain of command.	

CERTIFICATION: I have read and understand the above policy. By my signature below, I certify that under a penalty of administrative action and/or prosecution for making a false official statement in violation of 18 U.S.C. § 1001 and/or the Uniform Code of Military Justice, Article 107, that neither I nor any person living in my household is a registered/convicted sex offender. I understand that I am required to notify the Navy's Housing Office and the Installation Security Office immediately if circumstances change so that this certification is no longer true.

Signature

Date

Print Name

Command

CNIC 11103/1 02/11



PET REGISTRATION FORM

As per NASSIG “Pet Policy” (5000.2G), all pet owners –regardless if residing in Government Housing or in Economy Housing – are required to register their pets with the Housing Department and with the Veterinary Clinic Facility on NAS I within **5 days upon arrival** or **14 days upon adoption**.

RESIDENT’S NAME (printed)

- I understand possession of pets in **Economy Housing** is regulated by the terms of the lease contract.
- I understand the pet limit in **Government Housing** is **two (2)** (i.e., two dogs, two cats, or a dog and a cat) with the exception of small caged animals such as birds, fish, turtles, hamsters, gerbils, and guinea pigs.
- I understand it is my responsibility to ensure my pet’s license, vaccinations and microchip requirements are kept current.
- I understand special housekeeping inspections may be performed in my Government unit at any time to ensure my pet is not causing damage to my assigned quarters and I could be liable for them.
- I understand that my pet privileges may be revoked if repeated or severe violations of the NASSIG Pet Policy are identified.
- I understand that in case of activation of the installation Emergency Operations Plan I will be authorized the evacuation of no more than two (2) registered pets. Any additional pets will be at my own responsibilities and expenses.
- I understand I have to keep my Housing records updated to reflect current information of my pets.

Signature Arrival date

Address

PET 1

Dog Cat
 Male Female
 Pet’s name
 Breed
 Color Weight

PET 2

Dog Cat
 Male Female
 Pet’s name
 Breed
 Color Weight

NASSIG Pet Policy 5000.2G must be read in its entirety. Please, contact the Housing Department at 624-4311 or NASSIG-HousingHelpDesk@eu.navy.mil for any questions or concerns.

-----NASSIG HOUSING DEPARTMENT USE ONLY-----

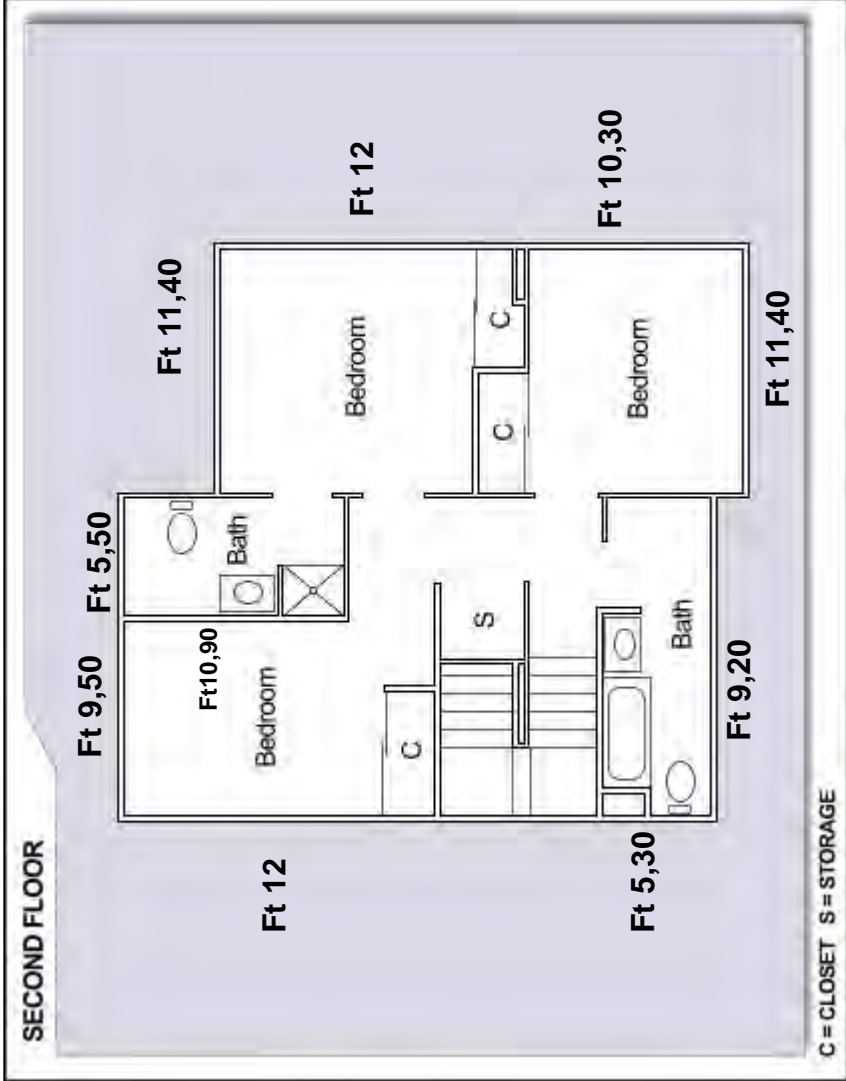
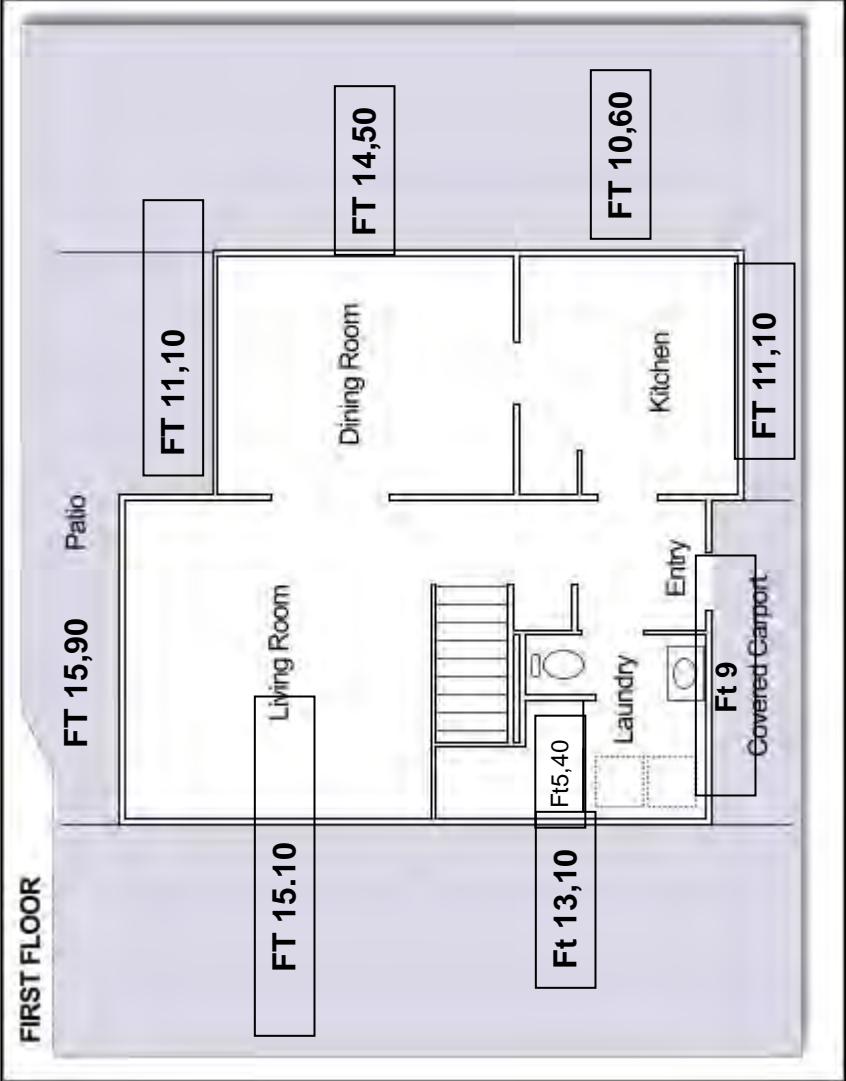
Registration entered into eMH on: By:

Counselor Signature:

RESIDENCE "I MARINAI"

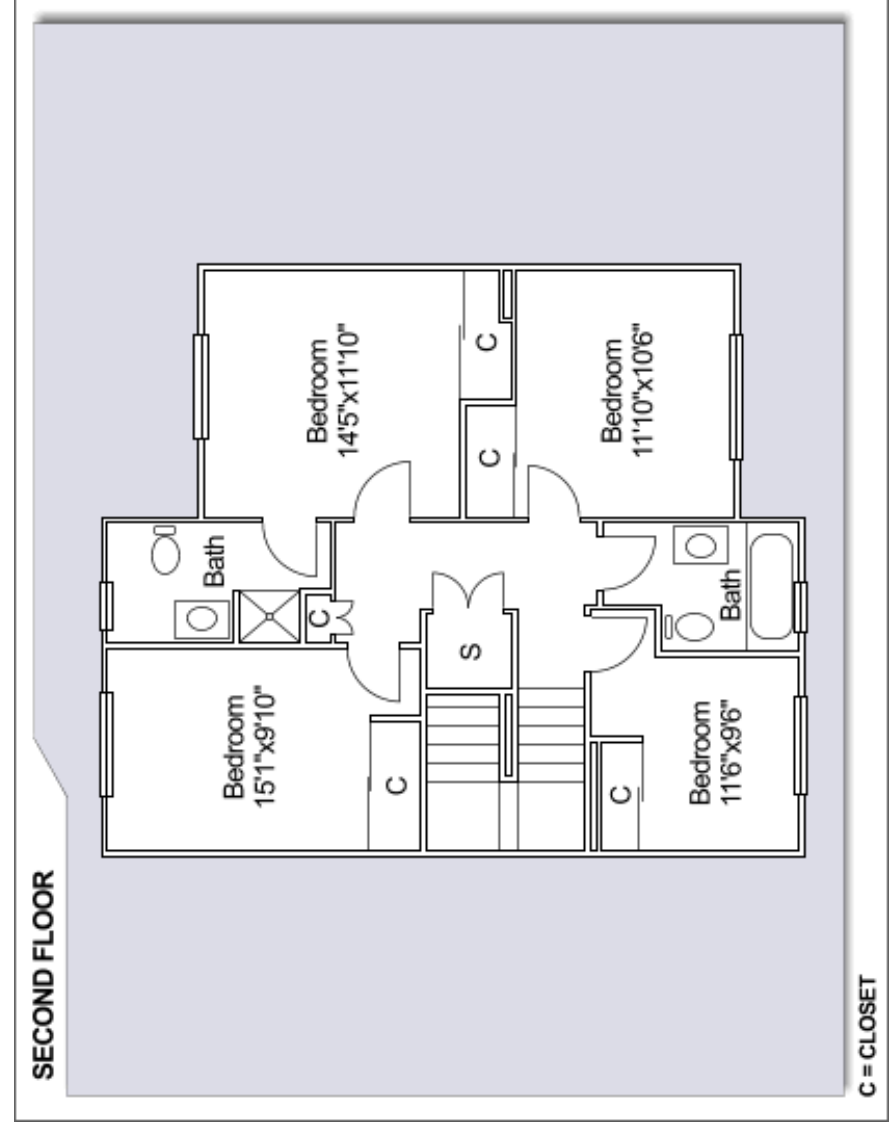
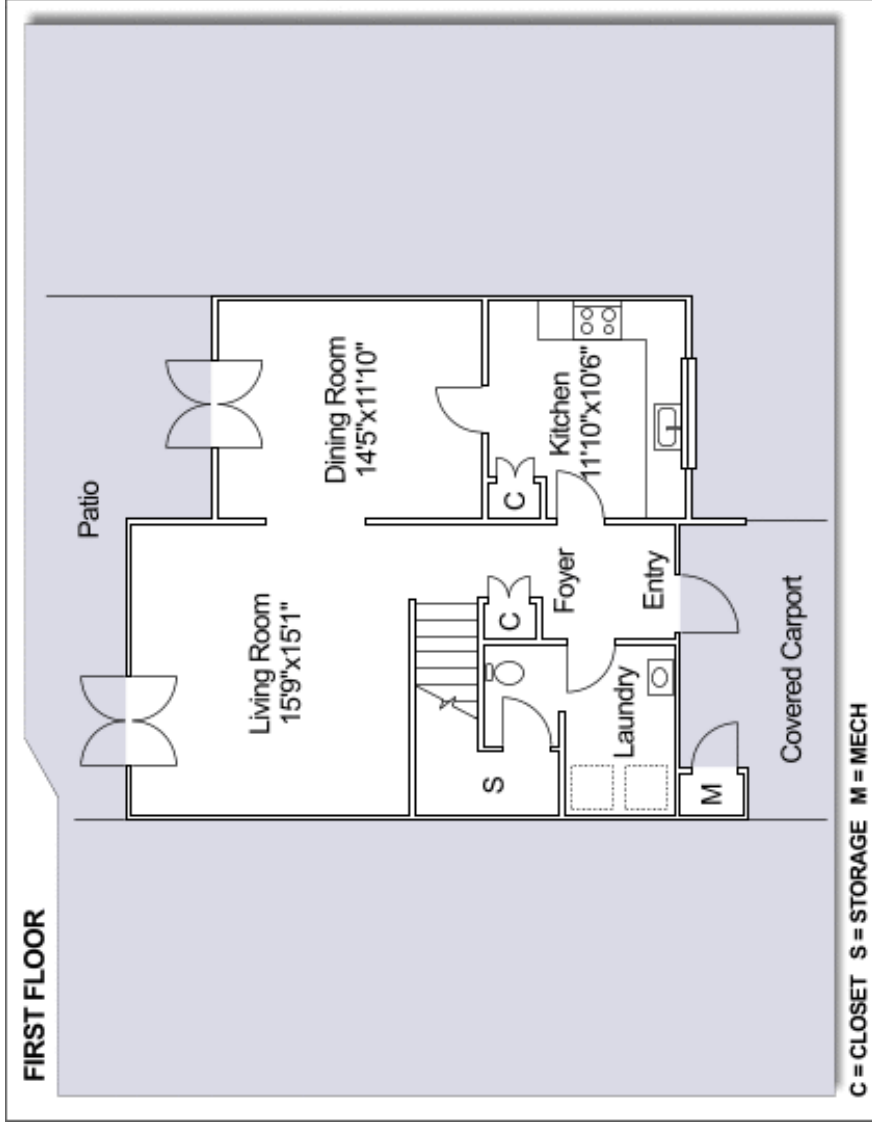


3-BDR UNIT



C = CLOSET S = STORAGE

4-BDR UNIT





Naval Air Station Sigonella

Housing Service Center

Government Housing Furnishings Program

Loaner Furniture Program

In order to minimize TLA allowance, Navy Housing provides all U.S. military personnel and DoD civilians, accompanied and unaccompanied, stationed in the NASSIG area, the basic furniture needed to settle down while household goods are in transit.

Furniture can be loaned up to a maximum of 90 days upon arrival and upon departure after that HHG have been shipped to the next destination. The Government will pay for initial delivery and final pick up.

Exceptions or waivers to this period will be processed and may be approved by the local housing authority. After the delivery of HHG the entitlement to LF will cease.

Scheduling appointments

The NASSIG Housing Service Center will manage the Housing LF/PFTF programs. The Housing Department Furnishings branch counselors will assist you in requesting deliveries/pick up appointments and schedule trouble calls during the entire tour. Appointments can be scheduled in person, over the phone or via email at your convenience.

For any further questions on the Housing Furnishings Program please contact:

NASSIG-HousingFurnishings@eu.navy.mil

Furnishings Counselors: 624-3878/9 or 624-4164

Furnishings Supervisor: 624-3830



Naval Air Station Sigonella

Housing Service Center

Government Housing Furnishings Program

PFTF – Partial full tour furnishings

Service members are not allowed to bring their own US specs appliances in Government quarters since all units are fully equipped. All U.S. military and DoD civilians on accompanied tours are entitled to a HHG shipment and are eligible for receiving partial full tour furnishings and appliances. The availability of quantities and models may vary from time to time. PFTF must be emptied out of personal belongings, food etc. prior to contractor arrival and must be returned clean. Failure to do so may result in a cleaning charge. The Government will pay for initial delivery and final pick up.

Scheduling appointments

The NASSIG Housing Service Center will manage the Housing LF/PFTF programs. The Housing Department Furnishings branch counselors will assist you in requesting deliveries / pick up appointments and schedule trouble calls during the entire tour. Appointments can be scheduled in person, over the phone or via email at your convenience.

For any further questions on the Furnishings Program please contact:

NASSIG-HousingFurnishings@eu.navy.mil

Furnishings Counselors: 624-3878/9 or 624-4164

Furnishings Supervisor: 624-3830

ACCOMPANIED PARTIAL FULL TOUR FURNISHINGS (PFTF) PROGRAM INVENTORY LIST

Item Description	Quantity Remarks
Refrigerator	1 (w31.89 x d27.56 x h71.26)
Gas Stove	1 (w31.49 x d25.59 x h31.10)
Washer	1 (w26.97 x d26.38 x h46.06)
Gas Dryer	1 (w26.97 x d29.92 x h42.52)
Dishwasher	1 (w23.62 x d23.62 x h33.46)
Microwave	1



Naval Air Station Sigonella

Housing Service Center

ACCOMPANIED LOANER FURNITURE (LF) PROGRAM INVENTORY LIST (MAX 90 DAYS)

Item Description	Quantity	Remarks
Dining Table	1	
Dining Room Chair	4	(average)
Easy Chair	2	
Couch	1	
Coffee Table	1	
End Table	1	
Queen bed	1	
Full Bed	2	
Dresser	4	(average)
Night Stand	5	(average)
Table Lamp	4	(average)
Crib		As needed
High Chair		As needed
Playpen		As needed



GAS STOVE



DISHWASHER



REFRIGERATOR



AMERICAN WASHER



GAS DRYER

RENTER'S INSURANCE



Do you have coverage and is it sufficient?

Importance of Renter's Insurance

When living in government housing or on the economy, it is important to be covered with renter's insurance. The Department of Defense does not provide renter's insurance for government-owned/leased housing or rental housing on the economy. So, it is your responsibility – military members and civilians – to ensure protection of your possessions and liability coverage if there is an accident or natural disaster. It is important to have sufficient coverage on your renter's insurance policy, too. Renter's insurance generally covers your personal property, so a basic policy may not cover the cost of damages you made to your unit or rental home.

Below are examples where residents have been charged for damage they caused to their homes. The military member or civilian did not have renter's insurance, or their policy did not cover the damage they caused, so they were financially responsible.

Example 1

Resident put hot barbecue coals into a trash can next to the garage. The trash can caught fire and caused \$15,000 in damages.

Example 2

Resident did not adequately tighten the water supply hose to the washing machine, which allowed a slow leak to go undetected. It resulted in extensive mold growth behind the wall. Repair costs were more than \$10,000.

Example 3

Resident's child clogged the toilet, causing an overflow and several thousand dollars of water damage to the home.

Understanding your Renter's Insurance Policy

It is important to understand what your renter's insurance covers. Coverage varies between insurance providers. Some policies do not cover accidental damage you cause to your home like in the examples listed above. Other companies cover it under the liability coverage of the policy. And some companies may require you to purchase additional coverage beyond the basic policy, such as water and sewer backup coverage.

To be sure your renter's insurance covers costs for building damage you may accidentally cause. Ask the insurance agent, "Will my policy cover costs my landlord charges me to repair damages I cause to the rental unit? For example, if my child accidentally clogs the toilet or sink causing a water overflow and the flooring must be replaced?" If the answer is no, ask if the agent if there is supplemental coverage offered or look at other insurance policies that provide coverage for these types of damage.

Protect yourself from unexpected expenses. Renter's insurance is relatively inexpensive, often less than \$20 a month depending on your coverage. Also, you may be able to bundle it with your auto insurance and save money.

Your installation's Legal Services Office is available to discuss insurance policy terms and conditions before you buy the policy.





Naval Air Station Sigonella

Housing Service Center

Renters Insurance: Protect yourself wherever you live - UH, FH or Local community

The Department of Defense and the Navy recommends that all residents seriously consider renters insurance when home or abroad. Whether you live on the economy, in Government Family Housing or in Unaccompanied Housing, you don't have the responsibility of ownership which includes worrying about major repairs to the property. However, you are responsible for your own possessions, including damages. Renters insurance is a necessary tool to avoid high replacement costs of your possessions in case of natural disasters, accidents, thefts and similar situations. When searching for the insurance that provides all you that you need, be aware of the limitations on the different types of insurance available.

StandardAlmost every policy will cover your possessions up to a certain amount in the case of damage due to most natural disasters or a problem with the property itself. If the plumbing is faulty, leaking and creating water damage to your furniture, for example, standard renter's insurance will cover it. It may not pay you enough to purchase the same pieces, but it is a help. You want to make sure that natural disasters are not omitted in your policy. Sometimes, floods, hurricanes and earthquakes are not included in the policy. This policy will usually cover you against theft.

Liability...You want to be sure that you are covered if someone is hurt at your home. While this may be covered in the homeowner's policy, there are times when it may be considered your fault.

Living Expenses....This insurance is for when the property becomes uninhabitable. It will help provide alternative living quarters for you and your family. This could come into play if there is a fire or severe structural damage, or if there is a problem in which there will be no electricity or water for an extended time. If active duty, emergency TLA covers a house when uninhabitable but the insurance may help with other expenditures.

Extended Coverage....You can opt to purchase coverage for things that are not normally covered; like jewelry for example. You may also want to consider how much you will get for your belongings. If your policy won't pay enough to replace them, you can purchase additional coverage.

What renter's insurance covers....There are several types of home and renters insurance policies available. A policy called the HO-4 is designed for renters and covers damage from 16 types of perils:

1. Fire or lightning
2. Windstorm or hail
3. Explosion
4. Riot or civil commotion
5. Damage caused by aircraft
6. Damage caused by vehicles
7. Smoke
8. Vandalism or malicious mischief
9. Theft
10. Volcanic eruption
11. Falling objects
12. Weight of ice, snow, or sleet
13. Accidental discharge or overflow of water or steam from within a plumbing, heating, air conditioning, or automatic fire-protective sprinkler system, or from a household appliance.
14. Accidental discharge or overflow of water or steam from within a plumbing, heating, air conditioning, or automatic fire-protective sprinkler system, or from a household appliance.
15. Sudden and accidental tearing apart, cracking, burning, or bulging of a steam or hot water heating system, an air conditioning or automatic fire-protective system; freezing of a plumbing, heating, air conditioning or automatic, fire-protective sprinkler system, or of a household appliance.
16. Sudden and accidental damage from artificially generated electrical current (does not include loss to a tube, transistor or similar electronic component)



Naval Air Station Sigonella

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What renters insurance may not cover (some insurance companies do)....Just as with home insurance policies, renters insurance won't cover damage from "earth movement," which includes earthquakes, mudslides and landslides.

Also typically excluded are:

1. Floods
2. War
3. Nuclear hazard
4. Neglect, meaning your failure to save your property at the time of loss or after.
5. Intentional loss, meaning your intentional destruction of your property.
6. Governmental action, such as seizure of the property.

Take inventory....To ensure you're compensated for any belongings you lose from a fire, storm or other catastrophes; you should inventory all of your personal belongings. List each item, its value and serial number when possible. Photograph or videotape each room, including closets, open drawers, storage buildings and your garage. Keep receipts for major items in a fireproof place. To make things easier, the Insurance Information Institute has free inventory software at <http://www.knowyourstuff.org>

Saving money on renters insurance just like homeowners insurance policies, your renter's insurance premium depends on a number of factors: where you live, your past claims, your deductible, and your insurance company and whether you need any additional coverage. Averages range from \$125-\$675 yearly.

Common ways to save on renters insurance include:

- Increasing your deductible (the amount you pay before your coverage kicks in).
- Asking for discounts for smoke and fire detectors, and security systems.
- Buying your car insurance from the same company, called a "multiline" discount.
- Paying your renters insurance bill in full rather than in installments.

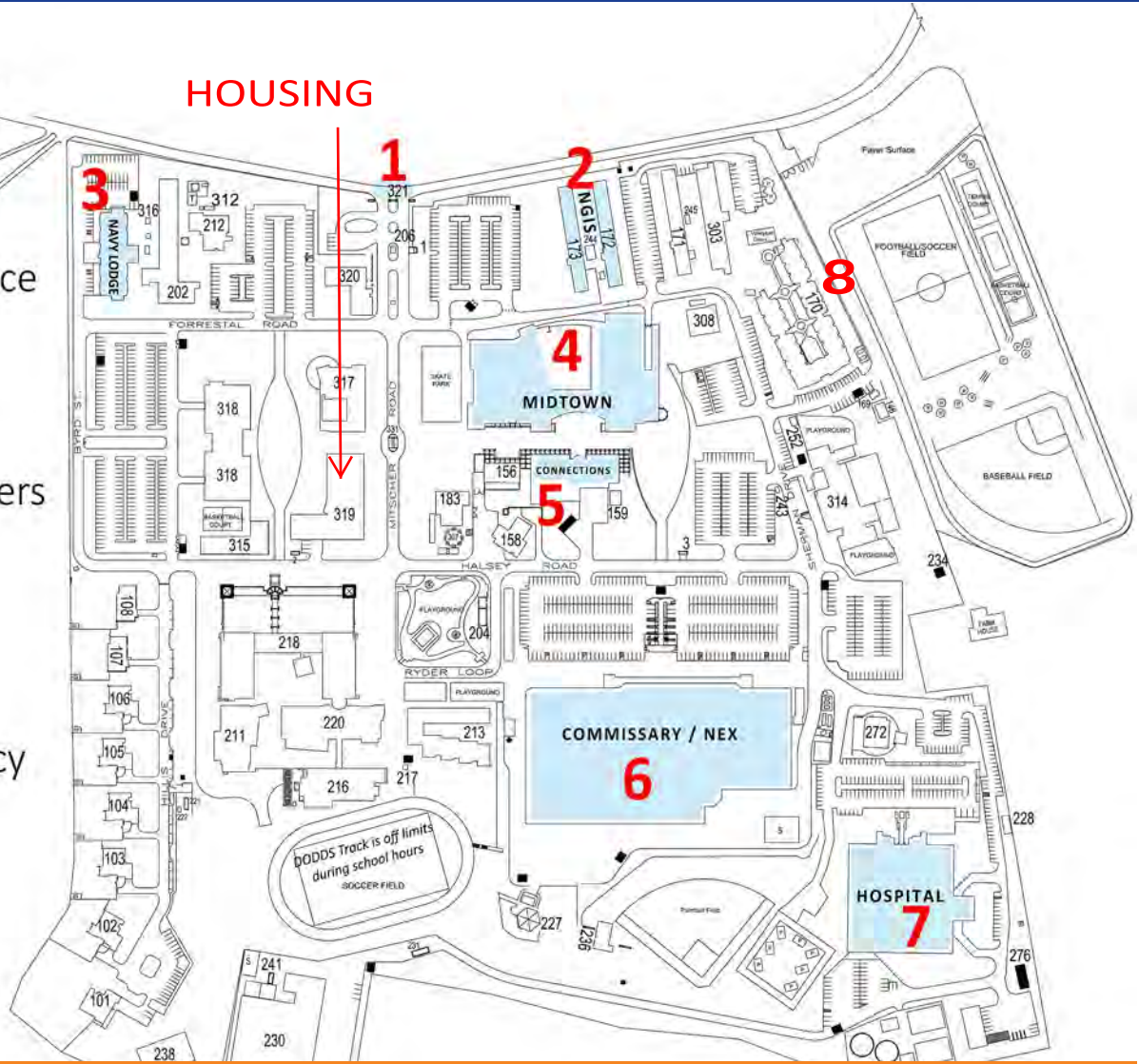
Responsibility

It is the tenant's responsibility to search for the best company and insurance that may fit their own needs and expenditures and to sign for the contract directly with the selected company.

NAS I

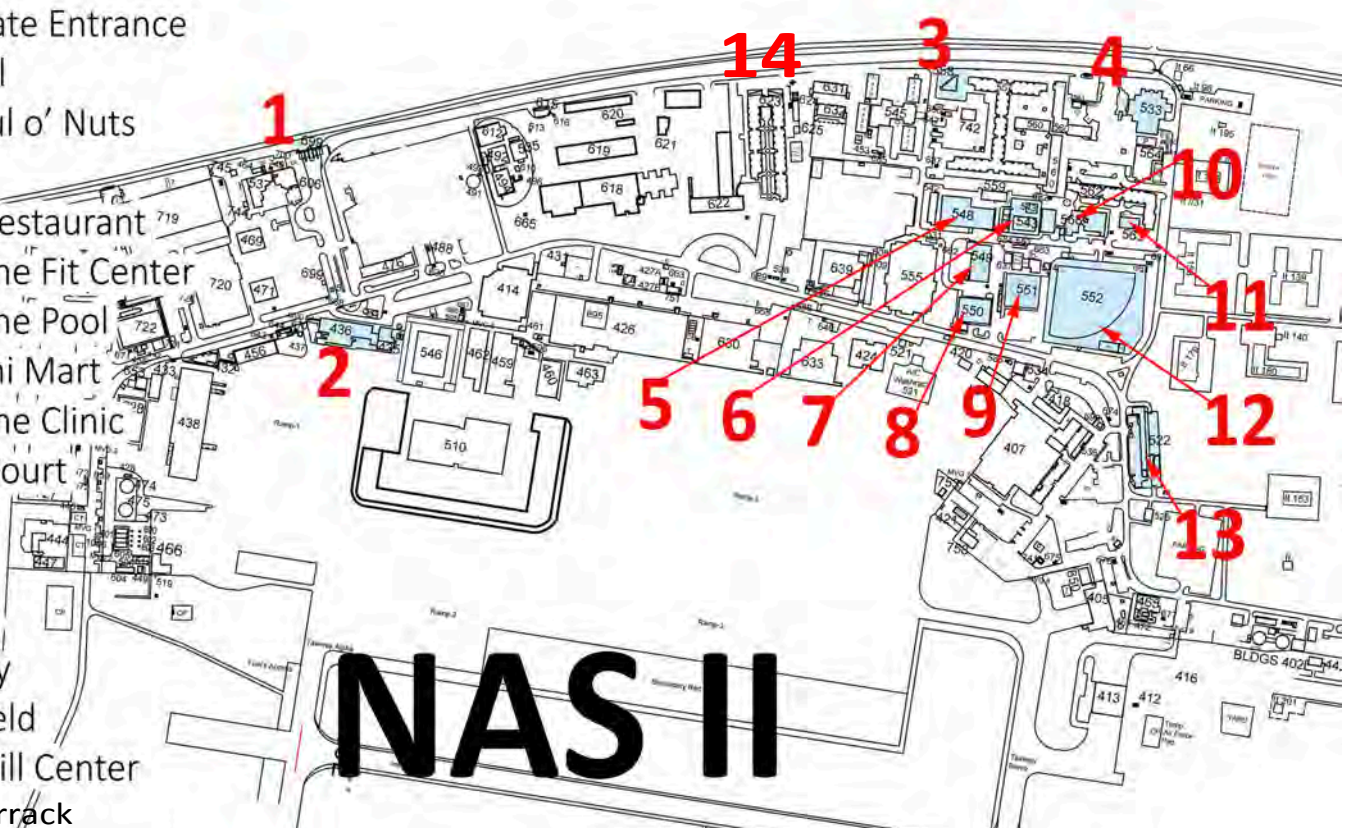
HOUSING

- 1 Front Gate Entrance
- 2 NGIS
- 3 Navy Lodges
- 4 Bowling Center
Midtown 2 Theaters
Piazza Pizza
Fit District
ITT & ODR
Splashers Pool
Shell Travel Agency
- 5 Connections
- 6 Commissary
NEX
- 7 Hospital
- 8 UH Barrack



- 1 Front Gate Entrance
- 2 Terminal
Chockful o' Nuts
- 3 NGIS
- 4 Galley Restaurant
- 5 Flight Line Fit Center
- 6 Flight Line Pool
- 7 NEX Mini Mart
- 8 Flight Line Clinic
- 9 Tennis Court
- 10 Take 5
Big Al's
Jox Pub
- 11 Subway
- 12 Turf Field
- 13 Autoskill Center
- 14 UH Barrack

NAS II





HOTELS & TLA

ON BASE LODGING



NGIS – NAVY GATEWAY INNS & SUITES

NAS I – COMM (39) (095) 563070 – DSN (314) 624 3070
NAS II – COMM (39) (095) 866832 – DSN (314) 624 6832
<http://ngis.dodlodging.net/property/NAS-Sigonella>

NOTES:

3 DESIGNATED “PET-FRIENDLY” ROOMS
KITCHEN: NO / YES (NAS I)

NAVY LODGE

NAS I – COMM (39) (095) 7130190 – DSN (314) 624 4082
https://www.navy-lodge.com/lodge_page.html?p_lodge_number=39
Email: navylodge.sigonella@nexweb.org

NOTES:

16 DESIGNATED “PET-FRIENDLY” ROOMS
KITCHEN: YES

COMMERCIAL LODGING

MOTTA RESIDENCE HOTEL **** (TLA)

VIA RUGGERO II, 14 - MOTTA S. A. (CT)
COMM (39) (095) 309 918
<http://www.mottaresidencehotel.it/>
Email: mottaresidence@yahoo.it

NOTES:

PETS ALLOWED: YES
KITCHEN: YES
DISTANCE: MINUTES 15
MILES 8

NEW PLACE (TLA)

VIA TOTI, 9 - MOTTA S. A. (CT)
COMM (39) (095) 308 639
<https://www.tripadvisor.it>

NOTES:

PETS ALLOWED: YES
KITCHEN: YES
DISTANCE: MINUTES 15
MILES 8

MAGNOLIA CLUB RESIDENCE (TLA)

VIA ZUARA, 60 - MOTTA S. A. (CT)
COMM (39) (095) 755 3048/49
<http://www.magnoliacclubresidence.com/>
Email: info@magnoliacclubresidence.com

NOTES:

PETS ALLOWED: YES
KITCHEN: YES
DISTANCE: MINUTES 15
MILES 9

HOTEL VALLE DEGLI ULIVI ***

VIA CAPONNETTO, 13 - MOTTA S. A. (CT)
COMM (39) (095) 308 100
<http://www.hotelvalledegliulivi.com/>
Email: info@hmchotels.eu

NOTES:

PETS ALLOWED: YES
KITCHEN: NO
DISTANCE: MINUTES 20
MILES 10

HOTEL SIGONELLA INN***

SS 192, KM 76.6 – MOTTA S.A. (CT)
COMM (39) (095) 713 0237
<http://www.hotelsigonellainn.it/en/home/>
Email: info@sigonellainn.it

NOTES:

PETS ALLOWED: YES
KITCHEN: NO
DISTANCE: MINUTES 14
MILES 6

ORANGE PARK (TLA)

CONTRADA CUBBA MARLETTA S/N – MISTERBIANCO (CT)
(NEARBY “CENTRO SICILIA” MALL)
COMM (39) (095) 755 9035
<http://www.orangeparktla.com/>

NOTES:

PETS ALLOWED: YES
KITCHEN: YES
DISTANCE: MINUTES 20
MILES 8

ETNA SUITE GROUP

VIA ETNEA, 290 – CATANIA
COMM (39) (095) 250 00 09
<https://www.etnasuite.com/it/>
Email: info@etnasuiterooms.com
Whatsapp: (39) 391 394 60 22

HOTEL VILLA DEL BOSCO ****

VIA DEL BOSCO, 62 – CATANIA
(39) (095) 733 5100
<http://www.hotelvdbnext.it/>
Email: booking@hotelvilladelbosco.it

BEST WESTERN HOTEL MEDITERRANEO ***

VIA DOTTOR CONSOLI, 27 – CATANIA
COMM (39) (095) 325 330
<http://www.hotelmediterraneoct.com/it/contatti.aspx>
Email: info@hotelmediterraneoct.com

HOTEL NETTUNO ****

VIA RUGGERO DI LAURIA, 121 – CATANIA
COMM (39) (095) 712 2006
<http://www.hotelnettuno.it>

HOTEL LA VILLE ***

VIA C. MONTEVERDI, 15 – CATANIA
COMM (39) (095) 746 5230
<https://www.hotellaville-catania.com>
<http://www.rhlaville.it/>
Email: info@rhlaville.it

MERCURE CATANIA EXCELSIOR HOTEL ****

P.ZZA G. VERGA, 39 – CATANIA
COMM (39) (095) 747 6111
<http://www.excelsiorcatania.com/>
Email: H9801@accor.com

NH HOTEL CATANIA CENTRO****

PIAZZA TRENTO, 13 – CATANIA
COMM (39) (095) 316 933
<http://www.nh-hotels.it/hotel/nh-catania-centro>
Email: nhbellini@nh-hotels.com

GELSO BIANCO HOTEL ***

A19 CT-PA KM 3 - CATANIA
COMM (39) (095) 718 1159
<http://www.gelsobianco.it/it/>
Email: info@gelsobianco.it

VILLAGGIO TURISTICO INTERNAZIONALE**LA CUCARACHA**

V.LE KENNEDY (“LA PLAJA” AREA) - CATANIA
COMM (39) (095) 340 880
<http://www.villaggiolaplajaclub.com/>
Email: villaggiolaplaya@gmail.com

NOTES:

PETS ALLOWED:
SMALL DOGS – NO CATS
KITCHEN: NO
DISTANCE: MINUTES 25
MILES 12

NOTES:

PETS ALLOWED: YES
KITCHEN: NO
DISTANCE: MINUTES 35
MILES 15

NOTES:

PETS ALLOWED: SMALL SIZE
KITCHEN: NO
DISTANCE: MINUTES 30
MILES 10

NOTES:

PETS ALLOWED: SMALL SIZE
KITCHEN: NO
DISTANCE: MINUTES 35
MILES 13

NOTES:

PETS ALLOWED: SMALL SIZE
KITCHEN: SOME ROOMS
DISTANCE: MINUTES 30
MILES 12

NOTES:

PETS ALLOWED: SMALL SIZE
KITCHEN: NO
DISTANCE: MINUTES 35
MILES 12

NOTES:

PETS ALLOWED: SMALL SIZE
KITCHEN: NO
DISTANCE: MINUTES 40
MILES 12

NOTES:

PETS ALLOWED: SMALL SIZE
KITCHEN: YES
DISTANCE: MINUTES 15
MILES 5

NOTES:

PETS ALLOWED: YES
KITCHEN: YES
DISTANCE: MINUTES 25
MILES 12

NH HOTEL PARCO DEGLI ARAGONESI ****

V.LE KENNEDY (“LA PLAJA” AREA) - CATANIA
COMM (39) (095) 723 4073
<http://www.nh-hotels.it/hotel/nh-catania-parco-degli-aragonesi>
Email: nhparcodegliaragonesi@nh-hotels.com

NOTES:

PETS ALLOWED: SMALL SIZE
KITCHEN: NO
DISTANCE: MINUTES 20
MILES 9

ROMANO PALACE LUXURY HOTEL *****

V.LE KENNEDY (“LA PLAJA” AREA) - CATANIA
COMM (39) (095) 596 7111
<http://www.romanopalace.it/en/>
Email: info@romanopalace.it

NOTES:

PETS ALLOWED: YES
KITCHEN: NO
DISTANCE: MINUTES 25
MILES 11

SHERATON HOTEL ****

VIA ANTONELLO DA MESSINA, 45 - ACICASTELLO (CT)
COMM (39) (095) 711 4708 / 4111
<http://www.sheratoncatania.com/it>
Email: booking@sheratoncatania.com

NOTES:

PETS ALLOWED: SMALL SIZE
KITCHEN: NO
DISTANCE: MINUTES 40
MILES 17

GRAND HOTEL BAIA VERDE ***

VIA A. MUSCO, 8/10 – ACICASTELLO (CT)
COMM (39) (095) 491 522
<http://www.baiaverde.it/IT>
Email: baiaverde@baiaverde.it

NOTES:

PETS ALLOWED: NO
KITCHEN: NO
DISTANCE: MINUTES 40
MILES 16

MARINA PALACE HOTEL****

VIA PROVINCIALE, 1 - ACICASTELLO (CT)
COMM (39) (095) 711 7800
<http://www.marinapalace.it/>
Email: booking@marinapalace.it

NOTES:

PETS ALLOWED: SMALL SIZE
KITCHEN: NO
DISTANCE: MINUTES 42
MILES 23

HOTEL CAPOMULINI ****

V.LE DELLA FIERA FRANCA, 33 - CAPOMULINI (CT)
COMM (39) (095) 293 3040
<http://www.parkhotelcapomulini.it/>
E-mail: info@parkhotelcapomulini.it

NOTES:

PETS ALLOWED: SMALL SIZE
KITCHEN: NO
DISTANCE: MINUTES 45
MILES 22

GRANDE ALBERGO MAUGERI ****

P.ZZA G. GARIBALDI, 27 - ACIREALE (CT)
COMM (39) (095) 608 666
<http://www.hotel-maugeri.com/>
Email: prenotazioni@hotel-maugeri.it

NOTES:

PETS ALLOWED: NO
KITCHEN: NO
DISTANCE: MINUTES 45
MILES 23

GRAND HOTEL VILLA ITRIA ****

VIA A. ANIANTE - VIAGRANDE (CT)
COMM (39) (095) 789 9850
<https://www.grandhotelvillaitria.com>

NOTES:

PETS ALLOWED: SMALL SIZE
KITCHEN: NO
DISTANCE: MINUTES 40
MILES 20

* DISTANCE is calculated with Google Map from/to NAS II

** This list does not include all hotels and TLA in Catania city and surrounding areas. For more hotel facilities, you can search online or request Housing assistance @ NASSIG-HousingHelpDesk@eu.navy.mil.



Naval Air Station Sigonella

Housing Service Center

NAS SIGONELLA MAIN PHONE NUMBERS

Dialing Information

• **COMMERCIAL WITHIN ITALY TO:**

NAS I: 095-56-XXXX

NAS II/ MARINAI: 095-86-XXXX

AUTO ATTENDANT DIRECTORY ASSISTANCE: 095 86 1110

BASE AMBULANCE; FIRE; POLICE: 095 86 1911 or 095 56 1911

• **COMMERCIAL WITHIN EUROPE (OUTSIDE OF ITALY) TO:**

NAS I: 0039-095-56-XXXX

NAS II/MARINAI: 0039-095-86-XXXX

AUTO ATTENDANT DIRECTORY ASSISTANCE: 0039-095 86 1110

• **COMMERCIAL FROM CONUS TO:**

NAS I: 011-39-095-56-XXXX

NAS II/MARINAI: 011-39-095-86-XXXX

AUTO ATTENDANT DIRECTORY ASSISTANCE: 01139 095 86 1110

To dial from CONUS to NAS Sigonella via **DSN** dial 314-624-xxxx

To dial a US **1-800 number** from an on base phone dial 19020, wait for the dial tone then the 1-800 number.

EMERGENCY PHONE NUMBERS

AMERICAN RED CROSS	624-4900
CARABINIERI - NAS I	624-4223
CARABINIERI NAS II	624-5266
DUTY CHAPLAIN (1600 – 0730)	335 831 4493
EMERGENCY	335 606 5839
EODMU EIGHT QUARTERDECK	624-6411
ER HOSPITAL	624-3844
FIRE DEPARTMENT DISPATCH CENTER (MANNED 24 HOURS)	624-5287 / 8
HOUSING - EMERGENCY ON CALL	335 739 1579
NASSIG ACDO	335 130 5139
NASSIG CDE	335 740 6007
NASSIG CDO	335 130 5136
PUBLIC WORKS AFTER HOURS EMERGENCY SERVICES	624-5354; 335 769 4280
SAPR HOTLINE:	335 642 8312
SECURITY DESPACH	624-5225
VET CLINIC NAS I (MWR)	624-4258



Naval Air Station Sigonella

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QUICK REFERENCE

AMBULANCE REQUESTS FLIGHT LINE CLINIC HOSPITAL	624-5333
AUTOMATED DIRECTORY ASSISTANCE:	624-1110
BASE COMMUNICATIONS OFFICE TROUBLE DESK	624-5561/5562
FLIGHT LINE CLINIC HOSPITAL	624-2825
MARINAI COMMUNITY CENTER (MWR)	624-1750
MARINAI HOUSING GATE SECURITY DEPARTMENT	624-1768
MARINAI HOUSING OFFICE	624-1731
MEDICAL EVACUATION (MEDEVAC) HOSPITAL	624-4086
MEDICAL LOGISTIC HOSPITAL	624-4586
MEDICAL/SURGICAL WARD HOSPITAL	624-4732/3
MENTAL HEALTH HOSPITAL	624-4840
MIDDLE/HIGH SCHOOL MAIN NUMBER	624-4281/2
NASSIG OMBUDSMAN:	624-1382; 335 580 1269
NATOPS OFFICER OPERATIONS	624-2017
NAVY EXCHANGE - CUSTOMER SERVICE	624-4363
NAVY LODGE (RESERVATION ONLY) NEX	624-4082
NGIS FRONT DESK RESERVATIONS	624-6832
PASS & ID DESK SECURITY DEPARTMENT	624-2200
PERSONAL PROPERTY / HOUSEHOLD GOODS CUSTOMER SERVICE FISC	624-4123
PHARMACY NAS I	624-4685
PHARMACY NAS II FLIGHT LINE CLINIC HOSPITAL	624-6292
SATO	624-5622
SECURITY ASSISTANT:	624-5768; 335 102 3197

QUARTER DECKS OR DUTY OFFICES

ACDO	335 831 4490
AIMD AFTER HOURS	335 184 0993
AIMD QUARTERDECK	
CDO	624-5615
DEFENSE COURIER STATION AFTER HOURS DUTY COURIER	335 654 5477
EODMU EIGHT QUARTERDECK	335 606 0293
ETD OPERATIONS DUTY OFFICER	624-6411
FISC COMMAND DUTY OFFICER	335 128 1528
FISC HAZMIN DUTY PHONE	335 193 8814
FISC LOGISTICS SUPPORT DUTY PHONE	335 578 8512
HOSPITAL DUTY NUMBER 24-HOUR / QUARTER DECK	335 735 4963
JMAST DDO	624-3842
SAFETY AFTER HOURS	335 740 6001
SECURITY – NAS 1GATE	335 831 4486;
VR LIAISON 24HR DUTY NUMBER	624-4201
	335 723 5883

The complete NAS Sigonella phone directory can be downloaded from the following link:

http://www.cnic.navy.mil/regions/cnreufswa/installations/nas_sigonella/about/installation_guide/phone_directory/secure.html



Naval Air Station Sigonella

Housing Service Center

HOUSING LINKS

NAS Sigonella Housing Department

http://www.cnic.navy.mil/regions/cnreurafswa/installations/nas_sigonella/ffr/housing_and_lodging.html

HOMES.MIL

<https://www.homes.mil>

HEAT (Housing early Application Tool)

<http://www.cnic.navy.mil/HEAT>

<https://HOMES.mil/heat/apply>

NAS Sigonella Unaccompanied Housing "Roommate Matching Program"

<https://g2.cnic.navy.mil/TSCNREURAFSWA/NASSIGONELLAIT/N9/N93/RMFSITE/home.aspx>

FIND US ON FACEBOOK

NAS Sigonella Housing

<https://www.facebook.com/NAS-Sigonella-Housing-1577384599218998/>

NAS Sigonella Unaccompanied Housing

<https://www.facebook.com/Unaccompanied-Housing-Sigonella>

EMAIL US @

NAS Sigonella Housing Service Center

NASSIG-HousingHelpDesk@eu.navy.mil

NAS Sigonella Economy Housing

NASSIG-HousingReferral@eu.navy.mil

NAS Sigonella Unaccompanied Housing

NASSIG-HousingUHDirector@eu.navy.mil

NAS Sigonella Family Housing

NASSIG-HousingMarinai@eu.navy.mil

NAS Sigonella Housing Furnishings

NASSIG-HousingFurnishings@eu.navy.mil

NAS Sigonella Housing Director

NASSIG-HousingDirector@eu.navy.mil



Naval Air Station Sigonella

Housing Service Center

OTHER LINKS

NAS Sigonella

<https://www.facebook.com/nassigonella>

NAS SIGONELLA Web Site

http://www.cnic.navy.mil/regions/cnreurfswa/installations/nas_sigonella.html

CNIC Fleet & Families Readiness

<http://cnic.navy.mil/ffr/>

NAS Sigonella Navy Gateway Inns & Suites

<http://ngis.dodlodging.net/property/NAS-Sigonella>

NAS Sigonella MWR

<http://www.sigmwr.com>

DOD SCHOOL

<http://www.dodea.edu/Europe/Mediterranean/Sigonella/SigonellaES/principal.cfm>

<http://www.dodea.edu/Europe/Mediterranean/Sigonella/SigonellaMHS/index.cfm/>

SECURITY

<http://www.military.com/unitpages/unit.do?id=791706>

HOSPITAL

www.med.navy.mil/sites/sigonella/Pages/index.htm

Allowances information

<http://www.defensetravel.dod.mil/index.cfm>

Welcome to Italy!

Do not hesitate to contact us.

NAS SIGONELLA HOUSING DEPARTMENT

Email

NASSIG-HousingHelpDesk@eu.navy.mil

Phone

[Comm: \(39\) 095—564311](tel:(39)095-564311)

[DSN: \(314\) 624—4311](tel:(314)624-4311)

