

**BY ORDER OF THE
INSTALLATION COMMANDER**

**AIR FORCE INSTRUCTION 32-6001 SCOTT
AFB SUP2**



**AMC
Supplement 2**

13 DECEMBER 1999

Civil Engineering

FAMILY HOUSING MANAGEMENT (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 32-6001, 26 April 1994, is supplemented as follows: (This supplement requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 10 U.S.C., Chapter 40, Section 8013; 5 U.S.U., Section 301; 42 U.S.C., Section 1594b. Systems of Records Notice F030 AF LE C, Base Housing Management, apply.)

1.4. (Added) Scott Form 72, **Rental**, and Scott Form 95, **Sales**, are given to anyone wanting to list their property for rent or sale. Scott Form 80, Rental Condition Record, is provided to all personnel renting off-base. This form is used to help them record the condition of the premises before moving in and upon termination.

2.3. (Added) Scott Form 61, **Information for Family Housing Applicants**, and Scott Form 85, **Information for Mobile Home Park Applicants**, is information that is briefed to all applicants applying for base housing or the mobile home park. After the briefing, the top portion of the appropriate form is given to the applicant and the bottom portion is kept with the applicant's file for up to 1 year after they PCS.

2.4. (Added) Scott Form 90, **Base Housing Clearance Reminder**, is given to the incoming or outgoing occupant with appointment dates, times and telephone numbers.

6.1.1. (Added) Scott Form 500, **Lawn Inspection Ticket**, is used by the Inspection Section to identify exterior discrepancies that include, but are not limited to: yard needs mowing and trimming; disconnect hose; rake leaves; pickup after pet; unauthorized self-help project; unauthorized storage of boat; or remove snow from sidewalk.

9.2.3. (Added) Scott Form 32, **Military Family Housing Maintenance Request**, and Scott Form 76, **Appliance Data**, are forms used by the maintenance contractor to identify routine maintenance or repair requirements, and identifying government appliances (refrigerator and stove) with model and serial numbers.

Forms Prescribed: Scott Form 32
Scott Form 61
Scott Form 72
Scott Form 76
Scott Form 80
Scott Form 85
Scott Form 90
Scott Form 95
Scott Form 500

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