



**Defence
Infrastructure
Organisation**

DIO EUROPEAN SUPPORT GROUP

Francis Temple
Estate Manager Supervisor
Bldg.306, Room 215
SHAPE
BFPO 26

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PROXY TAKEOVER OF OVERSEAS ACCOMMODATION

Service No:	
Rank:	
Name:	
Address:	

1. In normal circumstances, occupants or prospective residents must personally handover and takeover a property. Where this is not possible for exceptional reasons, such as a short notice move, weekend/holiday arrival, compassionate reasons, or other such causes, the DIO Estate Manager may handover a property to a unit/individual representative who is then solely responsible for briefing the incoming occupant on all aspects of the house and safe custody of all keys signed for at the Move-In appointment. The brief and the keys must be given to the incoming occupant immediately on arrival by the nominated proxy. Where at all possible Move In by proxy is to be discouraged and if necessary, dates/times changed to fit in with the arrival of the potential occupant.

2. The following conditions apply:

a. A representative of the incoming occupant is to be appointed by the sponsoring unit/department or individual and is normally to be a UK Service Person or UKBC / UKBT and if possible one who is or has recently been an oversea accommodation resident. In exceptional cases spouses may undertake this task.

b. Any subsequent general complaints by the resident directly related to the handover must be dealt with in the first instance by the unit.

3. Licensee Declaration:

Move-In:

1. I hereby authorise the above overseas accommodation to be handed over on my behalf by a Unit Representative nominated by

I am aware that I will be responsible for the property once all the keys have been handed over to the nominated Proxy by the DIO ESG Accommodation representative at the Move In appointment.

2. I understand the findings and decisions of the DIO representative and my nominated proxy will be binding and I accept the property as being acceptable for Move-In as agreed by my proxy.



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Move-Out:

1. I hereby authorise the above oversea accommodation to be taken over on my behalf by a Unit Representative nominated by

2. I am aware that it is my responsibility to inform the proxy of all damages, defects and deficiencies relating to the property and its inventory. I agree to accept charges for cleaning, loss/damage beyond fair wear and tear as assessed by the DIO representative and witnessed by the proxy. I am aware that I will remain responsible for the property until all the keys have been handed over to the appointed DIO ESG accommodation representative up to the date of the move out appointment.

Date	
Signed	

PROXY DECLARATION:

I am willing to act as proxy for the _____ and I am aware that the licensee will remain responsible for the overseas accommodation and its inventory _____ all the keys to the property have been _____ over _____ the appointed DIO SD Accommodation representative personally at the _____ appointment. I am prepared to represent the licensee in all issues including acceptance and dispute of charges.

Service No	
Rank	
Name	
Date	
Signature	

Francis Temple

Estate Manager Supervisor
DIO ESG
Copy to;
PFile
EM
Unit HR/NSE
Admin EJSU SHAPE