

## Living Quarters Allowance (LQA) & Overseas Housing Allowance (OHA)

### Housing Inspection and Approval Process

Overseas Building Operations (OBO) and Post-specific regulations require newcomers arriving to Bangkok under LQA/OHA Housing status to follow certain procedures related to safety, security, and space standards. Our goal is to help clarify the process and to provide you with a smoother transition into your new home here in Bangkok.

- Upon arrival, please confirm with your agency your approved financial allowances as well as your space standards based on your position rank and family size. Also, as you make your search, keep in mind that the proposed unit must also pass certain security and safety standards. (\*see pages 4 & 5 of the LQA Manual)

- Once you have found a property that you believe will meet the space standard requirement, and has not already been precluded from approval, immediately contact GSO Housing [BangkokGSOHousing@state.gov](mailto:BangkokGSOHousing@state.gov) to request/submit an LQA/OHA Inspection Request form. Use this form to identify your single point of contact for communications regarding this property. This POC can be yourself, your realtor or the building management themselves - whoever will have the ability to coordinate inspection schedules with assistance from Housing. \*Note that because of man-power limitations, Housing can only process one selection at a time.

- Housing will then initiate scheduling the following inspections:

GSO - Square footage measurement inspection  
Facility Management - Electrical and POSHO/SHEM Inspections  
RSO - Security inspection

Each of these inspections will generate a report identifying any necessary corrective measures. This report will be forwarded to your selected POC requesting improvement or repair. If the landlord agrees, the POC should ensure full completion of the improvements and/or repairs and notify GSO/Housing once the unit is fully ready for re-inspection.

Please note that ALL corrective measures must be addressed and verified by Embassy staff via the follow-up inspection. The employee is not allowed to inhabit the premises without first passing the above inspections and then getting approval from GSO Housing Officer in writing. Signing a final lease for and/or moving into a property that has not met all the inspection requirements could result in the employee being required to vacate the premises and in the event that the landlord subsequently refuses to accomplish certain mandatory improvements and/or repairs, the employee could be liable for any funds owed under the signed lease.

- Once the above inspections are fully approved, GSO/Housing will ask for Housing Board review and approval (generally expeditiously via e-mail). Only upon Housing Board final approval should the employee consider signing the final lease\* and proceed to occupy the new residence. GSO/Housing will notify the applicant and their agency of this approval. The

applicant must also submit a copy of the signed lease agreement to GSO/Housing, whereupon the GSO Housing Officer will sign off to allow GSO Customs & Shipping to proceed with UAB and/or HHE delivery. \*Note: Housing is legally precluded from reviewing and/or interceding with regard to the lease or the terms associated with it.

We at GSO Housing understand that finding a new home can be both an exciting and a challenging adventure, and meeting the inspection requirements as outlined above can seem additionally daunting. We hope our customers will understand that the requirements mandated by Overseas Building Operations (OBO) and Diplomatic Security (DS) are intended to ensure the safety and security of our American staff abroad. With that in mind, know that Housing will always process your request as quickly as possible. Thank you in advance for your patience.

- **NON- COMPIANT BUILDINGS:**
  - Royal Residence-99 Wireless Road
  - Ruam Rudee House- Soi Ruam Rudee
  - Saladaeng Residence- Silom Saladaeng
  - Centre Point- Sukhumvit Soi 39
  - Ruam Rudee Penthouse- Soi Ruam Rudee