

## **Suggested Housing Requirements for International Officers**

As a general rule, the apartments for TLA International Officers should be within easy walking distance to a Metro Station and shopping locations. If the apartment location is not within easy walking distance of a Metro Station, the Metro Station should be accessible via shuttle bus. The apartments should have modern facilities including a washing machine and dryer, microwave, dishwasher, refrigerator/freezer and a stove. The buildings should have 24-hour secure access and all offer a fitness center, swimming pool and business center. The apartments should be located in the same complex, or in close proximity to one another.

All apartments should be within Arlington or Fairfax County public school boundaries.

The standard Travel and Living Allowance (TLA) apartment for International Military Students should be fully furnished and equipped.

### **FURNITURE**

#### **Living Room**

- sofa and chair
- writing desk, ergonomic study chair and desk lamp
- 48" bookcase
- desk lamp
- 2 end tables with lamps
- coffee table
- Minimum 27" TV and DVD player

#### **Dining Room**

- table
- 4 chairs in a 1 bedroom
- 6 chairs in a 2 bedroom
- 8 chairs in a 3 bedroom apartment

#### **Master Bedroom**

- queen or king bed with headboard
- 2 nightstands with lamps
- dresser
- minimum 19" TV and VCR
- Hangers
- Mirror
- 2 towel sets
- 1 bedspread + 1 blanket (or 2 blankets)

#### **Second/ third bedroom (if applicable)**

- 2 twin beds with headboards
- 2 towel sets
- 1 bedspread + 1 blanket (or 2 blankets)
- 1 nightstand and lamp
- chest of drawers
- hangers
- Mirror

# HOUSE-WARES

## Bathroom (each)

- bath mat
- shower curtain, liner, and hooks
- soap dish
- tumbler
- small wastebasket

## Master Bedroom

- 2 bed sheet sets
- 4 pillow cases
- 2 pillows
- 1 blanket
- 1 bedspread
- 4 bath and hand towels
- 4 wash cloths
- clock radio
- telephone
- hangers

## Second and Third Bedrooms (if applicable)

- sheet sets (2 sets per bed)
- 2 pillows
- 4 pillow cases
- 2 blankets
- 2 bedspreads
- clock radio

## Dining Room

*The number of plates, glasses, bowls, cups, cutlery/flatware etc. should be a service for 4 in a 1 bedroom, for 8 in a 2 bedroom and 12 in a 3 bedroom apartment.*

- dinner plates
- soup bowls
- salad plates
- coffee cups
- saucers
- drinking glasses (juice, beverage, water and wine glasses)

## Kitchen Equipment

- dinner knives
- soup spoons
- steak knives
- butcher knife
- cooking spoon
- vegetable peeler
- stock pot
- 2-quart sauce pan
- casserole dish
- dish towel
- pot holders
- toaster
- large and small cutting boards
- electronic hand-held mixer
- dinner forks
- teaspoons
- paring knife
- salt and pepper shakers
- spatula
- manual can opener
- frying pan
- 1-quart sauce pan
- colander
- dish cloths
- trash can
- coffee maker
- trivet(s)

### **MISCELLANEOUS ITEMS**

- iron
- ironing board
- brush and dust pan
- ashtray
- clothes hangers
- light bulbs
- vacuum cleaner

### **Move-In Kit**

- Paper towels
- sponge
- Coffee/tea
- Sugar and creamer
- lotion
- dish soap
- laundry soap
- toilet soap
- shampoo
- toilet paper

**Further services and amenities include the following:**

**PARKING SPACE**

Many tenants do not own cars, so parking spaces (at an appropriate price) should only be provided **upon request from tenant**

**CABLE TELEVISION**

Basic cable television package. Should the tenant wish to upgrade this package, accommodations should be available at additional cost to the tenant. 'Pay Per View' channels should not be an option to the tenant unless the tenant approaches management and leaves a credit card number.

**HIGH SPEED INTERNET ACCESS**

High speed cable internet connection throughout apartment via hard line. Wireless connection may supplement a hard line, however it may not be the primary source for internet connection.

**LOCAL TELEPHONE SERVICE**

Free local calls. Long distance plan not necessary.

**WEEKLY MAID SERVICE**

Weekly maid service should be provided for one bedroom apartments only. Housekeeping staff should perform the following duties: dusting, wiping surfaces, vacuuming, and mopping. Launder of clothes and washing of dishes not necessary. Ability to make a special request, such as removal of a carpet stain, should be available through a service request form.

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**International Student Management Office Statement of Intention**



The International Student Management Office (ISMO) at the National Defense University (NDU) provides housing referral services to our international students. International students are free to choose from referred providers or to seek housing on the open market. All international students sign individual leases and receive per diem allowances to cover housing costs. Neither ISMO nor NDU has any contractual agreement with the housing providers. The above suggested requirements are provided only to outline the optimum housing arrangements that have historically proven to best meet the needs of our international students.

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