

Living in your own home – guidance from FAM team

If you are thinking about buying a home, please read [JSP 464 Volume 4 FAM Policy](#) Chapter 5 first to make sure your planned living arrangements comply with FAM policy.

To access FAM, your soldier must meet the basic Service Person eligibility of:

- ✓ Four years' Regular or full-time Reserve Service (full commitment).
- ✓ Eligible Army Aldershot Unit Identification Number (a list is on Defence Intranet FAM UIN, (your soldier will be able to access this at home with their login details) or contact the FAM Cell for confirmation that your UIN is valid
- ✓ A minimum of 12 months left to serve at Aldershot and in Service.

How do I apply for the FAM core payment?

Note - If you are an existing homeowner with a property within 50 miles of the pilot site you are not currently entitled to FAM core payments.

- ✓ If you are an existing homeowner with a property more than 50 miles from the pilot site and live in SLA during the week, you need to submit an Accommodation Preference Form (APF) which can be accessed from your JPA account self-service area. Choose the drop-down menu of *homeowner away from base*.
- ✓ For new buyers, at the point when you have an intended completion date you should submit an APF which can be accessed from your JPA account self-service area. You will need to choose a drop-down menu of either *homeowner away from base (bought during pilot)* or *homeowner near base (bought during pilot)*. The 'near' or 'away from' refers to less than or more than 50 miles from the pilot base
- ✓ Once your APF has been approved, your unit HR will be advised of your intent to purchase a home/obtain core payments (£125) and it will be your responsibility to provide evidence as follows:
 - 🚧 *If you have just purchased a property during the FAM pilot* - evidence showing the date of purchase completion is via production of the legal conveyancing completion statement (known as the Date of Entry/Settlement date, on the title sheet in Scotland)
 - 🚧 *If you are an existing homeowner and your house is more than 50 miles away from the FAM pilot unit* - you will need to evidence your home ownership through your latest council tax bill
 - 🚧 All evidence is to be presented to your Unit HR as soon as possible after completion/arriving at Aldershot in order for them to activate the core payment.

If you require SLA during the week

- ✓ First submit your APF for the homeowner 'near' or 'away' from base; in the free text in Part E annotate that you need SLA weekly
- ✓ Once your APF has been approved, we will direct you through the APF system to approach the Accommodation Cell
- ✓ The Accommodation Cell will need evidence from you that an APF has been submitted before they allocate a room
- ✓ SLA waivers are not available under FAM. You will instead receive a monthly bill for your accommodation and the core payment is to be used to pay this bill, with any spare contributing to your private home bills.

Where do I find out about allowances?

If you are not a first-time buyer or moving for Service reasons your move would need to be self-funded.

- [JSP 464 Volume 4 FAM Policy](#) Section III
- Allowances and Expenses [JSP 752](#)
- V5 Jul 20 - FAM Supplement for pilot sites (this can be accessed by your soldier)
- Chapter 7 – Commuting for Get You Home and Home To Duty
- Chapter 12 – Relocation
 - Section 1 – Disturbance Allowance
 - Section 3 – Refund of Legal Fees
 - Section 4 – Movement and Storage of Personal Effects (MSPE)

Legal fees - what is covered?

Note - only first-time buyers only can claim legal fees and only if you have received FAM approval.

The reimbursement payment for actual receipted costs paid to a solicitor or conveyancing legal professional is capped at £1,500. Refund of Legal Expenses (New Buyer) can only be claimed in arrears on the completion of the house purchase and on production of the legal expense costs paid by the Service person. For taxation purposes, RLE (NB) expense is covered by the existing HMRC Relocation rules (see JSP 752 for more on this).

Fees qualifying for reimbursement fall into the following categories:

- (1) Legal Fees paid to a solicitor or conveyancing legal professional
- (2) Land Registry charges
- (3) Telegraphic Transfers
- (4) Searches

The additional links below provide more information on the pilot itself. For any further questions, please contact the Army Aldershot FAM Cell using the details below.

[FAM - What you need to know](#)

[JSP 464 Volume 4 FAM Policy](#)

APF Guide – How to fill in an APF (this can be accessed by your soldier).