

# KIRTLAND AIR FORCE BASE (KAFB) RV/BOAT/TRAILER and VEHICLE REGISTRATION

NAME: (Last, First, MI)	Status: Mark One <input type="checkbox"/> Active Duty Living On Base <input type="checkbox"/> Active Duty Living Off Base <input type="checkbox"/> Reserve/Guard Active Status <input type="checkbox"/> Retired Military <input type="checkbox"/> DoD Civilian	DECAL #	LOT	SPACE
RANK/GRADE:		KEY CARD #		DUTY PHONE:
DRIVERS LICENSE NUMBER:	HOME ADDRESS:			HOME PHONE:
ASSIGNED ORGANIZATION:	E-MAIL ADDRESS:			ALT PHONE:

**VEHICLE IDENTIFICATION NUMBER:** \_\_\_\_\_

<input type="checkbox"/> CAR	<input type="checkbox"/> BUS	<input type="checkbox"/> UTILITY TRAILER	<input type="checkbox"/> TOW DOLLY	<input type="checkbox"/> SLIDE-IN CAMPER	<input type="checkbox"/> 5TH WHEEL
<input type="checkbox"/> BOAT	<input type="checkbox"/> CAMP TRAILER	<input type="checkbox"/> TRUCK	<input type="checkbox"/> MOTOR HOME	<input type="checkbox"/> RV	<input type="checkbox"/> OTHER

LENGTH	WIDTH	MAKE	MODEL	REGISTRATION	NOTE
				STATE _____ LICENSE NO. _____	

**CAR IDENTIFICATION NUMBER:** \_\_\_\_\_

MAKE	MODEL	YEAR	COLOR	STATE	LICENSE NO.

**PRIVACY STATEMENT**

*AUTHORITY:* AFI 33-332, *Privacy Act Program* 16 May, 2011  
*PRINCIPLE PURPOSE:* To certify with requirements for on-base storage of trailers, boats, etc.  
*ROUTINE USE:* To provide a record for controlling privately owned trailers, which are authorized to be stored on KAFB.  
*DISCLOSURE IS VOLUNTARY:* Failure to provide this information would result in an individual not being able to store his or her property at KAFB. *Privacy Act Information-*The information accessed through this system is **FOR OFFICIAL USE ONLY** and must be protected in accordance with the Privacy Act, AFI 33-332 and AFI 34-202.

Read and acknowledge understanding of the claims manuals, AFI 51-501, *Tort Claims*, 15 December 2005 and AFI 51-502, *Personnel and Government Recovery Claims*, 1 March 1997, that cognizable and payable claims for damages to or loss of property caused by fire, tornado, lightning, flood, or other unusual occurrence, or by theft or vandalism while located in a storage area for boats, boat trailers, utility trailers, and camper trailers, as duly authorized by base authorities, are limited to those items which cannot be or commonly are not stored within the living areas of one's quarters, and which are reasonably associated with the use of property stored at the authorized area. Small items of substantial value should not be left in the authorized storage area.

**CERTIFICATE OF OWNERSHIP AND SPACE-USE AGREEMENT**

1. I certify that the above listed property is registered to me in accordance with pertinent state laws.
2. I acknowledge that it is my responsibility to maintain my assigned parking slot in a neat and orderly manner, and that such responsibility will continue until I secure a release from Outdoor Recreation upon termination of the slot. I further acknowledge that I am to notify Outdoor Recreation of any change/disposition of property, or change in my address or status. I acknowledge that only 1 registered property item may be in any spot at any time unless authorized and paid for in accordance with KAFBI 34-105, *Recreational Vehicle Storage Lot*.
3. I acknowledge that my property must be able to be moved at any time within 30 days of notification. I acknowledge that if I do not comply with a notice to move my property, it will be moved at the owner's expense after the 30-day deadline. Furthermore, I release the US Air Force, its agents, employees, and volunteers from any liability to damage caused to my property, before, during or after its relocation.

SIGNATURE OF MEMBER	DATE	OUTDOOR RECREATION STAFF SIGNATURE	DATE

**REGISTRATION PRIORITIES**

- 1a. Active duty military personnel assigned to KAFB who live on base.
- 1b. Active duty military personnel assigned to KAFB who live off base.
- 2. Reserve and guard members on active status at KAFB.
- 3. Retired military personnel residing within 100 mile radius of KAFB.
- 4. DoD Civilians will be assigned spaces only when spaces become available.

Note: Lower priority personnel may be bumped by higher priority personnel and required to vacate spaces. In the event of eviction notice, occupants must vacate space within 30 days of notification.

**INITIAL BY EACH STATEMENT**

**I acknowledge that it is my responsibility to maintain my property in good working order, maintaining a current state vehicle registration, current insurance and maintain appearance of the immediate area surrounding the vehicle (i.e., weeds, clutter-free, trash picked up, etc.). I will not repair or modify vehicles in the RV storage area.** (KAFBI 34-105, paragraph 2.2.1.)

I acknowledge that the storage of hazardous waste, materials and containers is strictly prohibited. (KAFBI 34-105, paragraph 2.2.1.)

I acknowledge that storage lots are considered long term storage; a 3 month minimum is required. Upon registration for a space the minimum first payment and a one-time \$10 administrative fee will be required. Items removed before the end of their first 3 month will not qualify for a refund. (KAFBI 34-105, paragraph 2.2.2.)

I acknowledge that a late fee of \$15 per month will be assessed if payment is not received within the end of the month of due date. Accounts 60 days delinquent will result in gate entry card being deactivated and the vehicle being impounded by 377th Security Forces, tow company at my expense. (KAFBI 34-105, paragraph 2.2.2.)

**I acknowledge and understand that I store my vehicle at my own risk.** I realize that while my property is in the RV storage lot, it is susceptible to vandalism and other damage. I understand that **it is the policy of the Commander of KAFB to have proof of sufficient liability and comprehensive insurance on my property** to cover all claims resulting from theft, vandalism, fire, lightning, flood, tornado, or other unusual occurrences while the vehicle is in the storage lot. (KAFBI 34-105, paragraph 2.2.3.)

I agree that **when receiving deployment orders, I must supply Outdoor Recreation staff with an "Emergency Point of Contact" during the period of the deployment.** (KAFBI 34-105, paragraph 2.2.5.)

I agree that I will terminate registration in person and return gate entry card at Outdoor Recreation office prior to any move or permanent change of station (PCS), discharge, the sale of RVs, change of residence outside of the 100 mile radius, or change in status where base access is no longer allowed to me within 2 weeks of vacating the area. (KAFBI 34-105, paragraph 2.2.6.) I will continue to pay all fees until the gate entry card is returned to Outdoor Recreation. (KAFBI 34-105, paragraph 2.2.7.)

**I acknowledge that if payment is 60 days past due and I do not contact the Outdoor Recreation office within the 60 days, the property will be deemed abandoned. Any property that is deemed abandoned in the RV storage lot will revert to the Non-Appropriated Fund Instrumentality (NAFI) that supports the RV storage lot. The item may be impounded, disposed of, sold, or used in any manner the Outdoor Recreation office deems suitable for its use.** (KAFBI 34-105, paragraph 2.2.8.)

When the RV storage lots are full and no parking space is available to Priorities 1a and 1b, the most recently registered lowest priority patron will be required to vacate their space within 30 days of notification. Failure to vacate in the allotted time will result in the vehicle being impounded at the owner's expense. (KAFBI 34-105, paragraph 3.2.3.)

I acknowledge that Outdoor Recreation personnel are not responsible for acts of god, bad weather or electronic failure. If the gates are left open or sealed shut due to an electronic failure of any type, Outdoor Recreation staff will get repairs done as soon as possible, but are not responsible for opening the lot or fixing the system after hours. A sign will be located at each lot so I can call Outdoor Recreation personnel to report any issues, etc. (KAFBI 34-105, paragraph 3.5.)

I acknowledge that the registered vehicle is the **only** authorized vehicle in my parking space. (KAFBI 34-105, paragraph 3.6.)

I acknowledge that if I do not comply with listed requirements, Outdoor Recreation may impound my vehicle(s) at my expense. (KAFBI 34-105, paragraph 3.8.)

Property Owner (Printed Name)	Property Owner (Signature)	Date
Outdoor Recreation Staff (Printed Name)	Outdoor Recreation Staff (Signature)	Date