



## What is a 'Proxy'?

*Article first appeared in issue 73 of the AFF Families Journal*

When it comes to taking or handing over a married quarter there is often some confusion about who can undertake this responsibility, sometimes resulting in postponed move-in/move-outs. Here are some helpful hints for families when the Service person is unable to handover/takeover the quarter themselves and needs to appoint a 'proxy'.

1. The Service person to whom the quarter is allocated should, wherever possible, attend the takeover/handover of their property. This is by far the best way and makes the whole process run more smoothly.
2. If, for Service reasons, the Service person cannot attend move-in/move-out the Service person should appoint a 'proxy' i.e. someone who has authority to takeover/handover the property in his/her place. It should be noted that the proxy may have to sign for charges raised at move-out or for the standard of the quarter at move-in so the choice of who to nominate as a proxy should be carefully considered. The proxy will be acting with the full authority of the Service occupant and any subsequent disputes will be difficult to resolve if the occupant disagrees with anything the proxy has signed for; in short, the proxy's decision should be considered final
3. A proxy may be either another Serving person, or the occupant's spouse or civil partner. However, in every case where a proxy is necessary, the Service occupant **must** complete a Proxy Certificate granting the necessary authority.

Families sometimes assume that their spouse or civil partner may routinely handover/takeover a married quarter or hiring. This is not the case. A Proxy Certificate must always be submitted to the Housing Information Centre (HIC) if the Service occupant is unable to be present themselves.