

Applying for a Home-Based Business Checklist

1. Complete the HBB Application Packet
 - a. Application
 - b. AEF 210-70A Certificate of Understanding
 - c. AEF 210-70B Statement of Understanding
 - d. HBB Memorandum for Housing
 - e. Request to Operate an HBB with Formal Business Proposal included.
 - f. Submit photocopy of Passport with SOFA stamp/card and a photocopy of your ID Card.
 - g. Print out the digital copy of the Housing Coordination Memo, and take it to the Garrison Housing Office. The Chief, Housing Division, approves the application confirming that the business will not have a negative impact on housing or community relations or be excessive in utility usage. Ensure to attach Business Plan/Proposal for review by Housing Official.

2. You will need to register your business at the German Trade Office (Gewerbeamt). Depending on where you live, please see below office locations:
 - a. **Baumholder Community**
 - i. Schneewiesenstrasse 25
55765 Birkenfeld
Telephone: 06782-15303
Email: info@landkreis-birkenfeld.de
 - b. **Kaiserslautern Community**
 - i. Benzinoring 1
67657 Kaiserslautern
Telephone: 0631 365-2553
Website: www.kaiserslautern.de

It is not required, but you are encouraged to seek assistance from a German tax professional or legal advisor. It is your responsibility to comply with German tax laws and you may find that due to very little interest in HBBs in recent years, the Gewerbeamt in Birkenfeld is unfamiliar with what documents should be filed for an HBB on post. A tax professional can help you navigate this issue.

3. Once the above steps are completed, please turn in all supporting documents to Kerstin Reed, Private Organization Liaison, Phone: 0611-143-541-9075, Email: usarmy.rheinland-pfalz.id-europe.mbx.private-orgs@army.mil

4. After approval is received from the above parties, the Liaison will submit the entire packet for Legal Review and Garrison Commander Approval. Further approvals (for example Safety, etc.) may have to be obtained as directed by JAG or Garrison Commander. The HBB Owner will be contacted by phone or email upon approval or denial of the request.

5. Approval documents will be sent to the HBB Owner, it is required to keep a copy of this approval on hand at all times. We recommend taking a photo with your cell phone for easy access.

Legal Advice is encouraged for guidance on trying to establish this HBB.

Baumholder Legal Assistance
Avenue D 8221-8222
55774 Baumholder Telephone:
0611-143-531-2445
DSN: 531-2445

You may also wish to contact the USAG RP Customs office:

Kleber Kaserne
Bldg. 3245, Rm 111
67661 Kaiserslautern
Telephone: 0631 411 7383
DSN: 483-7383

Baumholder (Smith Barracks)
Bldg. 8747, Rm 7104
55774 Baumholder
Telephone: 0611-143-531-2944
DSN: 531-2944