

HOUSING APPLICATION

Attached you will find all the documents needed to apply for Base Housing in Dahlgren. Please fill out the required forms and email completed forms to Dahlgren Navy Housing Service Center:

sheila.c.taylor.civ@us.navy.mil or dahlgrenhousing@navy.mil.

Items to Return:

DD1746 Housing Application

Sex Offender Addendum (Adden A)

Information Release Form

Statement of Understanding

Orders

Page 2 (Dependent's information)

LES (Leave and Earnings Statement)

POA (Power of Attorney) – If needed

Proof of Pregnancy – If needed



INSTALLATION: _____
PHONE: _____
FAX: _____
EMAIL: _____
WEBSITE: _____

Information Release

☐ I, _____ (Service member) **give permission** for the Navy Housing Service Center to share my contact and housing information, including PII, with _____ (the privatization partner) at _____ (installation).

☐ I, _____ (Service member) **DO NOT give permission** for the Navy Housing Service Center to share my contact and housing information, including PII, with _____ (the privatization partner) at _____ (installation) for the following reasons: _____

Service Member Name: _____

X

Service Member Signature

Date

FOR OFFICE USE ONLY

If not completed in person:

Permission received: ☐ Over the Phone ☐ By Email ☐ Other: _____

Counselor Name: _____ X

Counselor Signature

Date

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 10 U.S.C. 2831, Military Family Housing Management Account; DoD 4165.63-M, DoD Housing Management.

PURPOSE: To provide housing information to DON or other military components and government agencies.

ROUTINE USE: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b), routine uses include to assist the Navy Housing Office in determining an individual's status and qualifications who seek housing or assistance concerning Navy housing.

PRINCIPAL PURPOSE: To determine an individual's eligibility for Navy or Marine Corps housing (including privatized housing) and notification for subsequent assignment to housing or granting a waiver to allow occupancy of private housing. To determine priority and list individual's name on appropriate housing waiting list. To oversee housing occupancy once assigned.

DISCLOSURE: Voluntary; however, failure to provide the requested information will result in the inability to assist you.

Contact Your Local Housing Service Center
www.cnic.navy.mil/contacthousing

APPLICATION FOR ASSIGNMENT TO HOUSING <i>(Before completing form, read Privacy Act Statement and Instructions on reverse)</i>					1. TYPE SERVICE DESIRED <i>(X one or both)</i>	
					a. MILITARY HOUSING	b. HOUSING
SECTION I - APPLICANT INFORMATION						
2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i>			3. PAY GRADE	4. SSN	5. DOD COMPONENT	
6. ADDRESS <i>(Street, City, State, Zip Code)</i>			7. TELEPHONE NUMBER		8. STATUS OF APPLICANT <i>(X one)</i>	
			a. HOME <i>(Area Code)</i>	b. DUTY <i>(DSN)</i>	a. MILITARY MEMBER	c. CIVILIAN
					b. MILITARY SPOUSE	d. FOREIGN NATIONAL
9. MARITAL STATUS			10. I AM SEPARATED FROM MY DEPENDENTS <i>(X one)</i>			
			a. VOLUNTARILY		b. INVOLUNTARILY	
11. I REQUEST HOUSING FOR <i>(X one)</i>				SECTION II - MILITARY CAREER INFORMATION <i>(Civilians skip to Item 15.)</i>		
a. SELF ONLY		b. SELF AND DEPENDENTS		14. DATES <i>(Enter in YYMMDD order)</i>	MILITARY APPLICANT	MILITARY SPOUSE
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM				a. EFFECTIVE RANK/RATE DATE		
				b. ACTIVE DUTY SERVICE COMPUTATION		
				c. TIME REMAINING ON ACTIVE DUTY		
13. INSTALLATION/ORGANIZATION TRANSFERRED TO				d. EFFECTIVE CHANGE IN DUTY STATION		
				e. REPORT DATE		
				f. ESTIMATED FAMILY ARRIVAL DATE		
SECTION III - DEPENDENT DATA						
15. DEPENDENTS RESIDING WITH ME <i>(If more space is needed, continue on plain paper.)</i>						
a. NAME <i>(Last, First, Middle Initial)</i>		b. DATE OF BIRTH <i>(YYMMDD)</i>	c. SEX	d. RELATIONSHIP	e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>	
SECTION IV - HOUSING DATA						
16. COMMUNITY HOUSING DESIRED <i>(X as applicable)</i>						
a. PURCHASE HOUSE		d. RENT HOUSE		g. RENT MOBILE HOME SPACE		j. ROOM AND BOARD
b. PURCHASE CONDOMINIUM		e. RENT APARTMENT		h. SHARE		k. SUBLET
c. PURCHASE MOBILE HOME		f. RENT MOBILE HOME		i. RENT ROOM		l. TRANSIENT
17. AMENITIES DESIRED <i>(X as applicable. Write number in d. and e.)</i>				18. DATE HOUSING NEEDED <i>(YYMMDD)</i>		19. PRICE RANGE <i>(Community Housing)</i>
a. FURNISHED		e. NO. BATHS				
b. UNFURNISHED		f. PETS <i>(Allowed)</i>				
c. AIR CONDITIONING		g. OTHER <i>(Explain)</i>				
d. NO. BEDROOMS			20. LOCATION PREFERENCE <i>(Community Housing)</i>			
21. REMARKS						
Service Member's Email address: _____						
Service Member's Cell phone number: _____						
Spouse's Email address: _____						
Spouse's Cell phone number: _____						
22. SIGNATURE OF APPLICANT					23. DATE SUBMITTED <i>(YYMMDD)</i>	
SECTION V - DISPOSITION <i>(To be completed by the Housing Office.)</i>						
24. MILITARY HOUSING						
a. APPLICATION RECEIVED <i>(YYMMDD and time)</i>	b. APPLICATION EFFECTIVE <i>(YYMMDD)</i>		c. DD FORM 1747 PROVIDED <i>(YYMMDD)</i>		d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i>	
e. APPLICANT PLACED ON WAITING LIST	f. EFFECTIVE PLACEMENT <i>(YYMMDD)</i>		g. BEDROOMS REQUIRED		h. DATE UNIT ASSIGNED <i>(YYMMDD)</i>	
SECTION VI - HOUSING REFERRAL CERTIFICATE						
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.				In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
				25. SIGNATURE OF APPLICANT		26. DATE SIGNED <i>(YYMMDD)</i>

APPLICATION FOR ASSIGNMENT TO HOUSING

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5911 & 5912.
PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements.
ROUTINE USE: None.
DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to assist you.

GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. **All items not listed are self-explanatory.** SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

1. TYPE SERVICE DESIRED

Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.

SECTION I - APPLICANT INFORMATION

5. DOD COMPONENT

Army, Navy, Air Force, etc.

6. ADDRESS

Enter complete current address (*street number and name, apartment number, city, state/country and the 9-digit ZIP code*).

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

SECTION II - MILITARY CAREER INFORMATION

14. DATES (*Military Applications/Military Spouse Only*)

Enter dates in order of YYMMDD. (*May 17, 1993, would be entered as 930517*).

- Enter the date your current rate/rank was effective.
- Enter your active duty service computation date.
- Enter the time (*in months*) that you have remaining on active duty.
- Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.
- Enter your official report date (*from your PCS orders*).
- Enter your estimated arrival date.

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; *i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

SECTION IV - HOUSING DATA

16 - 21. Self-explanatory.

22. SIGNATURE

The applicant must sign the DD Form 1746.

23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

SECTION V - DISPOSITION (*To be completed by the Housing Office*)

24. MILITARY HOUSING

- Application Received.** Enter the year, month, day and time the application was received in the Housing Office.
- Application Effective.** Enter the date of change of duty station (*Line 14d*) or other date that will be the effective (*control*) date.
- DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.
- Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.
- Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.
- Effective Placement.** The effective date and time of the applicant's placement on the list(s).
- Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.
- Date Unit Assigned.** Enter the date the unit was assigned.

SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. § 5013, 10 U.S.C. § 5041, 10 U.S.C. § 2831, DoD 4165.63-M and E.O. 9397.

Principle Purposes: To determine an individual's eligibility for Navy housing; including privatized housing.

Routine Uses: Used by region and installation housing office personnel to determine eligibility for Navy housing and by private partners who operate privatized Navy housing for management and operational purposes.

Disclosure: Voluntary; however, failure to provide the requested information may impact eligibility for Navy housing, including privatized housing.

POLICY STATEMENT: In accordance with OPNAVINST 1752.3, to the maximum extent permitted by law or otherwise waived by Commander, Navy Installations Command or the Chief of Naval Personnel (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occupying Navy owned, leased, or PPV housing.

Sex Offender Definition: Any person convicted of a criminal offense requiring registration per the National Guidelines for Sex Offender Registration and Notification Act (SORNA) (42 U.S.C. §§ 16901-16962).

NOTICE OF REQUIREMENT TO DISCLOSE

	INITIAL
1. Military sponsors requesting assignment to Navy owned, leased or privatized housing are required to sign this acknowledgment and disclosure form.	
2. Occupancy of Navy owned, leased or privatized housing will not be approved for otherwise eligible applicants if the applicant, any authorized dependent, or live-in aide residing in the home is a sex offender.	
3. Anyone discovered to be a sex offender in the application process shall be denied access to Navy owned, leased or privatized housing.	
4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in Navy owned, leased or privatized housing, may be barred from the installation, and/or may be evicted. If eviction occurs you may be responsible for all relocation expenses.	
5. The Installation or Region Housing Program Director will immediately forward information regarding identified sex offenders to the Installation N3, N9 and supports SJA/OGC offices, to include a copy of the applicant's DD 1746 and this form. All information will be forwarded to CNIC within two working days.	
6. Anyone found to have falsely certified this Acknowledgment shall be referred for barment or eviction, as appropriate, and may be responsible for relocation expenses.	
7. Denial of an application for assignment to Navy owned, leased or privatized housing under the applicable policy, may be appealed to the Region Commander via the military sponsor's chain of command.	

CERTIFICATION: I have read and understand the above policy. By my signature below, I certify that under a penalty of administrative action and/or prosecution for making a false official statement in violation of 18 U.S.C § 1001 and/or the Uniform Code of Military Justice, Article 107, that neither I nor any person living in my household is a registered/convicted sex offender. I understand that I am required to notify the Navy's Housing Office and the Installation Security Office immediately if circumstances change so that this certification is no longer true.

Signature

Date

Print Name

Command

PPV FH APPLICANT STATEMENT OF UNDERSTANDING

CURRENT LIVING SITUATION

1. Is your family currently residing in PPV housing? ☐ Yes ☐ No

If yes, move-in date, location and address _____

2. Are you currently in a lease? ☐ Yes ☐ No

If yes, lease expiration date _____

Address _____

If yes, is your lease with a Rental Partnership Program (RPP) Complex? ☐ Yes ☐ No

If no where are you staying? (family/friend/hotel, etc.) _____

____ I understand, if I am in a RPP lease, I will not be offered PPV Housing unless I have completed my first lease term, and provided the housing counselor with a copy of my second term month-to-month RPP lease.

____ I understand, prior to signing for PPV housing, I will be required to provide proof from my landlord that I have given proper vacate notice. If living in a RPP unit, I am required to provide from the landlord proof of proper vacate notice and proof that all required terminations fees have been paid.

____ I understand that I should **not** give a lease termination notice until you have a firm move-in date from PPV partner. Any termination of existing off-base housing, including negotiations regarding a lease, is your responsibility and should follow the terms of your rental agreement.

HOUSING NEEDS

3. When do you need housing? _____

____ I understand that I must have **six months** or more remaining on my Projected Rotation Date (PRD) and End of Active Obligated Service (EAOS) to be assigned housing.

4. Housing Site Wait List Preference: _____

____ I understand that I will be placed on a wait list and I will be offered first available unit based on my entitlement; there are no promises or guarantees on which PPV housing area I will be offered.

____ I understand that if I decline my first offer of PPV housing, I will be made a second offer, but if I decline the second offer, I will be placed at the bottom of the wait list with a control date effective the day following the date I declined my second offer.

____ I understand that when offered housing; I have 24 hours to accept or to decline. If I do not respond within 24 hours the home will be considered declined and released to the next available applicant.

____ I understand waiting times for housing are only **estimates** and are subject to change.

____ I understand housing may not be immediately available. Waiting times begin upon detachment from the previous command, if service member applies within 30 days of reporting date.

____ I understand that assignment to PPV housing will be accepted in writing. Acceptance may be made by sponsor or sponsor's designee with a Special Power of Attorney (must state "start, stop, and change allotment").

____ I understand, If I accept and sign a lease and then cancel before occupying housing, I will be **permanently** removed from the waiting list.

____ I understand I am required to keep the Housing Office advised of any changes to my application (i.e. lease or Rental Partnership Program (RPP) expiration, rate, family members, phone numbers, e-mail addresses, etc.). I am required to provide housing with advance notice if I am unable to accept PPV housing until a specific date.

FAMILY COMPOSITION

5. An addition to my family is expected. ☐ Yes ☐ No

(HSC requires a doctor's written statement with the estimated due date of birth. Single service women must provide a BAH chit and pregnancy statement from doctor to include estimated due date.)

If you have joint legal and physical custody of a dependent child for at least six months you will be considered for appropriate bedroom eligibility. You must provide proof of custody, i.e., divorce decree showing custody.

An unmarried dependent child under 23 years of age who is enrolled full-time (i.e. \geq 12 hours course load) in an institution of higher learning, will be counted as a family member when determining bedroom eligibility, provided the child will be residing with the sponsor six months a year.

6. Are you enrolled in the Exceptional Family Member Program (EFMP)? ☐ Yes ☐ No

If yes, category # _____ (**Only** Navy has a category #, all other branches need to submit a EFMP letter)

Do you have any special requirements? (i.e. single level, ramp, etc.)

7. Wounded Warriors have priority for single family and single level homes.

BAH

8. You **must** be in receipt of Basic Allowance for Housing (BAH) or provide a statement on command letterhead stating when the BAH will start before you can be offered housing.

9. Dual Military Couples and Single Sailors, who occupy full BAH properties, will be charged rent at the BAH with dependent rate of the higher ranking service member.

COURTESY MOVE ENTITLEMENT

POLICY STATEMENT: In accordance with CNICINST 11103.12 Navy Housing and Intra-Station Moves to qualify for a courtesy move you must meet the following:

COURTESY MOVE ENTITLEMENT ELIGIBILITY

10. ____ I understand I am eligible for a courtesy move when I receive PCS orders and apply for Private Public Venture (PPV) housing within 30 days of reporting to my initial command in the Naval District Washington area and PPV housing is not available.
11. ____ I understand if PPV housing is not available, and I seek a private rental or lease, I must notify the Housing office of my intent to remain on the wait list and keep the Housing office informed of the date I will become eligible to accept PPV Housing (e.g. the date the lease will expire).
12. ____ I understand I am not eligible for a courtesy move from one local PPV housing to another local PPV housing.
COURTESY MOVE: FORFEITS ELIGIBILITY
13. ____ I understand I forfeit eligibility if I fail to apply for PPV housing within 30 days of report date to my Naval District Washington command.
14. ____ I understand I forfeit eligibility if I fail to request placement on the PPV housing wait list if housing is not available upon reporting to my Naval District Washington command.
15. ____ I understand I forfeit eligibility if I am referred to Lincoln Military Housing for housing and I am offered a home and turn down the home.
16. ____ I agree to pay all charges in connection with this move, if I fail to notify Personal Property Shipping Office of any change in plans prior to contractor pick-up or delivery date. Desired pick-up date is after key pick-up date.
17. ____ I understand I am responsible for moving expenses if I am not entitled to a courtesy move and when eligibility has been forfeited.
OTHER PERTINENT INFORMATION
18. ____ I understand the Resident Energy Conservation Program (RECP) is aligned with the DON energy conservation initiative to reduce the amount of utilities consumed in PPV housing. This program transfers some responsibility for utilities costs from the PPV partnership to the residents. It accomplishes this by charging the residents for usage above the 10% buffer zone or rewarding residents for conserving utilities, by issuing rebates to them when their utilities consumption is below certain target levels. The houses are grouped into Like Type Groups based on comparison of other homes in the neighborhoods based on similar size, age, bedroom count and energy efficiency. Waiver/exemption request forms from the RECP for medical purposes may be obtained at the housing office.
19. ____ I understand all residents with weapons in housing must complete DD Form 2760 and submit to base security before any weapon may be brought into housing. Ref: NSAWINST 5510.1
20. ____ I understand residents may not keep or permit the following dog breeds in Housing: Chows, Doberman Pinschers, Presa Canarios, Pit Bulls (American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier), Rottweiler's, any Wolf Hybrid, or any mix of the aforementioned breeds. Note: Barnyard or exotic pets (reptiles, ducks, rabbits, chickens, ferrets, pigs, etc.) are not allowed in housing.
21. ____ I understand Housing Service Center counselors are your advocates in dealing with landlord/tenant issues whether you are living in PPV housing or community housing.
22. ____ I have received the PPV Plain Language Brief.
23. ____ I have received the Military Housing Privatization Initiative Tenant Bill of Rights.

24. ____ I have received the Bill of Rights Roll Out Memo.

25. ____ I have received the Military Housing Privatization Tenant Responsibilities.

CERTIFICATION: I have read and understand the information provided on this application is true and I understand that providing false information can result in immediate eviction from quarters and is punishable under Article 15 of the Uniformed Code of Military Justice (UCMJ).

Signature

Print Name

Date