



Thank you for contacting us and for your interest in our Liberty Military Housing community on Joint Base Lewis-McChord.

In order to promptly add your name to our waitlist for a home, it is very important that you provide us all of the required documents with your completed application. ***We will not be able to add you to the waitlist until all of the below items are received.***

REQUIRED DOCUMENTATION WITH YOUR APPLICATION

- 1. Application for Housing at JBLM:**
 - a. Select a preferred neighborhood waitlist. If you do not have a preference or would like the first available, then let your Leasing Coordinator know.
 - b. Anyone over 18 years old listed on the application and listed on DEERS who will be residing in the home, will be required to sign the application and lease documents.
- 2. Disclosure Statement of Registered Sex Offenders Applying for Government Owned, Leased, Unaccompanied or Privatized Housing:**
 - a. This document is attached to the Application for Housing at JBLM.
- 3. Official Orders to JBLM:**
 - a. We do not accept assignment instructions or RFO's (Request For Orders).
 - b. If your orders show that you are reporting from an unaccompanied OCONUS PCS tour, you may qualify for a time credit on the waitlist.
- 4. DD1172 Form(s) for all dependents:**
 - a. This must be signed, verified and dated within the last 30 days from RAPIDS self-service or ID card / DEERS office.
 - b. For single service members E5 and above, it must state 'No Others', signed, verified and dated within the last 30 days from RAPIDS self-service or ID card / DEERS office.
- 5. End-of-Month LES:**
 - a. The most recent EOM LES is required.

NOT REQUIRED AT TIME OF APPLICATION BUT IS REQUIRED BEFORE HOME WILL BE OFFERED

- 6. Absence Request Form/Departure Certification:**
 - a. If you **have** signed out of your current duty station, please submit a copy of your approved and signed Absence Request Form/Departure Certification with your application to be placed on our active waitlist.
 - b. If you **have not** signed out of your current duty station, you will be placed on an inactive status until you have a signed Absence Request Form/Departure Certification.

Note: Documents are required from each Service Member if you are applying as Dual Military.

OPTIONS FOR DOCUMENTATION SUBMISSION

1. Email: LeasingServiceCenter@LiveLMH.com
2. Mail: Liberty Military Housing, PO Box 443, DuPont, WA 98327
3. In Person: 5128 Pendleton Ave. JBLM, WA. 98433

Please call us if you have any questions. Our office is open Monday – Friday from 8am-4:30pm.



Application for Housing at JBLM

go.livelmh.com/JBLM



Name - Sponsor (Last, First, Middle Initial)					Name - Spouse (Last, First, Middle Initial)														
Rank / Pay Grade	Date of Birth	SSN			If Dual Military: Rank / Pay Grade	Date of Birth	SSN - only needed if Dual Military												
Sponsor's Phone #					Spouse's Phone #														
Dependent Civilian (18+) Phone #:					Dependent Civilian (18+) Phone #:														
Sponsor Civilian Email Address:					Spouse Civilian Email Address:														
Dependent Civilian (18+) Email Address:					Dependent Civilian (18+) Email Address:														
Visit Our Website at LiveLMH.com For Current Waitlist Times and Qualifications																			
Select One Waitlist / Bedroom Size:					Name can only be on one waitlist at a time														
When Is Your Desired Move In Date?					Wait times may vary based on availability														
Homes are assigned per "Live Where You Work" meaning that you have a higher priority on the side of the installation (Lewis or McChord Air Field) to which you are assigned. Choosing a housing community where you are not assigned may result in longer wait times.																			
Dependent Information - Dependents must reside with Sponsor more than 6 consecutive months per year. Proof will be required for custody cases. Family members must reside in your home within 30 days of move-in in order to qualify for family housing.																			
Name (Last, First, Middle Initial)	Age	Date of Birth	Sex	Relationship to Sponsor	Name (Last, First, Middle Initial)	Age	Date of Birth	Sex	Relationship to Sponsor										
Military Career Information					Sponsor					If Dual Military									
Branch of Service										Are you coming from an unaccompanied PCS ? Yes No If Yes, please include orders for review									
Effective Date of Rank/Rate										Is your spouse active duty military? Yes No If Yes, Please include orders and DD1172									
Date Signing Out of Current Duty Station Per DA31										Have you lived with Liberty Military Housing before? Yes No									
Report Date Per Orders										If Yes, when? Address or Community:									
Date Arriving to JBLM										Do You Have Pets? Yes No How Many? \$250 Deposit Per Pet (Max 4)									
Military Brigade/Unit/Squadron										NOTE: Service members residing in privatized housing under the Army's Residential Communities Initiative (RCI) may not board any dog or a breed (including mixed breed) that is deemed "aggressive or potentially aggressive". These breeds are defined as Pit Bulls (American Staffordshire Bull Terriers or English Staffordshire Bull Terriers), Rottweilers, Doberman Pinschers, Chows, and Wolf Hybrid.									
Please Read Carefully And Sign Below										I hereby give my consent and permission that representatives of Liberty Military Housing may use my contact information to reach me by telephone, fax, text or e-mail. I intend for this consent to be effective following the date of my inquiry for family housing at Liberty. I understand that this consent will terminate only when I notify Liberty that I wish to revoke. Applications missing information or documents will not be accepted.									
A copy of Official Orders to JBLM (Soldiers Talent Profile/SURF accepted if currently stationed at JBLM for at least 6 months), current end of month LES, and DD1172 that is signed and dated within the last 30 days MUST be attached in order to process application.																			
Signature - Service Member					Date					Signature - Spouse					Date				
Signature - Dependent Civilian (18+)					Date					Signature - Dependent Civilian (18+)					Date				
Please Email All Completed Applications to LeasingServiceCenter@livelmh.com or Fax to 253.912.2151										FOR OFFICIAL USE ONLY									
Qualifying number of Bedrooms: 2 3 4 5 Circle all that apply										Verified no money owed YES									
Wait list _____ Anticipated Move In (AMI) _____ Leasing Coordinator _____																			
P1 P2 Assigned to Location - Lewis McChord P3 Assigned Elsewhere P4 Incoming - Lewis McChord P5 Single P6																			
Eligibility Date _____ PER: Orders Leave Form Application Other: _____																			
Availability Date _____ ASAP (last day of current month) DEFERRED (same as report date)																			
In Note: LC Name / Date entered / Add to "WL Rank Bdrrm" / AMI / Elig Date "date per" / Assigned to Lewis or Mcchord / #Pets / **Any Notes Below / LC initials																			
Pets # None Discuss WL options Discuss LWYW																			
Received By and Date:					Audited By and Date:					Entered into Yardi By and Date:					###				

Disclosure Statement of Registered Sex Offenders Applying for Government Owned, Leased, Unaccompanied or Privatized Housing
Privacy Act Statement

Authority: DoD 4165.63M, and E.O. 9397 (SSN). Army Regulation 420-1, Chapter 3. Sex Offender Registration and Notification 42 U.S.C § 16901-16962.

Principal Purpose: to determine an individual's eligibility for Army government owned, leased and privatized housing. Routine Uses: Used by region and installations housing office personnel to determine eligibility for Army owned and leased housing; and by private partners who operate privatized Army housing for management and operational purposes. Disclosure: Voluntary; however, failure to provide the requested information may impact eligibility for Army owned and leased housing, including privatized housing. Falsification of this form or any other information pertaining to your criminal history or your authorized dependent's sexual offender status may result in immediate denial of your application for or retention of military, government- managed or privatized housing.

POLICY STATEMENT

In accordance with DoD 4165.63M and Army Regulation 420-1, Chapter 3, to the maximum extent permitted by law. Sex offenders are to be identified and possibly prohibited from accessing Army installations with exception to privileges granted and occupying government owned, leased or Privatized housing

Sex Offender Definition: Any person having been 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).

ACKNOWLEDGEMENT

1. Have you been convicted of a sex offense that requires registration in accordance with the Sex Offender Registration and Notification Act? Yes ____ No ____
2. Has anyone who intends to reside with you in government owned, leased, privatized or unaccompanied housing ever been convicted of a sex offense that requires registration? Yes ____ No ____

PROCEDURES

1. Military sponsors/Civilians submitting DD Form 1746, Application for Assignment to Housing (government owned, leased or privatized) are required to sign this acknowledgement and disclosure form. Initial ____
2. Occupancy of government owned, leased or privatized housing will not be approved for otherwise eligible applicants, if the applicant, or any authorized dependent, or live in aide, residing in the home is a sex offender. Initial ____
3. Information disclosed in this form may be used to deny or approve housing and may further be used to access to the installation. Initial ____
4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in government owned, leased or privatized housing, may be barred from the installation, and/or may be evicted, and will be required to pay all relocation expenses unless prohibited by law or otherwise waived by competent authority. Initial ____
5. The Installation or Regional Housing Office will immediately forward information regarding identified sex offenders to the Installation Provost Marshal and supporting Directorate of Emergency Services and supporting Staff Judge Advocate (SJA) office, to include a copy of the applicant's DD form 1746 and this Acknowledgement and Disclosure form. All information will be provided to Provost Marshal within two working days. Initial ____
6. Anyone found to have falsely certified this Acknowledgement shall be referred for barment or eviction as appropriate and will be responsible for relocation expenses. Initial ____
7. Denial of an application for assignment to government owned, leased or privatized housing under the applicable policy, may be appealed to the Garrison Commander. Initial ____

CERTIFICATION

I have read and understand the policy. By signing this document, I swear or affirm the information provided in this document is true and accurate to best of my knowledge. I understand the policies, procedures and consequences described in this form, and that they apply to all persons who will reside with me. I understand that I am required to notify the installation housing office or privatized housing property management office immediately if circumstances change.

Signature of Applicant: _____	Date: _____
Signature of Applicant: _____	Date: _____
Signature of Applicant: _____	Date: _____
Signature of Applicant: _____	Date: _____
Signature of Housing Service Manager: _____	Date: _____