



## REQUIRED DOCUMENTS FOR APPLICATION

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

*In order to promptly add your name to our wait list for a home, it is very important that you provide us with **all of the required documents** dated within the last 30-days with your completed online application. We will not be able to add you to the waitlist until all the below required items are received.*

**NOTE: If you are applying as Dual Military, all documents are required from each Service Member.**

### **REQUIRED DOCUMENTS TO APPLY:**

#### **1. Application for Housing on JBLM:**

- Review your community options and specify your preferred community waitlist on the below application. If you do not have a community preference or would like the first available home, please let your Leasing Coordinator know.
- Anyone over the age of 18 listed on the application and listed on DEERS who will be residing in the home, are *required* to sign the application and lease documents.

#### **2. Disclosure Statement of Registered Sex Offenders Applying for Government Owned, Leased, Unaccompanied or Privatized Housing:**

- This document can be found below the Application for Housing and must be signed by anyone over the age of 18 who will be residing in the home.

#### **3. Official Orders to JBLM:** (Soldiers Talent Profile/SURF accepted if currently stationed at JBLM for at least 6 months)

- We do not accept assignment instructions or RFO's (request for orders)
- 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:**

- This must be signed, verified, and dated within the last 30 days from RAPIDS self-service or ID card / DEERS office.
- For single service members E5 and above, it must state "No Others" on the form, be signed, verified, and dated within the last 30 days from RAPIDS self-service or ID card / DEERS office.

#### **5. End-of-Month LES**

- The most recent end of month LES is required.

### **REQUIRED BEFORE HOME IS OFFERED** (not required at time of application):

#### **6. Absence Request Form/Departure Certification:**

- 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.
- 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 Closure.

**If you have any questions, please contact us at the Leasing Center.**

**Monday – Friday from 8am – 4:00pm**

**Phone: 253-912-2112**