

NAVAL SUPPORT ACTIVITY FAMILY HOUSING PROGRAM N93

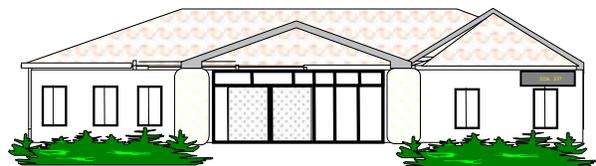
FAX

From:
Phone:
Fax:
Email:

To:
Phone: 757-445-2832 or DSN 565-2832
Fax: 757-445-6818 or DSN 565-6818

Date:

Number of pages including cover sheet:



7924 14th Street
Norfolk, VA 23505-1217

Subj: Housing Application Package

Please check below documents attached.

- Housing Application Cover Sheet
- Application for Assignment to Housing (DD Form 1746)
- Sex Offender Policy Acknowledgement & Disclosure Form
- Housing Applicant Statement of Understanding
- Courtesy Move (Household Goods) Entitlement
- Permanent Change of Station (PCS) Orders
- Record of Emergency Data/Dependency Application
USN – Page 2; USMC, USA & USAF – DD Form 93; USCG – 4170
- Dual Military – Provide documentation (orders & page 2) on spouse
- Custody/Divorce Papers (If previously married or legally separated)
- Proof of Pregnancy with estimated due date noted by doctor
- Power of Attorney (required if spouse or representative is completing application)

PPV HOUSING APPLICATION COVER SHEET

Social Security Number _____ Branch of Service _____

Name _____ Rate/Rank _____
(*Last, First, MI*)

Duty Station _____ UIC _____

PRD _____ EAOS _____

Duty Phone _____ Home Phone _____

Member's Cell _____ Spouse cell _____

Home Address _____

City, State Zip _____

Home Email Address _____

Work Email Address _____

CHECK YES OR NO TO THE FOLLOWING QUESTIONS:

Are you presently in Military Housing / PPV Housing? Yes No

If yes, date assigned and address _____

Have you vacated Military Housing / PPV Housing? Yes No

If yes, date vacated and address _____

Is spouse a Military Member? Yes No

If yes, Member's Name _____ Rate/Rank _____ SSN _____

Duty Station _____ UIC _____

Provide copy of member's orders and page two (Record of Emergency Data).

Are you enrolled in the Exceptional Family Member Program? Yes No

If yes, what category _____ Verified with _____ Date of Enrollment _____

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

Are you currently in a lease? Yes No If yes, date it expires _____

Are you leasing with a Rental Partnership Program Complex? Yes No

Do you have a pet? Yes No How Many _____ What Type _____

*****No Chows, Doberman Pinschers, Presa Canarios, Pit Bulls, Rottweilers, Wolf Hybrids or any mixes thereof will be permitted. No barnyard or exotic pets such as chickens, ducks, ferrets, rabbits, reptiles etc. will be allowed.**

OFFICE USE ONLY

Effective Control Date _____ Priority _____

Bedroom _____ Area _____ Preference _____

Member Entitled to Courtesy Move: Yes No

Date application was entered into the computer _____ Staff Name _____

**PRIVATE PUBLIC VENTURE (PPV)
STATEMENT OF UNDERSTANDING**

Read and Initial each item:

- 1.____ I understand waiting times for Public Private Venture Housing (PPV) are only estimates and subject to change.
- 2.____ I am required to keep the Welcome Center advised of any changes to my application (i.e. **lease or Rental Partnership Program (RPP) expiration, rate, family members, address, phone numbers, e-mail addresses, etc.**). I am required to provide housing with advance notice that I am unable to accept PPV housing until a specific date.
- 3.____ I understand that a maximum of two (2) **pets (dogs and/or cats)** are permitted. Pet quantities exclude birds and fish. **No Chows, Doberman Pinschers, Presa Canarios, Pit Bulls, Rottweilers, Wolf Hybrids or any mixes thereof will be permitted. No** barnyard or exotic pets such as **chickens, ducks, ferrets, rabbits, reptiles etc. will be allowed.** I understand any damages caused to the unit or grounds by my pet(s) are also my responsibility.
- 4.____ I understand that I must have six months or more remaining on my tour of duty to be assigned PPV housing.
- 5.____ I understand that I will not be eligible to reapply for larger quarters if I accept smaller quarters than those to which I am entitled unless my current family composition changes.
- 6.____ 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)."**
- 7.____ I understand that when offered PPV housing; **I have 24 hours to accept or to decline.**
- 8.____ I understand that if I decline my one PPV housing offer, I will be PERMANENTLY removed from the waiting list.
- 9.____ I am aware that the Privacy Act of 1974 prohibits release of personal information without my approval. I do hereby authorize the Military Housing Office to release the information contained in this family housing application to the Public Private Venture Partner for purposes of placement on the family housing waiting list and placement in a public private venture home.

Signature_____

Date_____

COURTESY MOVE (HOUSEHOLD GOODS) ENTITLEMENT

Based on Commander, Navy Installations Command (CINC) policy to qualify for a courtesy move you must meet the following:

Eligibility

- Member **is eligible** for courtesy move when member receives PCS orders and applies for PPV housing within 30 days of reporting to his/her command in the Hampton Roads area and PPV housing is not available.
- Member **not eligible (bachelor)** for PPV housing when PCS to Hampton Roads area but becomes eligible due to change from **member with no dependents** to **member with dependents** member must apply for PPV housing within 30 days of change of status to be eligible for courtesy move.

Forfeits Eligibility

- Member fails to apply for PPV housing within 30 days of report date to command on PCS orders to Hampton Roads area.
- Member fails to apply for PPV housing within 30 days of becoming eligible (i.e. marriage/pregnancy.)
- Member is referred to Lincoln Military Housing for housing and is offered a PPV home and turns down the home.

This is to certify that I have been briefed and understand the above. I understand I am responsible for moving expense if I am not entitled to a courtesy move and when eligibility has been forfeited.

(Print Name and Sign)

(Date)

OFFICE USE ONLY

(Report Date)

(Date of Application)