



Family Housing Application/Waitlist Procedures

Application Process (Effective 5 March 2012)

Thank you for your interest in making Fort Belvoir your home. Active duty service members with current orders to a unit within the Military District of Washington (MDW) are eligible to apply for housing on Fort Belvoir. Advance applications may be submitted and are eligible to be placed on the waitlist prior to reporting to MDW duty station as verified by orders.

To be eligible for placement on a family housing waitlist, the service member is required to submit the following items:

1. Completed Housing Application
2. Copy of Orders and all Amendments that are bringing or have brought the service member to a MDW duty station
3. Copy of Most Recent DD Form 1172 or 1172-2 (DEERS Enrollment) or NAVMC Form 10922 (Dependency Application 1751)

IMPORTANT NOTE: Proof of dependents must be provided. If dependents listed on Housing Application are not listed on DD Form 1172, DD Form 1172-2, or NAVMC Form 10922, other form of proof of dependency such as proof of pregnancy, marriage or birth certificate, legal custody paperwork, or dependents listed on Orders must be provided.
4. Signed Family Housing Application/Waitlist Procedures form

Service member will be required to submit or present the following items at the scheduled move in/lease signing appointment:

1. Submit a copy of most recent end of month LES
2. Service member will need to present/show his or her Military ID
3. Submit a copy of DA-31 (or other services' equivalent) confirming that service member has signed into his or her duty station in the MDW (service member must be signed into duty station before signing a lease for a home on Fort Belvoir)
4. If not included with original application packet, submit a copy of most recent DD Form 1172 or 1172-2 (DEERS Enrollment) or NAVMC Form 10922 (Dependency Application 1751)

Waitlist Process

To be placed on a waitlist, a completed Housing Application accompanied by all required documents as listed above must be received and on file with The Villages at Belvoir. Once the application has been reviewed for eligibility and approval, the service member's waitlist status is confirmed. **Waitlists are only offered in accordance with the service member's rank and number of qualified dependents/family size.**

Home/Bedroom Eligibility

Waitlist assignment is based on rank and family size. The Villages at Belvoir offers two, three, four, and five bedroom homes. All assignments are permitted a maximum of two persons per bedroom. Medical proof of pregnancy qualifies as a dependent.

Number of Dependents (excluding spouse)	Number of Bedrooms Service Member Qualifies For
Two	3
Three	4
Four	5

There is no distinction between new, renovated, or existing homes. If home availability exists for your rank structure and family size, you will be offered a home. Please see below for information on waitlist positioning. **IMPORTANT:** Service member must be signed into his/her unit within the MDW in order to be eligible to sign for a home on Fort Belvoir.

Waitlist Positioning

Receipt of a completed application along with all required documents as noted on the Application Checklist must be received by The Villages at Belvoir in order for a service member to be placed on a waitlist. Once all required documents are received, a Leasing Specialist will place the service member on the appropriate waitlist and contact them within two (2) business days to notify them of waitlist position. **If any contact information provided on application should change at any time, it is the responsibility of the service member to contact The Villages at Belvoir at 703-454-9700 to provide updates or express their desire to be removed from the waitlist.**

Once all required documents as noted on the Application Checklist are received, the effective date of waitlist position/Eligibility Date will equal the earlier of the date the completed packet was received or the date the service member departed the last duty station as verified by DA-31 (or other services' equivalent). **The only exception will be** when all required documents are received 30 days after service member has signed into his/her unit within the MDW. In this case, the Eligibility Date for waitlist position will equal the date the completed application packet is received. It is the service member's responsibility to provide the necessary documentation to verify the sign out/departure date from the last duty station.

At Fort Belvoir, there is a Freeze Zone on each waitlist. The top ten percent (10%) of each waitlist is frozen, meaning that the service member's in those positions cannot be displaced from their position unless another service member approved by the Fort Belvoir Command Group as Key and Essential or a Wounded Warrior or Warrior in Transition is added to that waitlist. Service members can check their waitlist positions anytime on The Villages at Belvoir website: www.thevillagesatbelvoir.com. To check position on the waitlist, click on the "Wait List" link located at the bottom left of the home page. Enter the service member's Social Security Number and you will be able to view your specific position and the total number of applicants on that waitlist.

Waitlist and Promotions

If a service member is in promotable status at the time of application and the proper documentation is provided to support this, the service member will be eligible for the housing options of the promotable grade. If a service member becomes promotable or is promoted while waiting on a waitlist, the service member will be positioned on the appropriate waitlist as of the date of promotion or the date that documentation was received to support the promotion.

Waitlist Process for Home Assignment

Once the service member is placed on the waitlist and availability permits, a Leasing Specialist will contact the service member with an offer for home assignment. The contact efforts will include efforts directed to contact information provided on the application (for example, by telephone and/or e-mail). **Again, if any contact information should change during this process, it is the responsibility of the service member to contact The Villages at Belvoir at 703-454-9700 to provide updates.**

Once contacted, the service member will have 24 hours to respond back to the Leasing Specialist. If this offer is declined or there is no response within 24 hours of when the offer was presented, the offer will be considered to be declined. When a home offer is declined or no response is received, to allow for a future offer for a home here on Fort Belvoir, the service member's waitlist Eligibility Date will be changed to the date the offer was declined or by which no response was received. **By signing below, service member acknowledges and understands that:** (1) one housing offer will be presented and if the offer is declined or there is no response from the service member within 24 hours, the service member's waitlist Eligibility Date will be changed as noted earlier in this paragraph, (2) the service member will be required to sign a 12-month lease for the home on the date the home is available as advised by the Leasing Specialist, and (3) the monthly rent for a home on Fort Belvoir is equal to the senior service member's Basic Allowance for Housing (BAH) with dependent rate for Fort Belvoir. Note that home assignment process is subject to change and any change(s) would be retroactive to all service members already positioned on a waitlist. Service member will be advised of any applicable change(s) at the time of home offer and revised policy will be posted on The Villages at Belvoir website (www.thevillagesatbelvoir.com).

Please note that per Fort Belvoir Directorate of Logistics guidance, if a service member is presented with a single offer for on-post housing and declines the offer, the government will not fund the move of household goods if a second offer is accepted. For more information on this policy, please contact the Fort Belvoir Housing Services Office at 703-806-0752.

Priority Waitlist Positioning

In accordance with the waitlist procedures established by Fort Belvoir Residential Communities, LLC (a partnership between the Army and Clark Pinnacle Family Communities, LLC), priority placement on any Fort Belvoir housing waitlist is available to personnel considered to be Key and Essential as determined and approved by the Fort Belvoir Garrison Command, Wounded Warriors and Warriors in Transition. When establishing the designations required for priority waitlist positioning, careful consideration was given to the many situations that military families may encounter when transitioning from one duty station to another in conjunction with the number of homes available for each rank and population of families seeking on Post housing. With the demand for housing on Fort Belvoir and the resulting length of the waitlists, the number of priority placement designations was kept to a minimum to ensure equity to as many families as possible when seeking housing.

Contact Information

Leasing Specialists at The Villages at Belvoir Family Housing Welcome Center are available to answer any questions you may have about the application process Monday through Friday from 8:00 AM until 5:00 PM at 703-454-9700.

Service Member Name (PLEASE PRINT)

Rank/Pay Grade

Service Member Signature

Date

Leasing Specialist Signature

Date

