

To be eligible for placement on the housing waitlist, the service member is required to submit the following four (4) items:

- ___ Completed Housing Application
- ___ Copy of Orders and all Amendments **Note:** If you have signed into unit within the Military District of Washington (MDW) more than 90 days before submitting your housing application or moving into your home, you will simply need to submit a Letter of Verification indicating that you are still attached to your unit
- ___ Proof of Dependents – Options include:
 1. Dependent(s) listed by name(s) on military Orders
 2. AKO/MilConnect dependent printout
 3. TRICARE printout
 4. Copy of most recent DD Form 1172 or 1172-2 (DEERS Enrollment)
 5. NAVPERS 1070 Form/Page 2
 6. NAVMC Form 10922 (Dependency Application 1751)
 7. BAH Dependency Data

IMPORTANT NOTE: Proof of dependents must be provided. If dependents listed on Housing Application are not listed on any of the above options, service member is required to provide other form of proof of dependency such as proof of pregnancy, marriage or birth certificate or legal custody paperwork.
- ___ Signed Family Housing Application/Waitlist Procedures Form

To be eligible to sign for housing on Fort Belvoir, you will be required to submit or present the following items at your scheduled move-in/lease signing appointment:

- ___ Submit a Copy of Most Recent End of Month LES
- ___ If not included with original application packet, submit proof of dependents using options 1 – 7 listed above
- ___ **Army (New PCS Only)** – Submit a copy of your DA -31 with line 16 completed by receiving unit (**required as service member must be signed into his/her unit within the MDW order to be eligible to sign for housing**)
 - If you signed into unit more than 90 days before submitting your housing application or moving into your home, you will be required to submit a Letter of Verification (see details below) indicating that you are still attached to your unit
- ___ **Navy, Coast Guard, Marines and Air Force** – Submit a Letter of Verification from your unit containing the following information (**required as service member must be signed into his/her unit within the MDW in order to be eligible to sign for housing**):
 - Receiving unit's address;
 - Service member's name;
 - Unit sign in date; and
 - Signature of NCOIC or Unit Commander
- ___ Service member will need to present/show his or her Military ID

Pet Policy: Pet deposit and restrictions apply. Please refer to the Pet Policy posted under the Document Center on our website (www.villagesatbelvoir.com) for specifics on The Villages at Belvoir's pet policy.

Mail, hand deliver, fax, or email your completed Housing Application along with all required documents to:

Email: thevillagesatbelvoir@tmo.com | **Fax:** 703.619.3878

Mail: The Villages at Belvoir Family Housing Welcome Center | 5994 12th Street, P.O. Box 496 | Fort Belvoir, VA 22060

Telephone: 703.619.3877