



## EXCEPTION TO POLICY REQUEST FORM

The current or prospective resident should complete this form in regard to their request for an Exception to Policy (ETP). The request should be submitted to the Community Management Office (current resident) or your leasing specialist (prospective resident) either via email or in person.

All written requests should contain only factual information and should be limited to a single page and shall include any and all supporting documentation to support the ETP, if applicable. The Community Director will review all documents as received and forward to the designated Regional Property Manager for review and decision. The current or prospective resident will receive written notification of the final decision within five (5) business days from the date of receipt of the ETP.

- Should the current or prospective resident feel that their request for ETP was not adequately resolved once they have received the decision from the RPM, they may submit a written request to dispute the decision and have their ETP reviewed by the Exception to Policy Committee for final resolution. Any additional supporting documentation may be submitted at this time to be considered by the Committee. The Committee is composed of the following personnel: Community Director, Regional Vice President, Asset Manager, Partner/Housing Manager, and if necessary, a Command Representative. The decision made by the Committee is final and no further action will be taken.

Name: \_\_\_\_\_

Address (if current resident): \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date Written Request Submitted: \_\_\_\_\_

Service Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Brief Description of Request for Exception to Policy (use additional sheet if necessary)**

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Date Written Request Received: \_\_\_\_\_

Community Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_