



Family Housing Application/Waitlist Procedures

Application Process (Effective 28 June 2017)

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. **If orders not yet available, other options for advancement waitlist placement are available.** Please contact our leasing office at 703.619.3877 for more information.

To be eligible for placement on a family housing waitlist, the service member is required to submit documents as listed on Application Checklist document.

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 MDW duty station **(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 as proof of qualified dependents a copy of most recent DD Form 1172 or 1172-2 (DEERS Enrollment), AKO or milconnect dependent listing, NAVMC Form 10922 (Dependency Application 1751) or NAVPERS 1070 Form

Home/Bedroom Eligibility

Waitlist and home assignments are based on rank and number of qualified dependents with no distinction between new, renovated, or existing homes. The Villages at Belvoir offers two, three, four and five bedroom homes, and if home availability exists for your rank structure and family size, you will be offered a home. All assignments permit a maximum of two persons per bedroom. Medical proof of pregnancy qualifies as a dependent.

Number of Qualified Dependents (excluding spouse)	Number of Bedrooms Service Member Qualifies For
Two	Three
Three	Four
Four	Five

Waitlist Positioning/Eligibility Date

The Villages at Belvoir must receive a completed application along with all required documents as noted on the Application Checklist in order for a service member to be positioned on a waitlist. Once received, a Leasing Specialist will place the service member on the appropriate waitlist and contact them within three (3) 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 by phone at 703.619.3877 or by email at thevillagesatbelvoir@tmo.com to provide updates or to request to be removed from the waitlist.**

Once all required documents are received, the effective date of waitlist position/Eligibility Date will equal the earlier of: (1) the date the completed packet was received; or (2) the date the service member signed out of their last duty station as verified by DA-31 (or other services' equivalent) as long as no more than 30 days have passed since service member subsequently signed into their new MDW duty station. If at time of application, more than 30 days have passed since service member signed into their new MDW duty station, the date of actual application will be used as the Eligibility Date. It is the service member's responsibility to provide the necessary documentation to verify the sign out and/or sign in dates from the last and/or current duty stations.

Isolated Duty/Dependent Restricted Tour Credit: The Eligibility Date for service members returning from an Isolated Duty/Dependent Restricted tour (as verified by orders) will be the date they were assigned to isolated duty or a maximum of 13 months prior to reporting to their MDW duty station. To be eligible for this credit, the service member must apply for housing no later than within 30 days of signing into their new MDW duty station as verified by DA-31 (or other services' equivalent). If at time of application, more than 30 days have passed since service member signed into the new MDW duty station, the date of actual application will be used as the Eligibility Date. It is the service member's responsibility to provide documentation to verify isolated duty assignment and sign in date at current MDW 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 Fort Belvoir Command as Key and Essential or a Wounded Warrior or Warrior in Transition is added to that waitlist.

Waitlist and Promotions or Increase in Family Size

If a service member is in promotable status at the time of application and 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 positioned on a waitlist not applicable to their promotable or new pay grade, the service member will be positioned on the appropriate waitlist as of the date documentation was received to support the promotable status or promotion. Similarly, if there is an increase or decrease in a service member's number qualified dependents, the service member will be positioned on the appropriate waitlist as of the date documentation was received to support the increase or decrease in number of qualified dependents.

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 provide updated contact information to The Villages at Belvoir by calling 703.619.3877 or by emailing us at thevillagesatbelvoir@tmo.com.**

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 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.villagesatbelvoir.com).

In instances when a home is ready for occupancy and no family positioned on a waitlist has yet been assigned to that home despite our best efforts to do so, the home may be offered to a service member on the waitlist on short notice and sooner than would have expected given his/her waitlist position at the time the offer is presented.

Per Army Sustainment Command (ASC) and Logistics Readiness Center Guidance, Funded household goods moves from the local community off post to on post housing will be funded only if the service member was on the housing waitlist from the time of arrival until accepting on post housing. If a service member is presented with an offer for post housing and declines the offer, the government will not fund the move of the household goods if a second offer is accepted. If a service member accepts a transitional home on Fort Belvoir, they are not entitled to household storage, temporary storage or a move to permanent housing. For more information on this policy, please contact ASC at 703-805-2179 or the Fort Belvoir Housing Services Office at 703-805-3019.

Priority Waitlist Positioning

In accordance with the waitlist procedures established by Fort Belvoir Residential 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 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 between 8:00 a.m. and 5:00 p.m. at 703.619.3877.

Service Member Name (PLEASE PRINT)

Rank/Pay Grade

Service Member Signature

Date

Leasing Specialist Signature

Date

