



Office Use Only

Military Application Form

MVC Rep. Signature

Need by Date

Eligibility Date

Bedroom Requirement

Date input into RealPage

Key & Essential Staff?

Yes ☐ No ☐

Service Member Information

Name of Service Member [Last, First, M.I.]

Date of Birth

Current Street Address

City

State

Zip Code

Pay Grade/Rank Date of Rank

Branch of Service

Social Security

Gender

Male ☐ Female ☐

Cell Phone

Home Phone

Work Phone

Civilian Email Address

Military Email Address

Date Clearing Current Installation

Desired Move-In Date [mm/dd/yy]

Dual Military?

Yes ☐ No ☐

Installation/Organization Transferred from

Military Unit Assigned at Fort Huachuca

Marital Status

Married ☐ Single ☐ Unaccompanied Personnel ☐

EFMP Family Member?

Yes ☐ No ☐

If yes, please explain any housing related accommodations:

ADA Family Member?

Yes ☐ No ☐

If yes, please explain any housing related accommodations:

Does anyone in the household own, use or intend to purchase an Electric Vehicle?

Yes ☐ No ☐

Military Career Information

Enter in DD-MM-YYYY order	Military Applicant (Higher Ranking)	Military Spouse
Effective Date of Rank		
Time remaining on Active Duty		
Report Date		
Estimated length of Assignment to Fort Huachuca		



Pet Information

Pets? *[Maximum of two pets]

Yes ☐ No ☐ If yes, a refundable pet deposit of \$250 per pet is required.

Name	Type	Age	Gender	Color	Breed	Weight

Service and/or Assistance Animal?

Yes ☐ No ☐

Name	Type	Age	Gender	Color	Breed	Weight

*Dogs of a restricted breed, to include any dog with a mix of any of these breeds, are not allowed: Pitbull (Staffordshire Terrier), Rottweiler, Doberman Pinscher, Chow Chow and Wolf/Wolf hybrid.

Dependent Information (Occupants residing with Military Member)

Name [Last, First, M.I.]	Relationship	Gender	Date of Birth

Contact Information

Spouse:	Email:	Phone Number:
Emergency:	Email:	Phone Number:

☐ Please check if the person listed as Emergency Contact is authorized to remove and store any personal belongings if the resident is deceased.

Waitlist Eligibility is determined by the sign-out date on the DA31 Form from the Service members prior installation. Service members are encouraged to apply up to 90 days in advance from their arrival date. Applications submitted prior to the 90 days in advance will be declined and asked to resubmit at the correct time.

It is the responsibility of the applicant(s) to update contact information with the housing office.

By signing this application, it is confirmed that all of the information contained in this application is true and correct to the best of the applicant's knowledge. The applicant understands and agrees that if it is later discovered that the applicant falsified any information in this application, it could result in termination of the application's tenancy.

ServiceMember(s) Signature

Date



Application Checklist

The following documents are required to be considered for on-post Family Housing at Fort Huachuca. Please submit all documents up to 90 days in advance from your arrival, to the Leasing Specialist assigned to your rank via email, in person at the Housing Office or fax at 520.515.9006.

☐ **Completed and signed application**

Ensure all of the following fields are complete:

- Date housing needed
- Email address for all adult occupants
- Phone number for all adult occupants
- Service Members Social Security Number
- EFMP/ADA Housing Accommodations – if applicable
- Pet information – if applicable

Please note: It is your responsibility to keep all contact information current. If the Leasing Specialist is unable to contact you due to failure on your part to update contact information, your name will be removed from the waiting list.

☐ **Copy of orders and any amendments**

Applications may be submitted with an ORB, ERB, Course Assignment, etc.; however, you will not receive a housing assignment until official orders are received.

☐ **Most recent End of Month LES**

☐ **Proof of Dependents**

The standard DEERS enrollment verification form DD1172-2, is accepted in all cases. However, if you're a newlywed or dual military, a copy of your marriage certificate may suffice.

☐ **DA31 Leave Form or Equivalent**

The working copy is acceptable until all signatures are available. You must provide a signed copy prior to lease signing. The date used to sign out from the losing Duty station is the date used to determine your waitlist placement.

☐ **Power of Attorney**

This is only necessary if the spouse will be signing the lease should the Service member be unavailable at the time.

☐ **AIT Students – AIT Memorandum with course Dates and Commanders signature is required**

Applications may be submitted without memorandum; however, you will not receive a housing assignment until the memo has been received

If Dual Military – Both service members must provide an End of month LES and Orders

***PET DEPOSIT – A \$250 refundable Pet Deposit per pet is due on or before the move-in date.**

Please submit your application and any leasing questions to MVCLeasing@tmo.com