

Email or Fax to one Housing Service Center only

From: _____

Date: _____

Applicant's Email Address: _____

Applicant's Phone Number: _____ Number of Pages: _____

Housing Service Center	Phone	Email Address	Fax
JEB Little Creek-Fort Story, Virginia Beach	757-462-8939	LittleCreekHousing@navy.mil	757-462-1244
NAS Oceana, Virginia Beach	757-433-3268	OceanaHousing@navy.mil	757-433-3310
NSA-Hampton Roads, Norfolk Northwest Annex, Chesapeake	757-445-2832	NSANorfolkHousing@navy.mil NWAnnexHousing@navy.mil	757-445-6818
NAVSTA Norfolk NNSY, Portsmouth	757-445-2832	NorfolkHousing@navy.mil Portsmouthvahousing@navy.mil	757-444-1544
NWS Yorktown	757-847-7806	YorktownHousing@navy.mil	757-847-7822

SUBJ: PPV Housing Application Package

Please check documents included:

- ___ **Public Private Venture (PPV) Family Housing (FH) Application**
- ___ **PPV FH Applicant Statement of Understanding and Continuation Sheet**
- ___ **Sex Offender Policy Acknowledgement & Disclosure Form**
- ___ **Courtesy Move Entitlement**
- ___ **Permanent Change of Station (PCS) Orders, DUINS, or Change of Homeport Certificate (CHC)**
- ___ **Dependency Paperwork** - Record of Emergency Data/Dependency Application
(USN – Page 2: USMC – NAVMC 10922; USA & USAF – DD Form 93; USCG – 4170)
- ___ **Leave and Earnings Statement (LES)** - USA, USAF, USMC and CG must provide for BAH verification
- ___ **Dual Military** – Provide documentation for both members (orders & page2/RED)
- ___ **Custody Paperwork** – Provide custody/divorce decree (If service member and/or spouse were previously married or legally separated and children will reside in the home for at least 6 months)
- ___ **Proof of Pregnancy** - Provide letter with estimated due date noted by a healthcare professional
- ___ **Power of Attorney** - Required if spouse or designated representative is completing application.

How did you hear about our services:

PUBLIC PRIVATE VENTURE (PPV) FAMILY HOUSING (FH) APPLICATION

Write Legibly

Service Member Information (use complete dates mm/dd/yy)

Service Member Name: (Last, First, MI):		Complete SSN:	Gender:	Date of Birth:
Marital Status:	Date of Marriage:	Service Branch:	Pay Grade:	Rank/Rate:
Date You Made Rank/Rate:	UIC/RUC:	Gaining Duty Station:		
Date You Joined the Military:	Arrival Date to Gaining Duty Station:		Departure Date from Losing Duty Station:	
Projected Rotation Date:	EAOS/ETS Date:	Remarks (Pregnant, LIMDU, etc):		
Work Phone:		Cell Phone:		
Personal E-Mail:		Military E-Mail:		

Spouse Information, if Married (use complete dates mm/dd/yy)

Name (Last, First, MI):		Date of Birth:	Gender:
Cell Phone:	Home Phone:	Work Phone:	
Personal E-Mail:		Remarks (EFM, Pregnant, etc.):	

Military Spouse Career Information, if Applicable (use complete dates mm/dd/yy)

Complete SSN:	UIC/RUC:	Gaining Duty Station:	Service Branch:	Date You Joined the Military:
Pay Grade:	Rank/Rate:	Arrival Date to Gaining Duty Station:		Projected Rotation Date:
Departure Date from Losing Duty Station:	EAOS/ETS Date:	Military E-Mail:		

Dependents Residing with Service Member (exclude spouse)

Name (Last, First, MI)	Date Of Birth	Gender	Relationship	EFM Category

Emergency Contact Name of person not living with you

Name: (Last, First, MI)	Relationship:	Phone:
-------------------------	---------------	--------

Privacy Act

I am aware the Privacy Act of 1974 prohibits release of personal information without my approval. I do hereby authorize the Military Family Housing Office to release the information contained in this application to the Public Private Venture Partner (PPV) for purposes of placement on the waiting list and placement in a PPV home. I am aware that my pay records will be periodically verified by Family Housing and PPV staff for BAH purposes only.

Signature of Applicant:	Date:
-------------------------	-------

PPV FH APPLICANT STATEMENT OF UNDERSTANDING & CONTINUATION SHEET

1. Is your family residing in Government or PPV housing? Yes No

If yes, move-in date, location and address _____

2. An addition to my family is expected. Yes No

(HSC requires a doctor's written statement with the estimated due date of birth. Single service women must provide a BAH chit and pregnancy statement from doctor to include estimated due date.)

3. Are you enrolled in the Exceptional Family Member Program (EFMP)? Yes No

If yes, category # _____ (**Only Navy** has a category #, all other branches need to submit a EFMP letter)

Do you have any special requirements? (i.e. single level, ramp, etc.) _____

4. Are you currently in a lease? Yes No

If yes, lease expiration date _____ Address _____

If yes, is your lease with a Rental Partnership Program (RPP) Complex? Yes No

If no where are you staying? (family/friend/hotel, etc.) _____

5. Do you have a pet? Yes No **Two pet (dogs/cats) LIMIT PHOTO REQUIRED AT MOVE-IN**

Residents **may not keep or permit** the following dog breeds in Housing: Chows, Doberman Pinschers, Presa Canarios, Pit Bulls (American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier), Rottweiler's, any Wolf Hybrid, or any mix of the aforementioned breeds.

Pet #1: Type: _____ Breed: _____ Weight: _____

Pet #2: Type: _____ Breed: _____ Weight: _____

Note: Barnyard or exotic pets (reptiles, ducks, rabbits, chickens, ferrets, pigs, etc.) are **not allowed** in housing.

6. When do you need housing? _____

7. Housing Site Wait List Preference: _____

8. If your spouse signs a lease in your absence, you **must** provide both a General Power of Attorney (POA) and Special POA that states: "The individual has the authority to start, change, or stop an allotment on behalf of the service member." Without this statement in the Special POA, alternative payment arrangements must be made.

9. The waiting times for housing are only **estimates** and are subject to change.

10. Housing may not be immediately available. Waiting times begin upon detachment from the previous command, if service member applies within 30 days of reporting date.

11. You **must** be in receipt of Basic Allowance for Housing (BAH) or provide a statement on command letterhead stating when the BAH will start before you can be offered housing.

12. Dual Military Couples and Single Sailors, who occupy full BAH properties, will be charged rent at the BAH with dependent rate of the higher ranking service member.

13. You must have **six months** or more remaining on my Projected Rotation Date (PRD) and End of Active Obligated Service (EAOS) to be assigned housing.

14. If you have joint legal and physical custody of a dependent child for at least six months you will be considered for appropriate bedroom eligibility. You must provide proof of custody, i.e., divorce decree showing custody.

15. An unmarried dependent child under 23 years of age who is enrolled full-time (i.e. \geq 12 hours course load) in an institution of higher learning, will be counted as a family member when determining bedroom eligibility, provided the child will be residing with the sponsor six months a year.

16. Wounded Warriors have priority for single family and single level homes.

17. **All** residents with weapons in housing **must** complete DD Form 2760 and submit to base security before any weapon may be brought into housing. Ref: COMNAVREGMIDLANTINST 5820.2.

18. The Resident Energy Conservation Program (RECP) is aligned with the DON energy conservation initiative to reduce the amount of utilities consumed in PPV housing. This program transfers some responsibility for utilities costs from the PPV partnership to the residents. It accomplishes this by charging the residents for usage above the levels deemed to be normal for their location and housing type, by rewarding residents for conserving utilities, by issuing rebates to them when their utilities consumption is below certain target levels. Since the resident's BAH is intended to cover rent and "normal" utilities, the resident is only obligated to make out-of-pocket payments when actual usage exceeds the amount determined to be the "norm."

19. You understand that when offered housing; you have 24 hours to accept or to decline. If you do not respond within 24 hours the home will be considered declined and released to the next available applicant.

20. You should **not** give a lease termination notice until you have a firm move-in date from PPV partner. Any termination of existing off-base housing, including negotiations regarding a lease, is your responsibility and should follow the terms of your rental agreement.

21. If you accept and sign a lease and then cancel before occupying housing, you will be **permanently** removed from the waiting list.

22. Housing Service Center counselors are your advocates in dealing with landlord/tenant issues whether you are living in PPV housing or community housing.

CERTIFICATION: I have read and understand the information provided on this application is true and I understand that providing false information can result in immediate eviction from quarters and is punishable under Article 15 of the Uniformed Code of Military Justice (UCMJ).

Signature

Print Name

Date

SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. § 5013, 10 U.S.C. § 5041, 10 U.S.C. § 2831, DoD 4165.63-M and E.O. 9397.

Principle Purposes: To determine an individual's eligibility for Navy housing; including privatized housing.

Routine Uses: Used by region and installation housing office personnel to determine eligibility for Navy housing and by private partners who operate privatized Navy housing for management and operational purposes.

Disclosure: Voluntary; however, failure to provide the requested information may impact eligibility for Navy housing, including privatized housing.

POLICY STATEMENT: In accordance with OPNAVINST 1752.3, to the maximum extent permitted by law or otherwise waived by Commander, Navy Installations Command or the Chief of Naval Personnel (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occupying Navy owned, leased, or PPV housing.

Sex Offender Definition: Any person convicted of a criminal offense requiring registration per the National Guidelines for Sex Offender Registration and Notification Act (SORNA) (42 U.S.C. §§ 16901-16962).

NOTICE OF REQUIREMENT TO DISCLOSE

	INITIAL
1. Military sponsors requesting assignment to Navy owned, leased or privatized housing are required to sign this acknowledgment and disclosure form.	
2. Occupancy of Navy owned, leased or privatized housing will not be approved for otherwise eligible applicants if the applicant, any authorized dependent, or live-in aide residing in the home is a sex offender.	
3. Anyone discovered to be a sex offender in the application process shall be denied access to Navy owned, leased or privatized housing.	
4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in Navy owned, leased or privatized housing, may be barred from the installation, and/or may be evicted. If eviction occurs you may be responsible for all relocation expenses.	
5. The Installation or Region Housing Program Director will immediately forward information regarding identified sex offenders to the Installation N3, N9 and supports SJA/OGC offices, to include a copy of the applicant's DD 1746 and this form. All information will be forwarded to CNIC within two working days.	
6. Anyone found to have falsely certified this Acknowledgment shall be referred for barment or eviction, as appropriate, and may be responsible for relocation expenses.	
7. Denial of an application for assignment to Navy owned, leased or privatized housing under the applicable policy, may be appealed to the Region Commander via the military sponsor's chain of command.	

CERTIFICATION: I have read and understand the above policy. By my signature below, I certify that under a penalty of administrative action and/or prosecution for making a false official statement in violation of 18 U.S.C § 1001 and/or the Uniform Code of Military Justice, Article 107, that neither I nor any person living in my household is a registered/convicted sex offender. I understand that I am required to notify the Navy's Housing Office and the Installation Security Office immediately if circumstances change so that this certification is no longer true.

Signature

Date

Print Name

Command

COURTESY MOVE ENTITLEMENT

POLICY STATEMENT: In accordance with CNICINST 11103.12 Navy Housing and Intra-Station Moves to qualify for a courtesy move you must meet the following:

ELIGIBILITY

You **are eligible** for courtesy move when you receive PCS orders and apply for Private Public Venture (PPV) housing within 30 days of reporting to your initial command in the Hampton Roads area and PPV housing is not available.

You are **not eligible (bachelor)** for PPV housing when you PCS to Hampton Roads area, but become eligible due to change from **member with no dependents** to **member with dependents**. Member must apply for PPV housing within 30 days of change of status to be eligible for courtesy move.

You are **not eligible** for a courtesy move from one local PPV housing to another local PPV housing.

You **are eligible** when you receive notice of landlord foreclosure.

FORFEITS ELIGIBILITY

You **forfeit eligibility** if you fail to apply for PPV housing within 30 days of report date to Hampton Roads command.

You **forfeit eligibility** if you fail to apply for PPV housing within 30 days of becoming eligible (i.e. marriage/pregnancy.)

You **forfeit eligibility** if you are referred to Lincoln Military Housing for housing and are offered a home and turn down the home.

I agree to pay all charges in connection with this move, if I fail to notify Personal Property Shipping Office of any change in plans prior to contractor pick-up or delivery date. Desired pick-up date is after key pick-up date.

CERTIFICATION: I have read and understand the above policy. I understand I am responsible for moving expenses if I am not entitled to a courtesy move and when eligibility has been forfeited.

Signature

Date

Print Name

OFFICE USE ONLY

Report Date:

Application Date: