

APPLYING FOR HOUSING

In order for the Housing Office to refer you for assignment to housing you will need to complete the application package as indicated below:

- Completed Housing Application DD Form 1746, include valid work e-mail, personal e-mail, and cell numbers, etc, this information will be helpful to contact you if needed.
- Block 14 a through f needs to be completed in its entirety:

ALL DATES NEED TO BE IN THE YEAR, MONTH, DAY FORMAT

Block 14A Effective rank/rate date: this is the day you made your current rank

Block 14B Active Duty Service Computation: this is the day you joined the military or if you have broken service your pay entry base date

Block 14C: Time remaining on active duty: this is the day your current enlistment is up

Block 14D: Effective change in duty station: this is the day you detach from your command to come to New Orleans

Block 14E & 14 F is self explanatory

- Copy of your orders assigning to the New Orleans Area
- Copy of your dependency status (Navy-page 2, Marines-Red, Army/Air Force-Deers, CG-BAH/Defense Page/Orders
- Signed sex offender policy statement, make sure you initial all required information.
- Signed Assignment to Housing statement.
- Once the housing application is completed please fax to 504-678-9565
- All of the above is needed to complete the application process, applications not completed in its entirety will not be processed.

| APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form, read Privacy Act Statement and Instructions on reverse)</small> | | | | 1. TYPE SERVICE DESIRED <i>(X one or both)</i> | |
|--|--|--|---|---|--|
| | | | | a. MILITARY HOUSING | b. HOUSING REFERRAL |
| SECTION I - APPLICANT INFORMATION | | | | | |
| 2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i> | | 3. PAY GRADE | 4. SSN | 5. DOD COMPONENT | |
| 6. ADDRESS <i>(Street, City, State, Zip Code)</i> | | 7. TELEPHONE NUMBER | | 8. STATUS OF APPLICANT <i>(X one)</i> | |
| | | a. HOME <i>(Area Code)</i> | b. DUTY <i>(DSN)</i> | a. MILITARY MEMBER | c. CIVILIAN |
| | | 9. MARITAL STATUS | | 10. I AM SEPARATED FROM MY DEPENDENTS <i>(X one)</i> | |
| | | | | a. VOLUNTARILY | b. INVOLUNTARILY |
| 11. I REQUEST HOUSING FOR <i>(X one)</i> | | | SECTION II - MILITARY CAREER INFORMATION <i>(Civilians skip to Item 15.)</i> | | |
| a. SELF ONLY | b. SELF AND DEPENDENTS | | 14. DATES <i>(Enter in YYMMDD order)</i> | MILITARY APPLICANT | MILITARY SPOUSE |
| 12. INSTALLATION/ORGANIZATION TRANSFERRED FROM | | | a. EFFECTIVE RANK/RATE DATE | | |
| | | | b. ACTIVE DUTY SERVICE COMPUTATION | | |
| | | | c. TIME REMAINING ON ACTIVE DUTY | | |
| 13. INSTALLATION/ORGANIZATION TRANSFERRED TO | | | d. EFFECTIVE CHANGE IN DUTY STATION | | |
| | | | e. REPORT DATE | | |
| | | | f. ESTIMATED FAMILY ARRIVAL DATE | | |
| | | | | | |
| SECTION III - DEPENDENT DATA | | | | | |
| 15. DEPENDENTS RESIDING WITH ME <i>(If more space is needed, continue on plain paper.)</i> | | | | | |
| a. NAME <i>(Last, First, Middle Initial)</i> | b. DATE OF BIRTH <i>(YYMMDD)</i> | c. SEX | d. RELATIONSHIP | e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i> | |
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| SECTION IV - HOUSING DATA | | | | | |
| 16. COMMUNITY HOUSING DESIRED <i>(X as applicable)</i> | | | | | |
| a. PURCHASE HOUSE | d. RENT HOUSE | g. RENT MOBILE HOME SPACE | | j. ROOM AND BOARD | |
| b. PURCHASE CONDOMINIUM | e. RENT APARTMENT | h. SHARE | | k. SUBLET | |
| c. PURCHASE MOBILE HOME | f. RENT MOBILE HOME | i. RENT ROOM | | l. TRANSIENT | |
| 17. AMENITIES DESIRED <i>(X as applicable. Write number in d. and e.)</i> | | | 18. DATE HOUSING NEEDED <i>(YYMMDD)</i> | | 19. PRICE RANGE <i>(Community Housing)</i> |
| a. FURNISHED | e. NO. BATHS | | | | |
| b. UNFURNISHED | f. PETS <i>(Allowed)</i> | | | | |
| c. AIR CONDITIONING | g. OTHER <i>(Explain)</i> | 20. LOCATION PREFERENCE <i>(Community Housing)</i> | | | |
| d. NO. BEDROOMS | | | | | |
| 21. REMARKS | | | | | |
| | | | | | |
| E-mail: | | | Additional Phone #: | | |
| 22. SIGNATURE OF APPLICANT | | | | | 23. DATE SUBMITTED <i>(YYMMDD)</i> |
| SECTION V - DISPOSITION <i>(To be completed by the Housing Office.)</i> | | | | | |
| 24. MILITARY HOUSING | | | | | |
| a. APPLICATION RECEIVED <i>(YYMMDD and time)</i> | b. APPLICATION EFFECTIVE <i>(YYMMDD)</i> | c. DD FORM 1747 PROVIDED <i>(YYMMDD)</i> | | d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i> | |
| e. APPLICANT PLACED ON WAITING LIST | f. EFFECTIVE PLACEMENT <i>(YYMMDD)</i> | g. BEDROOMS REQUIRED | | h. DATE UNIT ASSIGNED <i>(YYMMDD)</i> | |
| SECTION VI - HOUSING REFERRAL CERTIFICATE | | | | | |
| On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps. | | | In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office. | | |
| | | | 25. SIGNATURE OF APPLICANT | | 26. DATE SIGNED <i>(YYMMDD)</i> |

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

HOUSING WELCOME CENTER
Naval Air Station Joint Reserve Base
Belle Chasse, La 70143

ASSIGNMENT TO HOUSING: Assignment to quarters will be made according to the following procedures:

Eligible personnel will be assigned to the next available set of quarters once they reach the top position on their respective waiting list. They will not be allowed to choose assignment to a particular set of quarters or housing area. If an assignment is refused, the person will be given a new control date which will be the date of refusal, control date will be changed for every refusal. When a member is offered the assignment to quarters, the offer must be accepted or declined within 72 hours otherwise the member's control date will be changed to the date the offer was made.

Signature of Member

Date