

NAS JRB NEW ORLEANS

VILLAGE AT FEDERAL CITY

REQUIRED HOUSING DOCUMENTS



**301 Russell Ave.
New Orleans, LA 70143**

(504) 678-3280

DSN – 678

Fax: 678-9565

NAS JRB New Orleans VFC Housing Application Checklist

Please sign and complete each of the documents requesting your signature and send via email, fax or hand carry to the Navy Housing Office for submission.

Navy Housing will consider your application incomplete until we have received all of the items below:

- DD Form 1746 Housing Application (fillable PDF)
With Addendums (printable) (SINGLE/MARRIED)
- Dependency Data Form (printable) – USN Page 2
USMC- Form 1751 may obtain these documents from IPAC
- Privacy Act Release Form Intra
- Station Move Policy form
- Sex Offender Policy Acknowledgment & Disclosure Form (Fillable PDF)
- All pages of PCS Orders **with detaching endorsement**. We require this detaching date to determine your **actual** waitlist position. This is your last step in the process and is often overlooked by service members. Your application is NOT complete without the actual detaching endorsement from your losing Command!
**USMC- Pg 3 from your SRB
- EFM or ADA or Pregnancy Paperwork (if applicable)

***NewOrleans_Housing@Navy.mil or fax (504) 678-9565

APPLICATION FOR ASSIGNMENT TO HOUSING

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5911 & 5912.
PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements.
ROUTINE USE: None.
DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to assist you.

GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. All items not listed are self-explanatory. SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

1. TYPE SERVICE DESIRED

Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; *i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

SECTION I - APPLICANT INFORMATION

5. DOD COMPONENT

Army, Navy, Air Force, etc.

6. ADDRESS

Enter complete current address (*street number and name, apartment number, city, state/country and the 9-digit ZIP code*).

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

SECTION II - MILITARY CAREER INFORMATION

14. DATES (*Military Applications/Military Spouse Only*)

Enter dates in order of YYMMDD. (*May 17, 1993, would be entered as 930517*).

- a. Enter the date your current rate/rank was effective.
- b. Enter your active duty service computation date.
- c. Enter the time (*in months*) that you have remaining on active duty.
- d. Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.
- e. Enter your official report date (*from your PCS orders*).
- f. Enter your estimated arrival date.

SECTION IV - HOUSING DATA

16 - 21. Self-explanatory.

22. SIGNATURE

The applicant must sign the DD Form 1746.

23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

SECTION V - DISPOSITION (*To be completed by the Housing Office*)

24. MILITARY HOUSING

- a. **Application Received.** Enter the year, month, day and time the application was received in the Housing Office.
- b. **Application Effective.** Enter the date of change of duty station (*Line 14d*) or other date that will be the effective (*control*) date.
- c. **DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.
- d. **Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.
- e. **Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.
- f. **Effective Placement.** The effective date and time of the applicant's placement on the list(s).
- g. **Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.
- h. **Date Unit Assigned.** Enter the date the unit was assigned.

DD 1746 Addendum (2)

Vehicle Information

Number of Vehicles _____

Circle All That Apply: Auto Boat Motorcycle RV Trailer

Model _____

Make _____

Year _____

Color _____

VIN _____

License Plate _____

State _____

Expiration _____

PLEASE ENSURE YOU INCLUDE INFORMATION ABOVE ON ALL VEHICLES YOU WILL BE BRINGING

Pet(s) Information

Circle All That Apply: Bird Cat Dog Other

of Pets _____ (No more than 2 pets allowed on the base)

Pet Name(s) _____

Breed(s) _____ (Restricted Breeds not Allowed on the Base)

Gender: Male Female

Age(s) _____

Service Animal: Yes No

Rabies Tag #(s) _____

Microchip #(s) _____

PET POLICY

1. Pet ownership for those service members and their families residing in privatized family housing provides a real and tangible benefit, and contributes to Quality of Life for resident families. However, the rise in ownership of breeds with a predisposition toward aggressive or dangerous behavior, coupled with the increased risk of tragic incidents involving these dogs, necessitates a uniform policy to provide for the health, safety and tranquility of all personnel aboard the Installation. Other banned animals are snakes, monkeys, mice, all exotic mammals and any aquatic animal that eats flesh. Although the PPV housing is a private company, they operate on a Federal Military Installation which allows Installation Commanding Officer cognizance over all who enters and exits the Installation.

2. Pit Bull, Rottweiler, canid/wolf hybrid, akita, american bull dog, chow, Doberman, and any mixed breed thereof or any canine breed listed in NASJRB NOLAINST 10570. series as a "restricted breed" that presents a risk to the health and safety of personnel on the Installation. **The Commanding Officer has banned these breeds and all mixes associated with them** on the NAS JRB New Orleans Installation.

In the absence of formal breed identification or suspicion of breed, a determination of "**majority breed**" will be made by a Veterinary Corps Officer (VCO) or an approved civilian veterinarian at the service member's expense. Navy officials may request proof of breed anytime, before or during tenancy and the service member or family member must provide documentation within 15 business days or the animal will be banned from the Installation and not granted access to re-enter.

3. All dogs and cats, of any age, must be registered within five days at the Department of Animal Control. Member must also notify Navy Housing and Patrician Management of pets that will be residing on the installation.

4. You must check with your landlord before signing a lease to ensure your pet is allowed on that property.

5. There is a maximum limit of two pets per household in PPV Housing.

6. Military Installations are not required to provide access to all animals, to include service animals. The ADA is applicable to public housing and affords opportunity only to areas that the general public may access. Regardless of status, restricted breeds or mixes of will not be allowed on the Installation.

7. Unidentified/unleashed or unsupervised animals will be turned over to Parish Animal Control and if they happen to be on the restricted breed list (regardless of grandfather clause) they will not be allowed back on the Installation. Animal Control has been made aware of installation policies and may not return your (restricted) animal to your care until you have obtained suitable arrangements for the animal.

Applicant's Signature

Date

PRIVACY ACT RELEASE FORM

To Whom It May Concern:

I am aware that the Privacy Act of 1974 prohibits release of personal information without my approval. I do hereby authorize the Military Housing Service Center known as "Navy Housing Welcome Center" and Public-Private Venture Partners from New Orleans Navy Housing, L.L.C managing agency known as "Patrician Management", to exchange the information regarding my housing status and application before during and after occupancy.

I authorize the Navy Housing Welcome Center to release my information regarding my housing interest to prospective landlords and those on a Business Use only basis.

I have ready the SORN Statement regarding DoD Housing Authorities above and authorize the Principal and Routine Uses as stated.

Name (please print): _____

Signature: _____

Date: _____

INTRASTATION MOVE POLICY

Please initial next to each statement below to acknowledge understanding and that you have been briefed on this entitlement. All U.S. service members must meet both criteria listed below to be authorized a government funded move:

- The member must report to Navy Housing Service Center and apply for Public Private Venture (PPV) Housing within 30 days of arrival
- and, if adequate PPV housing is not available for occupancy within 30 days of application

_____ If **BOTH** situations listed above exist, the member is placed on the waiting list by Navy Housing and authorized a government funded intra-station move into PPV housing when it becomes available.

_____ U. S. service members get only one offer of assignment to PPV housing with a government funded move, which will be based on bedroom requirements, per CNICINST 11103. Series. A military member may decline the offer of assignment but, in doing so, he/she loses the entitlement of a funded intra-station move from community housing to PPV housing.

_____ U. S. service members who apply for PPV housing later than 30 days of reporting are not authorized an intra-station move into PPV housing.

_____ Newly entitled members who become eligible (e.g. marriage) for PPV housing after reporting are not entitled to an intra-station move into PPV housing.

I acknowledge that I have read and understand the above information concerning my entitlement to the intra-station move policy.

Print Name

Date

Signature

UNEXPECTED DANGER IN YOUR HOME?

Parents Beware: The Consumer Products Safety Commission (CPSC) has identified window coverings with cords as one of the top five hidden hazards in the home. About one child a month dies becoming entangled in a window blind cord. CPSC has recalled over five million window coverings: Roman shades, rollers and roll-up blinds, vertical and horizontal blinds.

Strangulation and entanglement injuries can occur in the home anywhere a window covering with a cord is installed. Children can wrap window covering cords around their necks or can pull cords that are not clearly visible but are accessible and become entangled in the loops. These incidents happen quickly and silently. To prevent tragedies CPSC recommends the use of cordless window coverings in all homes.

Pull cords, Looped Bead Chains or Nylon Cords, Inner Cords of Roman Shades and Lifting Loops of Roll-up Blinds are all safety hazards.

CPSC offers the following safety tips to prevent deaths and injuries associated with window covering cords:

- **Examine all shades and blinds in the home.** Use only cordless window coverings with no accessible cords in front, side or back of blinds. Repair or replace blinds, shades and draperies manufactured before 2001 that have pull cords ending in a loop that are the cause for risk of strangulation.
- Move all cribs, beds, toys or furniture away from windows and window cords because children can climb on them and gain access to the cords.
- Make cords inaccessible. Make sure tasseled pull cords are short and continuous loop cords are permanently anchored to the floor or wall.
- If the window shade has looped bead chains or nylon cords, install tension devices to keep the cord taut.
- Lock cords into position whenever horizontal blinds or shades are lowered, including when they come to rest on a windowsill.

Consumers can receive a free repair kit from the Window Covering Safety Council's website at <http://www.windowcoverings.org> or by calling (800) 506-4636. You may also visit www.cpsc.gov to learn more about window covering safety.

Signature

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 <input style="width: 90%; height: 20px;" type="text"/>	Date <input style="width: 90%; height: 20px;" type="text"/>
Print Name <input style="width: 90%; height: 20px;" type="text"/>	Command <input style="width: 90%; height: 20px;" type="text"/>



DEPARTMENT OF THE NAVY
NAVY HOUSING SERVICE CENTER
NAS JRB NEW ORLEANS
301 RUSSELL AVE
NEW ORLEANS LA 70143-5012

To: Service Members and their Families

Subj: RESIDENTIAL HEALTH AND SAFETY

1. The Commanding Officer of Naval Air Station Joint Reserve Base (NAS JRB) New Orleans takes great pride in ensuring our service members are provided housing that is safe and affordable. The Commanding Officer of NAS JRB New Orleans exercises Health and Safety oversight of accompanied and unaccompanied personnel assigned within the Navy Housing Service Center (NHSC) area of responsibility who are authorized to live in government owned or leased quarters, Public Private Venture (PPV) or community housing. The NHO is dedicated to being your advocate ensuring your Health and Safety needs are met.

2. If you have reported any Health and Safety housing concerns that have not been addressed by your landlord to your satisfaction, the NHSC can advocate for you upon request, regardless of the type of housing you reside in. In addition, if Patrician Management receives a report regarding Health and Safety, they are not required to give the resident any notice.

3. Examples of Health and Safety concerns include, but are not limited to:

- a. Suspected mold
- b. Overflowing drains/broken water pipes
- c. Electrical service outage
- d. Broken electrical components which may cause fire or shock to persons
- e. Gas leaks
- f. Dangerous pest or wild animal infestations
- g. Problems which would render the unit uninhabitable or pose a threat to your health, safety, and/or welfare

4. Please contact the NHSC at 504-678-2162 or email NewOrleans_housing@navy.mil to report any concerns or to ask any questions you may have.