



## NAS Fallon Housing Application Package

Navy Housing Service Center

The following items **MUST** be included to process your application package:

- DD Form 1746
- Sex Offender Policy Acknowledgment & Disclosure
- Information Release Form
- Permanent Change of Station (PCS) Orders
- Current LES
- Dependency Paperwork
  - Navy - PG2 or NAVPERS 1070/602
  - Marine Corps - NAVMC10922
  - Air Force and Army - DD Form 93

Additional documentation **required** with application, if applicable:

- Please include the following In **Box 21. of DD Form 1746** for both Member and Spouse:
  - Personal email(s)
  - Phone number(s)
- Any one of the following items may be provided to update control date:
  - Detaching Information Sheet/Transfer Sheet,
  - Stamped orders
- Court Documentation or Custody agreement(s) to secure bedroom entitlements for dependent(s) whom will reside in the home for 6 months of the year.
- Proof of pregnancy with estimated date of birth noted by healthcare professional.
- Dual Military – Provide documentation for both service members (PCS orders and dependency paperwork).
- 

### Attention Animal Owners:

- The following breeds are **restricted** within the community: Chows, Doberman Pinchers, Presa Canarios, Pit Bulls(American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier), Rottweiler, and Wolf Hybrid , or any mix of the mentioned breeds. Barnyard or exotic pets (reptiles, ducks, rabbits, chickens, ferrets, pigs, etc.) are **not** allowed.
- **Pet deposits: \$250 per pet maximum two pets per household**  
Note: Liberty Military Housing will request a profile to be created within PetScreening.com at time of lease signing



### Navy Housing Service Center

Mon-Fri 0730-1600

P: 775-426-2809

F: 775-426-2910

Fallon\_Housing@us.navy.mil



### Liberty Military Housing

Mon-Fri 0830- 1730

Sat.0900-1300

P:775-423-9569

F: 775-423-2001

Fallon@livelmh.com

<b>APPLICATION FOR ASSIGNMENT TO HOUSING</b> <small>(Before completing form, read Privacy Act Statement and Instructions on reverse)</small>				<b>1. TYPE SERVICE DESIRED</b> <i>(X one or both)</i>	
				<input type="checkbox"/> a. MILITARY HOUSING	<input type="checkbox"/> b. HOUSING REFERRAL
<b>SECTION I - APPLICANT INFORMATION</b>					
<b>2. NAME OF SPONSOR</b> <i>(Last, First, Middle Initial)</i>		<b>3. PAY GRADE</b>	<b>4. SSN</b>	<b>5. DOD COMPONENT</b>	
<b>6. ADDRESS</b> <i>(Street, City, State, Zip Code)</i>		<b>7. TELEPHONE NUMBER</b>		<b>8. STATUS OF APPLICANT</b> <i>(X one)</i>	
		<div style="display: flex; justify-content: space-between;"> <div>a. HOME (Area Code)</div> <div>b. DUTY (DSN)</div> </div>		<div style="display: flex; justify-content: space-between;"> <div>a. MILITARY MEMBER</div> <div>c. CIVILIAN</div> </div>	
				<div style="display: flex; justify-content: space-between;"> <div>b. MILITARY SPOUSE</div> <div>d. FOREIGN NATIONAL</div> </div>	
<b>9. MARITAL STATUS</b>		<b>10. I AM SEPARATED FROM MY DEPENDENTS</b> <i>(X one)</i>			
		<div style="display: flex; justify-content: space-between;"> <div>a. VOLUNTARILY</div> <div>b. INVOLUNTARILY</div> </div>			
<b>11. I REQUEST HOUSING FOR</b> <i>(X one)</i>			<b>SECTION II - MILITARY CAREER INFORMATION</b> <i>(Civilians skip to Item 15.)</i>		
<div style="display: flex; justify-content: space-between;"> <div>a. SELF ONLY</div> <div>b. SELF AND DEPENDENTS</div> </div>			<b>14. DATES</b> <i>(Enter in YYYYMMDD order)</i>		<div style="display: flex; justify-content: space-between;"> <div>MILITARY APPLICANT</div> <div>MILITARY SPOUSE</div> </div>
<b>12. INSTALLATION/ORGANIZATION TRANSFERRED FROM</b>			a. EFFECTIVE RANK/RATE DATE		
			b. ACTIVE DUTY SERVICE COMPUTATION		
			c. TIME REMAINING ON ACTIVE DUTY		
<b>13. INSTALLATION/ORGANIZATION TRANSFERRED TO</b>			d. EFFECTIVE CHANGE IN DUTY STATION		
			e. REPORT DATE		
			f. ESTIMATED FAMILY ARRIVAL DATE		
<b>SECTION III - DEPENDENT DATA</b>					
<b>15. DEPENDENTS RESIDING WITH ME</b> <i>(If more space is needed, continue on plain paper.)</i>					
a. NAME <i>(Last, First, Middle Initial)</i>		b. DATE OF BIRTH <i>(YYYYMMDD)</i>	c. SEX	d. RELATIONSHIP	e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>
			M F		
			M F		
			M F		
			M F		
			M F		
<b>SECTION IV - HOUSING DATA</b>					
<b>16. COMMUNITY HOUSING DESIRED</b> <i>(X as applicable)</i>					
a. PURCHASE HOUSE		d. RENT HOUSE		g. RENT MOBILE HOME SPACE	
b. PURCHASE CONDOMINIUM		e. RENT APARTMENT		h. SHARE	
c. PURCHASE MOBILE HOME		f. RENT MOBILE HOME		i. RENT ROOM	
				l. TRANSIENT	
<b>17. AMENITIES DESIRED</b> <i>(X as applicable. Write number in d. and e.)</i>			<b>18. DATE HOUSING NEEDED</b> <i>(YYYYMMDD)</i>		<b>19. PRICE RANGE</b> <i>(Community Housing)</i>
a. FURNISHED		e. NO. BATHS			
b. UNFURNISHED		f. PETS <i>(Allowed)</i>			
c. AIR CONDITIONING		g. OTHER <i>(Explain)</i>			
d. NO. BEDROOMS					
<b>20. LOCATION PREFERENCE</b> <i>(Community Housing)</i>					
<b>21. REMARKS</b>					
<b>22. SIGNATURE OF APPLICANT</b>					<b>23. DATE SUBMITTED</b> <i>(YYYYMMDD)</i>
<b>SECTION V - DISPOSITION</b> <i>(To be completed by the Housing Office.)</i>					
<b>24. MILITARY HOUSING</b>					
a. APPLICATION RECEIVED <i>(YYYYMMDD and time)</i>		b. APPLICATION EFFECTIVE <i>(YYYYMMDD)</i>		c. DD FORM 1747 PROVIDED <i>(YYYYMMDD)</i>	
d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i>					
e. APPLICANT PLACED ON WAITING LIST		f. EFFECTIVE PLACEMENT <i>(YYYYMMDD)</i>		g. BEDROOMS REQUIRED	
				h. DATE UNIT ASSIGNED <i>(YYYYMMDD)</i>	
<b>SECTION VI - HOUSING REFERRAL CERTIFICATE</b>					
<p>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.</p>			<p>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.</p>		
			<b>25. SIGNATURE OF APPLICANT</b>		<b>26. DATE SIGNED</b> <i>(YYYYMMDD)</i>

## 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 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*).

- Enter the date your current rate/rank was effective.
- Enter your active duty service computation date.
- Enter the time (*in months*) that you have remaining on active duty.
- 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.
- Enter your official report date (*from your PCS orders*).
- Enter your estimated arrival date.

## 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 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

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

**COMMANDER, NAVY INSTALLATIONS COMMAND  
SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE**

**Privacy Act Statement**

Authority: 10 U.S.C. § 5013; 10 U.S.C. § 5041; 10 U.S.C. § 2831; 10 U.S.C. 113, Secretary of Defense; DoD 4165.63-M, DoD Housing Management; DoD Directive 1000.25, DoD Personnel Identity Protection (PIP) Program; DoD Instruction 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB); DoD 5200.08-R, Physical Security Program; DoD Directive 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense (Exception to policy memos); Directive-Type Memorandum (DTM) 09-012, Interim Policy Guidance for DoD Physical Access Control; DTM 14-005, DoD Identity Management Capability Enterprise Services Application (IMESA) Access to FBI National Crime Information Center (NCIC) Files; and E.O. 9397 (SSN), as amended. System of Records Notice DMDC 16 DoD, Identity Management Engine for Security and Analysis (IMESA); 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.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Command



INSTALLATION: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_

## Information Release

☐ I, \_\_\_\_\_ (Service member) give permission for the Navy Housing Service Center to share my contact and housing information, including PII, with \_\_\_\_\_ (the privatization partner) at \_\_\_\_\_ (installation).

☐ I, \_\_\_\_\_ (Service member) DO NOT give permission for the Navy Housing Service Center to share my contact and housing information, including PII, with \_\_\_\_\_ (the privatization partner) at \_\_\_\_\_ (installation) for the following reasons: \_\_\_\_\_

Service Member Name: \_\_\_\_\_

X

Service Member Signature

Date

### FOR OFFICE USE ONLY

If not completed in person:

Permission received: ☐ Over the Phone ☐ By Email ☐ Other: \_\_\_\_\_

Counselor Name: \_\_\_\_\_

X

Counselor Signature

Date

#### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 10 U.S.C. 2831, Military Family Housing Management Account; DoD 4165.63-M, DoD Housing Management.

**PURPOSE:** To provide housing information to DON or other military components and government agencies.

**ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b), routine uses include to assist the Navy Housing Office in determining an individual's status and qualifications who seek housing or assistance concerning Navy housing.

**PRINCIPAL PURPOSE:** To determine an individual's eligibility for Navy or Marine Corps housing (including privatized housing) and notification for subsequent assignment to housing or granting a waiver to allow occupancy of private housing. To determine priority and list individual's name on appropriate housing waiting list. To oversee housing occupancy once assigned.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information will result in the inability to assist you.

**Contact Your Local Housing Service Center**  
[www.cnic.navy.mil/contacthousing](http://www.cnic.navy.mil/contacthousing)

## Housing Information

**CONTROL DATE:** The detaching date listed on orders will serve as the control date permitted the application was submitted within 30-days of reporting to NASF. If application is submitted after 30-days, the date the application is signed will serve as your control date.

*Please Note: the control date is what establishes waitlist positions and members must have a minimum of six months remaining at NASF.*

**ADVANCED APPLICATIONS:** Advanced applications are those that have been submitted more than 30-days prior to your EDD listed within orders. 30-days prior to detaching current command your application will be moved to the active waitlist where a position will be automatically generated based upon your control date.

**DEFERRED DATES:** Applications can be deferred for a variety of reasons such as in a lease agreement or intermediate activity. This allows the application to remain on the waitlist and reflects the date the family will be ready to accept an offer from the partner.

**PRE-LEASING BY THE PPV PROPERTY MANAGER:** This is a planning tool and not a legal process requiring a signed lease. The pre-leasing process is used to plan future occupancy as well as enable customers to supply adequate notice to current landlords and personal property office.

*Please Note: all occupants 18 years of age and older will be required to sign all lease documents.*

**DUE AT LEASE SIGNING:** At time of lease signing the following will be collected by the privatized partner: 1) proof of renter's insurance in the amount of \$100k 2) Refundable pet deposits \$250 per pet max two pets (breed restrictions apply). 3) Pro-rated rent. 4) Dual military families, the higher-ranking Service Member will be charged rent at the Fallon BAH with dependent rate.

*Please Note: Service Members must be in receipt of Basic Allowance for Housing (BAH) and a current LES must be supplied. In the event the Service Member is unable to sign lease documents a Power of Attorney will be needed to start/stop allotment.*

**NON-ACCEPTANCE OF HOUSING:** Family are eligible for two offers. If the first home is declined it will not affect the families waitlist position. If the second offer is declined, the service member will be placed at the bottom of the waitlist and control date will be changed to the date second offer was declined.

**COMMUNITY RENTALS:** The housing office monitors <https://homes.mil> listings. Best practice is to contact the property manager/owner directly to ensure availability as it may have changed. We are happy to review lease agreements prior to signing, attend move-in/out inspections, as well as continue to be a resource during your tenancy within the community should an issue arise.

**CRITICAL HOUSING AREA (CHA):** This designation allows Service members to request Basic Housing Allowance (BAH) be disbursed at the rate of dependent location vice NAS Fallon BAH rate. Members who choose to leave dependents at previous location please ensure to review the process with your gaining admin prior to detaching current command to begin the process.