

## MFH/PPV/RPP HOUSING APPLICATION CHECKLIST

### I have read and provided a copy of:

- Completed DD1746 Housing Application
- My PCS Orders (*up to ultimate duty location*)
- Sex Offender Policy form
- Page 2
- Detaching Endorsement

### Additional Information (as needed)

- EFM verification (as necessary)
- Pregnancy statement (If needed)

### Active Duty Spouse

- Completed DD1746 Housing Application
- Active Duty Spouse's Orders
- Active Duty Spouse's Page 2
- Active Duty Spouse's Det. Endorsement

**Pets (dogs/cats)** - Certain restrictions may apply; shot documentation, microchip, and pictures of pets may be required. The PPV partner will explain additional details when referred.

**Weapons in Housing (MFH/PPV)** – DD Form 2760 must be filled out for all residents over 18 and submitted to base security before any weapon may be brought into housing. Ref. Lautenberg amendment and NAVADMIN 234/04

**Courtesy Move** – A local courtesy move may be available if you have applied for MFH/PPV Housing within 30 days of your report date, where housing was not available upon your arrival and you have not turned down any offer of MFH/PPV housing. This entitlement may be delayed based on funds availability and is not available for retroactive reimbursement of an already completed move.

**Estimated waiting period is \_\_\_\_\_ to \_\_\_\_\_ months.** Waiting times are approximate and are subject to change.

**Your application must be renewed every 6 months** by personally speaking with a counselor. It is imperative that you keep the Navy Housing Office advised of any changes to your application (i.e., rate, address, phone numbers, number of dependents, etc.). Failure to keep your information current could result in cancellation of your application.  
**FIRST RENEWAL DATE IS \_\_\_\_\_**

**By instruction, you will not be referred to MFH/PPV housing if you have less than 6 (12 months for Carroll's Creek Landing) months of duty remaining on your EAOS or PRD.** Reference: CNCIST 5009.5 dated May 13, 2008- enclosure 2, Eligibility, Assignment and Termination to Family Housing (FH)

**Any termination of existing off-base housing arrangements**, including negotiations regarding a lease, are your responsibility. Those arrangements should be made **ONLY** after given a firm move-in date by the PPV partner. Moving in to PPV housing does not constitute the dissolution of a rental lease.

It is your responsibility to check with your **local PSD office** to ensure you are receiving the **correct BAH entitlement.**

In MFH/PPV, certain housing units may contain **lead paint/asbestos**. All units have been inspected and deemed safe for habitation. Specific information will be provided upon unit assignment.

Electing to move into a MFH/PPV housing unit with fewer bedrooms than entitled will make the service member ineligible to apply for a larger bedroom unit at a later date unless there is a change in family composition or an entitlement change as described in CNICINST 5009.5. This process is termed "**Waiver Down.**"

Home-based businesses including **Home Child Care** require approval prior to commencing any operations. Failure to obtain necessary authorizations from the appropriate authorities may result action up to eviction from PPV Housing. Check with your PPV representative to ensure you know what steps you need to take to get authorization as it varies based on the type of home-based business you will be operating.

**Members applying for RPP.** Counseled on restrictions, responsibilities, payment of rent, and all forms filled out along with MAC allotment form.