

FAMILY HOUSING DIVISION CAMP LEJEUNE, NC

STATEMENT OF UNDERSTANDING FOR ON-BASE HOUSING

_____ I understand my application will not be on the active wait list until I provide all necessary documentation.

_____ I understand that the Military Housing Office (MHO) will utilize the date of receipt of the housing application (DD Form 1746) with all qualifying documents; to include PCS Orders (PCSO), as the Control Date for the Wait List. If the application and all qualifying documents are received separately, the Control Date will be established upon receipt of the latest document.

_____ I understand that if my application is incomplete (e.g. missing documentation), the application will be placed inactive for 45 days. If the pending documentation is not received within 45 days, my application will be cancelled.

_____ I understand that it is my responsibility to keep the MHO informed regarding all changes in my status (e.g. telephone number, Unit, promotion, etc.).

_____ I **have/have not** authorized my spouse to accept military housing in my absence.

_____ I understand a new applicant can be moved ahead of me on the wait list until I reach the top ten percent or one of the top three positions (Frozen Zone); whichever is greater.

_____ I understand that wait times are estimates based on historical data; number of vacates, etc.

_____ I understand if I am unable to accept military housing during a certain period, I can place my application in an inactive status for one year ONLY.

_____ I understand if I do not make contact with either the MHO or the PPV Partner within one year of my control date, my application will be cancelled.

_____ I have requested to be placed on the _____ Wait List. I understand that I have 30 days from the date of my application to change Wait Lists and retain my original Control Date.

_____ I understand when my name is number one on the Wait List, I should be offered military housing within 30 - 60 days.

_____ I understand that once I have received a house offer, I cannot request to be placed in an inactive status.

_____ I understand that if I refuse a house offer, my application will be cancelled.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____