

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
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM			a. EFFECTIVE RANK/RATE DATE		
			b. DATE ENTERED ACTIVE DUTY		
13. INSTALLATION/ORGANIZATION TRANSFERRED TO			c. TIME REMAINING ON ACTIVE DUTY		
			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>	
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					
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					
<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>		
			25. SIGNATURE OF APPLICANT		26. DATE SIGNED <i>(YYMMDD)</i>

PRIVATIZED HOUSING (PH) BRIEFING SHEET

This checklist is prepared to help you navigate through the PH policies and procedures. Military members will always have freedom of choice in selecting where they want to live (unless directed to live "on base," i.e., dorms or Key and Essential personnel). If you choose to live in Privatized Housing, make sure you read the lease and the Resident Guidelines prior to signing

Shaw AFB Housing Management Office (HMO) Services:

- a. Referral to Privatized Housing
- b. Government Paid Local Move/Storage Paperwork
- c. Off-base Rental Briefing
- d. Process advance applications for outgoing personnel

Privatized Housing: Hunt Companies

1. Rental Rate. The monthly rental rate (rent) will be equal to the military member's Basic Allowance for Housing (BAH). Prorated rent is paid at the time of accepting PH (in advance). The month following move in will need to be paid in full on the first of the month. Subsequent rent is paid by an allotment set up automatically by Hunt. Your BAH includes rent, utilities (within the expected average usage) and it is recommended you obtain renter's insurance while residing in Privatized Housing. (Visit the following websites for information. <http://publications.usa.gov/>; <https://www.floodsmart.gov/floodsmart/>; <https://www.fema.gov/national-flood-insurance-program>)
2. Lease. You must sign a one-year lease and your family must move in within 30 days (month-to-month after the initial year). You must provide Hunt a 30 day written notification for termination of quarters due to PCS, Separation, Retirement or Deployment orders (per the lease). If you voluntarily move out of PH after the expiration of the lease, you must provide 30 days' notice on the first of the month. Though you will not be charged a security deposit, you will be responsible for damage beyond fair wear and tear.
3. Pets. Two pets are allowed (cats or dogs). Per AFI 32-6007, leases will contain appropriate requirements for pet policies to include deposits, acceptable breeds and density (number of animals per unit). Review Hunt lease concerning this information.
4. Operating Private Business. PH occupants may operate limited business enterprises from their assigned quarters. Sponsors must request permission in writing from Shaw Hunt prior to start of a business.
5. Family Separation. If your dependents no longer reside with you in PH, you must notify Hunt immediately to determine your eligibility for PH.
6. Entitlement Change. If eligible for other housing because of promotion (JNCO to SNCO; CGO to FGO) or due to an increase in the number of dependents (requiring additional bedrooms) contact Hunt for further information. Change in grade (promotion or demotion) *must* be reported to Hunt within 5 days of occurrence.
7. Moves. Moves from the community to PH are paid on a one-time basis after PCS from the local area. If you are in privatized housing (at Shaw or other military installation), and want to move into Shaw PH, this move will be at your own expense.
8. Storage of Excess Household Goods (insufficient space). You are entitled to government paid storage of Household Goods (furniture items only) excess to needs while occupying PH. Requests must be made within 30 days of initial assignment to PH (a form will be provided by the HMO upon request).
9. Retention of Quarters (Retirement, Separation, Remote Tour, PCS to School, or Hardship). A written request for retention of quarters must be submitted to Hunt at least 60 days prior to change in eligibility for PH. Request must be processed for approval or disapproval.
10. Assignment of PH. If you are currently living in Privatized Housing at another base, you must be cleared from that office prior to signing for housing at this location.

Received Privatized Housing Briefing at the Housing Management Office:

Print Applicant Name

Applicant Signature

Date

Housing Management Counselor

Shaw AFB Animal Prohibition Policy

Animals in Privatized Housing must comply with applicable federal, state and local laws.

Installation-specific requirements and Hunt lease states, the following breeds of dogs (and dogs that have any of the following breed lineage) are deemed aggressive or potentially aggressive and will not be permitted to be boarded in the Premises or allowed in the Neighborhood: **Pit Bulls, Rottweiler's, Chow Chows, Doberman Pinschers, Siberian Huskies, Perro de Presa Canario, and wolf hybrids**. Exceptions to this rule can be made only for (i) a certified military working dog that is being boarded by its handler/trainer or (ii) a specific dog that has been approved by the Installation Commander in writing.

Exotic animals are prohibited, including, but not limited to: **monkeys, pot-bellied pigs, hedgehogs, skunks, raccoons, squirrels, ferrets, rodents (including mice and rats but excluding hamsters, gerbils and guinea pigs)**.

Reptiles, arachnids and insects are prohibited.

Farm, ranch, and wild animals are prohibited.

Caged birds, fish and authorized rodents (hamsters, gerbils and guinea pigs) in cages may be boarded in the Premises in addition to the two authorized pets, and do not require a Pet Addendum or pet deposit.

Additional information on the pet policies and pet care is provided in the Community Handbook.

I hereby acknowledge that I do not have and will not acquire any prohibited animals listed in the above Shaw AFB Animal Prohibition Policy.

SIGNATURE

DATE

SEX OFFENDER DISCLOSURE AND ACKNOWLEDGEMENT

Attach to application for military, government-managed and privatized housing

I, (print name) _____, have read and understand the policy. By signing this document, I certify under a penalty of perjury that neither I nor any person living in my household is a registered sex offender or required to register as a sex offender. I understand I am required to notify the installation housing office immediately if circumstances change so that this certification is no longer true. I understand the policies, procedures and consequences below apply to those persons who will reside with me, all of whom are listed on the DD Form 1746, ***Application for Assignment to Housing.***

POLICIES

Air Force Installations requires full disclosure from persons applying for military, government-managed or privatized housing who are sex offenders or who intend to have dependents who are sex offenders reside with them.

If you, or an authorized dependent who will reside with you, are found to be registered or are required to register as a sex offender under the laws of any state, you could be denied residency in Air Force military, government-managed and privatized housing.

If you, anyone living in your household or visitor is found to be a sex offender after you take occupancy, you may be subject to eviction and/or barmment from the Installation.

Installation Commanders are authorized to approve or disapprove applications from persons for residency in military, government-managed and privatized housing when they or another prospective resident of the home is a sex offender.

PROCEDURES

Applicants who cannot sign this form because they or a dependent who will reside in the home with them is a sex offender will be required to submit written information and documentation, which may include but is not limited to the following, in order to be considered for housing by the Installation Commander:

1. Whether the sex offender is the military member, civilian or dependent
2. Nature and circumstances of the offense
3. Exact criminal statute or law under which the person was convicted
4. State or jurisdiction where the offense occurred and was adjudicated
5. Elapsed time since the offense was committed
6. Age of the offender at the time the offense was committed
7. Age of the victim at the time the offense was committed
8. Evidence that tends to demonstrate offender's rehabilitation, exemplary conduct, or other commitment to obeying the law
9. Whether the conviction requiring registration has been reversed, vacated, or set aside, or if the registrant has been granted unconditional pardon of innocence for the offense requiring registration
10. Conditions of parole/probation or monitoring, if any

CONSEQUENCES

Falsification of this form or any other information pertaining to your criminal history or sexual offenses will result in immediate denial of your application for or retention of military, government-managed or privatized housing.

Signature of Applicant

Date

WEAPON REGISTRATION FORM

The possession of personal firearms, government-owned arms and ammunition will be in accordance with all Federal laws, the laws of the State of South Carolina and any local laws or ordinances. All firearms must be registered in accordance with AFI31-101 Shaw AFB Supplement. A member who fails to register a firearm within the appropriate time frame is subject to punishment under Article 92 of the Uniform Code of Military Justice, Failure to Obey Order or Regulation IAW AFI 31-101 Shaw AFB Supplement.

All firearms must be registered with the Neighborhood Management Office within seventy-two hours of occupancy of the Premises or within seventy-two hours of procurement of firearms. Firearms and ammunition must be stored separately in safe, locked locations. Loaded guns in the Premises are prohibited. Possessing a weapon prohibited by state/local ordinance or displaying or discharging a weapon in the Community is prohibited. Hand grenades, bombs and blasting explosives are prohibited. Failure to adhere to this provision is a material breach of the Lease Agreement.

Weapon	Registration	How Stored
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Resident:

Hunt Agent for Owner

By: _____

Date: _____

Date: _____

YOUTH SUPERVISION POLICY
Children Should Be Closely Supervised at All Times!

AGE	REQUIREMENT
NEWBORN - AGE 4	NOT TO BE LEFT UNATTENDED
AGES 5 - 6	NOT TO BE LEFT UNATTENDED THE ONLY EXCEPTION IS ON THE PLAYGROUND OR IN THE YARD WITH IMMEDIATE ACCESS (I.E., VISUAL OR HEARING DISTANCE) TO ADULT SUPERVISION
AGES 7 - 9	NOT TO BE LEFT UNATTENDED HOWEVER, THIS AGE GROUP MAY PLAY OUTSIDE WITH ACCESS TO ADULT SUPERVISION OR MAY BE LEFT IN A VEHICLE FOR A MAXIMUM OF FIFTEEN MINUTES WITH ADULT SUPERVISION IN SIGHT THE VEHICLE KEYS WILL BE REMOVED AND THE HANDBRAKE WILL BE APPLIED THIS IS ONLY AN EXCEPTION WHEN THERE IS NO DANGEROUS CONDITION LIKE A WEATHER ADVISORY
AGES 10 - 11	MAY BE LEFT AT HOME UNSUPERVISED FOR A MAXIMUM OF TWO HOURS, WITH READY ACCESS TO ADULT SUPERVISION (I.E., TELEPHONE NUMBER OR PAGER NUMBER) THIS AGE GROUP MAY BE LEFT IN A VEHICLE UNATTENDED THE VEHICLES KEYS WILL BE REMOVED AND THE HANDBRAKE WILL BE APPLIED AN 11 YEAR OLD OR SIX-GRADE EQUIVALENT IS ALLOWED TO CARE FOR THEIR SIBLINGS FOR A MAXIMUM OF TWO HOURS PER DAY RED CROSS BABYSITTING TRAINING IS REQUIRED (ON BASE 5-2251)
AGES 12 - 14	MAY CARE FOR SIBLINGS DURING DAYTIME HOURS BEFORE CURFEW 12 YEAR OLDS OR SEVENTH GRADE EQUIVALENTS ARE ALLOWED TO CARE FOR OTHER CHILDREN RED CROSS BABYSITTING TRAINING IS REQUIRED (5-2251)
AGES 15 - HIGH SCHOOL GRADUATE	MAY CARE FOR SIBLINGS AND OTHER CHILDREN DURING DAYTIME HOURS BEFORE CURFEW MINORS AGE 16 AND OLDER MAY BE LEFT UNATTENDED FOR SHORT TDY'S OR LEAVE NOT TO EXCEED FIVE CONSECUTIVE DAYS THESE MINORS MUST HAVE SOME TYPE OF ADULT SUPERVISION TO MAKE PERIODIC CHECKS

TABLE 8.1., Youth Supervision Policy

<p align="center">YOUTH SUPERVISION POLICY Children Should Be Closely Supervised at All Times!</p>	
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ALL PERSONNEL RESIDING IN DORMITORIES OR HOUSING ON BASE MUST REGISTER FIREARMS!

- * Personnel residing in family housing on Shaw AFB **MUST** register **ALL** firearms *within 72 hours* of signing for their residency keys.
- * Personnel residing in dormitories, VOQ/VAQ, TLF, DV quarters *are specifically prohibited* from storing firearms; **ALL** privately owned weapons **MUST** be *registered/stored* at the Security Forces armory *immediately upon arriving on installation*.

WHERE TO REGISTER FIREARMS:

20th Security Forces Squadron Armory
Bldg. 825, 524 Nelson Avenue, Shaw AFB

20 SFS Armory Arms Attendant: (803) 895-3632
20 SFS BDOC Controller available 24 hours a day
(803) 895-3669/3668.

The 20 SFS Arms Attendant will provide:

- AF Form 1314, Firearm Registration
- DD Form 2760, Firearms Policy Letter (Qualification to Possess Firearms/Ammunition)

***NOTE:** The AF Form 1314, Firearms Registration must be updated when any of the following occur:

- A change in residency, phone number, or any other contact information
- Annually: 365 days have passed since your last update
- When firearms are added or deleted

Transportation of Privately-Owned Weapons on Shaw AFB is Prohibited, Unless:

- (1)** Traveling to/from an authorized/sponsored weapons event (skeet range, competition shoot, etc.) *or*
- (2)** Traveling to/from hunting trips, civilian ranges, etc; in these situations, firearms must be locked in the trunk or behind the last seat in trucks/SUVs *and* ammunition **MUST** be stored separately from firearms.

Privately owned weapons **will not** be transported on motorcycles/bicycles/other two or three wheeled vehicles.