



## NELLIS FAMILY HOUSING

### WAITING LIST POLICY

The Privatized Owner (PO), Hunt Military Community, maintains waiting lists by grade and bedroom requirement.

#### Prioritizing Waiting Lists

Priority 1. Members assigned to Key & Essential (K&E) positions.

Priority 2. Eligible members who are assigned or attached to the installation for duty; personnel assigned to units, organizations and detachments or any service personnel such as recruiters and Reserve Officer Training Corps (ROTC), who are located on or attached to the installation for housing support or located in the vicinity or within commuting distance of the installation.

Priority 3. All other members eligible for housing but not assigned or attached to the installation. (See Other Eligible Tenants Rule)

#### Eligibility for Waiting Lists

The eligibility date for personnel who arrive on station and apply for housing **within 30 days of their arrival**, will be when they out-processed their losing base. This also applies to members who report on station early without amendments to their orders showing the new RNLTD.

The eligibility date for advance referrals will be **45 days from the RNLTD on the PCS orders**.

The eligibility date for personnel that apply **more than 30 days after arrival on station** or reside in the local community, will be the date the member physically walks in and applies for Housing.

Members of all military services who are commissioned officers, warrant officers and enlisted personnel on active duty and eligible for BAH at the with-dependent rate, except military-married-to-military (mil-to-mil), are eligible for Privatized Housing (PH) when accompanied by a dependent (or will be accompanied by a dependent) within 30 days, except dependent college students. If the dependent is a college student, a verification of full-time enrollment letter from the university/academic institution must be provided.

Mil-to-mil members are authorized PH when jointly assigned to the installation.

For mil-to-mil parents divorced with Controlling Physical Custody, only the member receiving with-dependent rate BAH is authorized housing. When physical custody is divided equally between the mil-to-mil parents, only the member receiving with dependent rate BAH is assigned PH.

Single members are authorized PH if receiving with-dependent rate BAH and the dependent shares the household. A military member separated from a civilian spouse, with shared custody of a common dependent, must have controlling physical custody (referred to as custodial custody) of dependent child to be eligible for PH.

A single pregnant member may apply for housing 60 days before the expected delivery date. A physician's statement is required to certify pregnancy and anticipated delivery date. Authorization may be granted for PH 30-60 days prior to the delivery date. Member must have a commander-approved request to the Unaccompanied Housing (UH) Management Section Chief, to move from assigned UH and receive BAH. Member will be offered housing IAW eligibility and availability of units and will be required to pay the with-dependent rate BAH upon assignment to PH. Member must provide proof of live birth within 60 days of delivery date. If a live birth does not occur, or the child does not reside with the member after BAH is authorized, member will be required to terminate PH IAW the lease terms.

A member with a pending marriage may apply for housing 60 days before the marriage. A written statement by the member of intent to marry, and the date of the event, must accompany the application and the member must provide proof of marriage before housing assignment.

If a member arrives on station with a line number, they may apply for housing for the upcoming grade and be assigned PH 60 days prior to the pin-on date. Member must provide proof of promotion date. Inbound members with promotion eligibility beyond 60+ days may apply for housing for the upcoming grade, but will not be assigned PH until the event occurs; or they may be placed on the waiting list for their current grade upon arrival. Members already residing in PH or the local community may apply for housing for the upcoming grade, but will not move until the event takes place.

### **Unauthorized Applications**

A member may not apply for (or be assigned to) PH if they are notified (if member knows the date) of impending PCS and has less than 6 months remaining on station, or until retirement or administrative separation, except for reasons of military necessity or to relieve a hardship.

### **How Waiting Lists are Managed**

The premise is that each family member (dependent, exclusive of spouse) is assigned a bedroom, based on the member's grade and family composition. (1 bedroom (BR) per child).

Members may voluntarily apply for and be assigned PH that has one bedroom less than their entitlement, if such housing exists in their grade category. Waivers are available from the PO.

Members who voluntarily occupy housing with fewer bedrooms than their entitlement may apply for larger housing after fulfillment of a one-year lease in current housing. The quarters-to-quarters application date will be as a walk-in. The member pays for a subsequent move into larger housing.

Members occupying PH and gaining an entitlement within 12 months, such as an increase in number of dependents, maturation of children or promotion, may apply for housing and be placed on the waiting list and may move after fulfillment of a one-year lease. Housing is not assigned until the event occurs unless the waiting list is exhausted or there is excess housing.

Except for the assignment of K&E personnel and hardship cases, the top 10 percent of each waiting list is protected from bumping (freeze zone).

A mil-to-mil member assigned to the installation may remain on the waiting list for up to 3 months awaiting approval of joint spouse assignment, but must be removed from the waiting list if the joint spouse does not join the member at the gaining installation.

For a military member whose dependents will not arrive within 30 days, the application date will be the date the member's dependents arrive.

### **How Waiting Lists are Maintained**

Applicants on the waiting list are offered a unit, in succession, until the unit is accepted.

Members may exercise a turndown option for any reason and a turndown is assessed. Bypass members on the waiting list who do not accept the offer for reasons beyond their control (fulfill a lease commitment or when given a short notice of housing availability) and do not assess a turndown. For members under lease, do not bypass for more than 1 year or the term of the lease, whichever occurs first.

Bypassing members on the waiting list does not apply to personal situations, such as a home sale and vacations.

**Except for incumbents of K&E positions or personnel with approved hardship waivers, all other members may exercise their option to turn down a PH unit. A member is given one duty day to accept or decline the unit. Apply the following rules to turndown options:**

- Offer the unit to the next member on the waiting list.
- Do not remove members from the waiting list when exercising their turndown option for the first time.
- Remove members from the waiting list when they refuse housing the **second** time, and do not allow them to reapply for 90 days unless the waiting list is exhausted.

### **When Waiting Lists are Exhausted**

When a waiting list for a specific bedroom requirement within a category of housing is exhausted and there are no eligible applicants, the projected vacancy is offered to other members according to the following priorities. The most urgent housing need determines whether the vacancy is offered to a lower or higher category:

- Members on the waiting list in the same category that are eligible for the next higher, then lower, bedroom requirement.
- Members on the waiting list in the next higher, then lower category, which are eligible for the same bedroom requirements. The unit-based target rental rate for that unit will be adjusted (up or down) accordingly to match the BAH rate for the member assigned to the unit.
- Members on the waiting list in the next higher, then lower, category and bedroom requirements.

### **Exceptional Family Member Program (EFMP)**

Members applying for PH under EFMP must provide the Housing Management Office (HMO) a letter from the medical provider or EFMP documentation (DD Form 2792) that states environmental/architectural considerations (e.g., limited steps, complete wheelchair accessibility, air conditioning, etc). Members will be managed on the waiting list and offered a unit that **meets the EFMP requirements when available**. Remove members from the waiting list when they refuse housing the second time and do not allow them to reapply for 90 days unless the waiting list is exhausted.

For K&E and government-directed members, assign member to the next uncommitted unit in the appropriate grade and bedroom category to satisfy the EFMP requirements and do not allow a turndown option.

**Other Eligible Tenants (OET)**

In accordance with Air Force Guidance Memorandum (2016-01) to AFI 32-6007, Privatized Housing Management, the PO will open housing to Priority 3 (OET) in the event occupancy drops below 98 percent for 30 consecutive days. Assignment of homes for Priority 3 will be offered IAW the table below:

When to Offer Leases to Other Eligible Tenants	Category	Other Eligible Tenants
When occupancy drops below 98 percent and until occupancy returns to 98 percent	Category 1	Other Active Duty members of the Uniformed Services/Families (Active duty not assigned or attached to the base)
	Category 2	National Guard and Reserve Military Members/Families (See Note below)
	Category 3	Federal Civil Service employees, including NAF, DeCA and AAFES personnel
	Category 4	Retired Military Members/Families
	Category 5	Retired Federal Civil Service
	Category 6	DoD Contractor Permanent Employees (US citizens)
Upon 90 consecutive days of occupancy below 95 percent	Category 7	General Public
<p><i>Note: Within Category 2, first priority should be given to National Guard and Reserve Key and Essential positions including Wing, Group and Squadron Commanders and Command Chief Master Sergeants assigned to a tenant organization on the installation. Dual status individuals (Air Reserve Technicians) will be prioritized based on military rank unless otherwise stated in project transaction documents.</i></p>		

Application eligibility date for OETs will be the **date the member physically walks in and applies for Housing**. OETs are not eligible for advance applications. Priority 1 and 2 tenants' applications will have precedence over OETs having the same eligibility date.

Title 10 & Title 32 state service members must submit a copy of their orders stipulating they have dependents and are eligible for family housing. A statement similar to the following should be included on their orders: "The member and dependents are eligible for base/privatized housing at the local servicing installation."

OETs will sign an initial one year lease. Continued eligibility will be determined based on availability and occupancy rate. **All moves will be at member's expense (non-government paid moves).**

OETs under Category 2-7 below may be required to pay a security deposit and the market rental rate based on unit type/grade. All efforts will be made to maintain unit integrity. **ALL tenants over the age of 18 must have a valid a ID.**

Dorm residents must have a commander-approved request to the UH Management Section Chief, to move from assigned UH and receive BAH before a house offer is given.

**Personnel with Approved Hardship**

With written approval from the Installation Commander, those members with hardship conditions will be moved up in priority for their appropriate wait list. The member will be assigned to the next uncommitted unit in the appropriate grade and bedroom category to satisfy the requirement.

**Additional Information**

A member who fulfills their lease requirement and voluntarily vacates PH at their own expense, may re-apply for PH and go on a wait list immediately after they vacate. Member must not have any outstanding balances or adverse actions with PH. The eligibility date is the date the member re-applies for housing and **the move is at resident expense.**



Hunt Military Community



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