

## Application/Waitlist Procedures

### **Application Process (Effective 17 April 2012)**

Thank you for your interest in making Fort Bliss your home. Active duty service members with current orders to a unit at Fort Bliss are eligible to apply for housing on Fort Bliss. Advance applications may be submitted and are eligible to be placed on the waitlist prior to reporting to Fort Bliss as verified by orders.

Applications with orders and supporting documentation can be mailed, faxed, emailed, hand delivered, or submitted on line via [www.ftblissfamilyhousing.com](http://www.ftblissfamilyhousing.com). All active duty service members who apply for on-post housing are required to submit:

- *Copy of Current Orders*
- *Completed Application form*
- *Copy of most recent Form DD1172 (DEERS Enrollment)*
- *Applicants will be required to present valid identification and DA-31 (or other services' equivalent), during processing of housing application or upon initial visit to the Community Center.*

### **Waitlist Process**

To be placed on a waitlist, a completed Housing Application accompanied by all required documents as listed above must be received and on file with Balfour Beatty Communities. Once the application has been reviewed for eligibility and approval, the service member's waitlist status is confirmed. **Waitlists are only offered in accordance with the service member's rank and number of qualified dependents/family size.**

### **Home/Bedroom Eligibility**

Waitlist assignment is based on rank and family size. All assignments are permitted a maximum of two persons per bedroom. Medical proof of pregnancy qualifies as a dependent.

<b>Number of Dependents (excluding spouse)</b>	<b>Number of Bedrooms Service Member Qualifies For</b>
Two	3
Three	4
Four	5

There is no distinction between new, renovated, or existing homes. If home availability exists for your rank structure and family size, you will be offered a home.

Please see below for information on waitlist positioning.

### **Waitlist Positioning**

Receipt of a completed application along with all required documents as noted on the Application Checklist must be received by Balfour Beatty Communities in order for a service member to be placed on a waitlist. Once all required documents as noted on the Application Checklist have been received, a Resident Specialist will place the service member on the appropriate waitlist and contact them to notify them of waitlist position. **If any contact information should change during this process, it is the responsibility of the service member to contact Balfour Beatty Communities at (915)-564-0795 to provide contact information updates or express their desire to be removed from the waitlist.**

**If all documentation is not provided, applicants will be placed on the waitlist in an administrative hold position with a completed rental application and will not be offered a home until all required documentation is received. In lieu of DA-31 eligibility date will be marked as 30 days prior to report date as stated on Current Orders.**

Once all required documents as noted on the Application Checklist are received, the effective date of waitlist position will equal the date the service member departed the last duty station as verified by DA-31 (or other services' equivalent) **except** when all required documents are received 30 days after service member has signed into his/her unit at Fort Bliss. In this case, the effective date of waitlist position will equal the date the completed application packet is received. It is the service member's responsibility to provide the necessary documentation to verify the sign out/departure date from the last duty station.

At Fort Bliss, there is a Freeze Zone on each waitlist. The top ten percent (10%) of each waitlist is frozen, meaning that the service member's in those positions cannot be displaced from their position unless another service member approved by the Fort Bliss Command Group as Key and Essential is added to that waitlist.

Service members can check their waitlist positions anytime on Fort Bliss Family Housing website: [www.ftblissfamilyhousing.com](http://www.ftblissfamilyhousing.com). To check position on the waitlist, click on the "Waitlist" link. Enter the service member's Social Security Number and you will be able to view your specific position and the total number of applicants on that waitlist.

**Waitlist and Promotions**

If a service member is in promotable status at the time of application and the proper documentation is provided to support this, you will be eligible for the housing options of the promotable grade. If a service member becomes promotable or is promoted while waiting on a waitlist, the service member will be positioned on the appropriate waitlist as of the date of promotion or the date that documentation was received to support the promotion.

**Waitlist Process for Home Assignment** Once the service member is placed on the waitlist and availability permits, a Resident Specialist will contact the service member with an offer for home assignment. The contact efforts will include efforts directed to all information provided on the application (for example, by telephone and e-mail). If the resident, spouse, or unit does not respond within 5 Business days of initial contact the service member will be removed from the waitlist due to non-contact. **Again, if any contact information should change during this process, it is the responsibility of the service member to contact Balfour Beatty Communities at (915)-564-0795 to provide contact information updates.**

Once contacted, the service member will have 2 business days to respond back to the Resident Specialist. If this offer is declined or there is no response from the service member within 2 business days, the offer will be considered to be declined. Each service member will receive two home offers before being removed from the waiting list. The service member will be required to sign a 12 month lease for the home on the date the home is available as advised by the Resident Specialist.

In accordance with the above and by signing below, service member acknowledges the following: (1) One housing offer will be given without displacing the service member's name on the waitlist; (2) Offer must be accepted or declined within 2 business days; (3) If other applicants are on the waitlist, declining second offer will remove my name from the waitlist; and (4) I will be removed from the waitlist if I do not respond to initial contact within 5 business days.

**Priority Waitlist Positioning**

In accordance with the wait list procedures established by Balfour Beatty Communities, priority placement on any Fort Bliss housing wait list is available to personnel considered to be Key and Essential as determined and approved by the Fort Bliss Garrison Command. When establishing the designations required for priority wait list positioning, careful consideration was given to the many situations that military families may encounter when transitioning from one duty station to another in conjunction with the number of homes available for each rank and population of families seeking on Post housing. With the demand for housing on Fort Bliss and the resulting length of the wait lists, the number of priority placement designations was kept to a minimum to ensure equity to as many families as possible when seeking housing.

**Contact Information**

Resident Specialists at The Balfour Beatty Community Center are available to answer any questions you may have about the application process Monday through Friday from 8:00 AM until 5:00 PM at 915-564-0795. The Community Center is located on Fort Bliss at 1991 Marshall Road.

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Service Member Signature

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Date

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Resident Specialist Signature

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Date

