

Exception to Policy (ETP) Procedures

The following procedures should be followed when requesting an exception to policy for housing related needs. However, due to the nature of some requests, further review by senior management and the Residential Communities Liaison Office (RCI) may be necessary. We ask for your patience during this sensitive process.

Submitting a Request for an Exception to Policy

Current residents of Fort Bliss Family Housing should submit their completed Exception to Policy Request Form to their Community Management Office. The request will be reviewed first by the Neighborhood Manager who will then make a recommendation to the Community Manager. Further review or input from RCI will be requested if required. Once all reviews are complete, the response will then be provided to the resident who submitted the request.

Wait List Priority

Incoming service members should submit their completed Exception to Policy Request Form to the Kelly Park Community Center through the Leasing Consultant working with them on their housing assignment. The request will be reviewed first by the Leasing Manager who will then make a recommendation to the Community Manager. Further review or input from RCI will be requested if required. Once all reviews are complete, the response will then be provided to the resident who submitted the request.

Medical Related ETP/EFMP

If a current resident or incoming service member submits a request for exception to policy for a medical related issue or informs housing of EFMP status, the Balfour Beatty representative will not inquire as to the nature of the condition. Rather, they will ask that service member to complete the Balfour Beatty Communities, LLC "Request for Medical Accommodation Form". This form must be completed and signed by the resident's medical provider, EFMP representative, as well as the William Beaumont Army Medical Center Chief of Preventative Medicine. Further review or input from RCI will be requested if required. Once all reviews are complete, the response will then be provided to the resident who submitted the request.

Modification/Accommodation

If a current resident or incoming service member submits a request for modification or accommodation to their assigned home, they must complete a Modification/Accommodation agreement. The Exception to Policy should only be used when the resident is requesting Balfour Beatty Communities to cover the expense of the Modification/Accommodation.

Exception to Policy

Service Member Name: _____ Rank: _____

Address: _____

Telephone: _____ Date: _____

Please indicate the nature of this request by checking on the boxes below:

- Medical* Pets 30 Day Notice**
 Modification/Accommodation* Waitlist Priority Lease Break Fee
 Other (please explain): _____

*** All Medical and Modification/Accommodation Requests require additional forms for Approval**

**** All 30 Day Notice ETP's require memorandum from command verifying statement of reason**

Please provide details on your exception request. If you need more space or have supporting information you would like to be included in the review, please feel free to attach additional documents to this form. Please be as detailed as possible so as to not hold up the approval process.

Service Member Signature: _____ Date: _____

Requests without signature will not be accepted

If person other than Service Member is submitting this form the person must have Power of Attorney

In order for this request to be processed, the service member will need to complete this form and return it to the Balfour Beatty Community Management Office of their housing area.

If additional documents are attached, please note how many pages here: _____

FOR OFFICIAL USE ONLY	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	
Notes: _____	
_____ Community Manager Name (print)	_____ Community Manager Signature
_____ Date	