

HOUSING CUSTOMER CHECKLIST – RETIREE AND DoD CIVILIAN

1. _____ I understand that I must keep FSHFH informed of any changes, especially my contact numbers and lease expiration date.
2. _____ I understand that if FSHFH contacts and I do not respond within 2 weeks, I will be removed from the waiting list.
3. _____ I understand that FSHFH is not funding moves from off post housing to on post housing.
4. _____ I understand that a home that is offered to me may not be viewed if occupied and will not be available for viewing while in maintenance.
5. _____ I understand that when a housing offer is made to me I have 24 hours to accept and pay the \$250.00 refundable security deposit, or decline. No response within the 24 hours is considered a declination and the home will be offered to another person on the list.
6. _____ I understand the wait times are approximately _____. I understand these dates are estimated wait times and are subject to change due to: eligibility date, K&E status, etc.
7. _____ I understand that if I have a pet that FSHFH determines is a restricted breed, FSHFH may request additional supporting documentation at the resident’s expense. If the requested information is not provided, FSHFH will not offer a home, until all documents have been reviewed and approved by FSHFH.
8. _____ I understand that a \$25.00 application fee is required for applicants over the age of eighteen (18) and is not refundable.
9. _____ I understand that I must provide a copy of my SF50 (DoD Civilian) or DD214 (Retiree), for proof of eligibility.

*****By initialing and signing this form I acknowledge I have read and understand this document.**

Resident Signature:

_____ Date: _____ Date: _____
 _____ Date: _____ Date: _____
 _____ Date: _____ Date: _____

FSHFH Representative: _____ Date: _____