

# APPLICATION CHECKLIST

\_\_\_\_\_ I understand I am not being placed on the ACTIVE WAIT LIST at this time because I do not have all the required documents listed below. I understand that I have 30 days to apply from the date I signed into the installation to receive an adjusted eligibility date, otherwise my eligibility date will be the date of application. I understand that I will not be granted credit for hardship tours or deployments if I have not followed the above criteria. I understand that to be offered housing on post I must be signed into my gaining unit.

*\*Effective August 1, 2010 Fort Sam Houston Family Housing will allow you to be placed on the FSH Wait List while assigned to your current duty station. You will be placed in ADMIN HOLD status once all required documents are received pending your DA31. You will not progress on the wait list or be eligible to have a home offered to you until you have signed out of your current duty station, and signed into FT. Sam Houston.*

\_\_\_\_\_ I have submitted the required documents to be placed on the active wait list

To apply for housing you will need to provide the following documents:

**Copy of:**

- \_\_\_\_\_ Assignment Orders with all amendments
- \_\_\_\_\_ Documentation reflecting date of departure from last duty station, once signed out (Army-DA31 Navy/Marine/Air Force stamped orders)
- \_\_\_\_\_ DEERS paperwork (log into AKO, go to DEERS link, and print out the information for each person by clicking on their name)
- \_\_\_\_\_ Hardship tour credit (ERB or ORB) personnel record listing duty assignment or orders
- \_\_\_\_\_ Custody Paperwork
- \_\_\_\_\_ Current photo and registration of pet(s)
- \_\_\_\_\_ Current end of month LES Form
- \_\_\_\_\_ Other \_\_\_\_\_

**\*\*Additional documentation may be required for dual military, foreign military, or students.**

**\*\* Please email all completed applications to: [ftsamhoustonquestions@huntcompanies.com](mailto:ftsamhoustonquestions@huntcompanies.com)**

**\*\*FSHFH must receive an updated copy of your pet registration, from the veterinarian clinic on FSH, in order for you to move into housing. Only two pets are permitted. Exotic pets, farm animals, Rottweilers, Pit Bulls, Chows, Dobermans, Wolf hybrids are restricted (including mixed breeds). German Shepherds need non-violent temperament documentation from veterinarian clinic. Please contact the housing office for a list of restricted pets. Pictures of pets are also required.**

**You will not be eligible to apply for housing, if you have a pet on the restricted list.**

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Rank: \_\_\_\_\_

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Printed Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Rank: \_\_\_\_\_

FSHFH Representative: \_\_\_\_\_ Date: \_\_\_\_\_