

STUDENT MEMO

Fort Sam Houston Family Housing requires a letter for Service Members, E-1 through E-6, in a student status from their Company Commander. In addition, permanent party service members may also be required to provide a letter from their commander. To facilitate the processing of these requests for housing, we are providing this letter for the Command to complete.

In addition, if a Service Members orders reflect the family members can travel and reside in housing, documentation is required to confirm when the family cleared housing at the losing Installation. The eligibility date for housing will be the date the family departed the losing Command or the date the family arrives at Joint Base San Antonio - Fort Sam Houston (JBSAFSH). Service Members are required to sign a six-month lease from the time a home is offered. If the Service Member does not have the time remaining to fulfill a six-month lease, they will not be eligible for family housing. Documentation is required to verify eligibility at the time a home is offered. If a Service Member signs a six-month lease and is unable to fulfill the lease, they could be held accountable for the remaining time on the lease.

The following information must be completed by the Command and returned to housing before the Service Member can be placed on the wait list.

Service Member Name: _____ Service Member in training: YES _____ NO _____

If yes, the information below must be completed by the Company Commander. Permanent party service member are still required to sign this document below as part of the application process.

Unit: _____ Unit Phone Number: _____

POC Name: _____ POC Phone Number: _____

Dates of Training: _____ Service Member in AIT: YES _____ NO _____

Current Phase of Training: _____

Service Member has a follow phase of training at JBSA-FSH: YES _____ NO _____

Length of follow phase of training at JBSA-FSH: _____

Date Service Member is eligible to reside in housing: _____

Date Service Member is authorized to reside in housing with family: _____

Sign POC Name

Sign Commanders Name

Print POC Name

Print Commanders Name

Rank

Service

Rank

Service

Date

Date

Service Member Signature: _____

Date: _____

FSHFH Representative: _____

Date: _____