



Waitlist Process

Some project's transaction documents may state how to place incoming members on the waiting list; other project's transaction documents are silent on this matter.

Below is guidance provided by AFCEC on the recommended way HMOs should determine a person's position on the waitlist for privatized housing. The process in this document is a recommendation only; if your project's transaction documents dictate a process, please follow that process; if the HMO and PO at your installation agreed upon a different process and it works, then follow that process.

Ensure everyone is speaking the same language and understands roles, responsibilities, definitions and the process.

Roles and Responsibilities

The HMO's role is to perform eligibility verification to determine if the people applying for privatized housing are eligible to live in privatized housing. The HMO is required to do two things prior to a resident signing a lease with the Project Owner for privatized housing:

1. Ensure that the potential resident completes AF Form 4422 "Sex Offender Form" (form should be maintained in HMO files and notation of accomplishment noted on referral form to PO).
2. Perform eligibility verification for 100% of residents who sign leases for privatized housing. This includes leases for Target Tenants **and** Other Eligible Tenants. The HMO indicates whether the person applying for housing is a Target Tenant or an Other Eligible Tenant and communicates that information to the Project Owner's property management staff. HMOs provide referrals to the Project Owners by submitting a completed a referral form, created by the HMO, and sends to the Project Owner.

The Project Owner should:

1. Ensure that an applicant is not put on the waitlist without a referral from the HMO.
2. Manage the waitlist IAW with transaction documents.
3. Ensure that OETs do not sign a lease for privatized housing if the project is not currently leasing to residents in that tier of the Other Eligible Priority List (aka tenant waterfall) or upon written approval by the government. The HMO may refer an OET to the Project Owner even if the project is not currently renting to OETs because this allows the Project Owner to build the OET waitlist in the event that the project does enter the Other Eligible Tenant Priority List.
4. Determine bedroom and unit type requirements for each applicant (Note: Some HMOs determine this with the referral form).

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Waitlist Definitions

The definitions listed on the Project Owner’s waitlist report may dictate the HMO’s eligibility verification process. Therefore, it is important that the HMO and Project Owner fully understand and agree upon the definitions. AFCEC recommends that the HMO and Project Owner meet during their partnering meetings to determine the definitions for each field listed on the waitlist.

1. The Project Owner’s waitlist often looks like the one shown below. The most commonly used fields include:
 - # of bedrooms for which the applicant is qualified
 - Name of the applicant
 - Pay Grade/Rank
 - Eligibility Date
 - Arrival Date
 - Availability Date
 - Priority
 - Offer Status

Figure 1: Portion of an example waitlist

EXAMPLE AFB WAIT LIST - DETAIL								
2 Br. E01-E06								
Printed On 3/31/2011 at 8:05:35PM								
Note: Entries in Grey are in the "Freeze Zone"								
#	Name	Rank	Pay Grade	Eligibility Date	Arrival Date	Availability Date	Priority	Offer Status
2BRE01-E06_2								
1	Smith, Derek	A1C	E03	24-Aug-2010	25-Aug-2010	30-Apr-2011	Priority 2	Offered
2	Austin, Jim	SRA	E04	31-Aug-2010	08-Sep-2010	01-May-2011	Priority 2	Waiting
3	Marberry, Martha	SRA	E04	08-Oct-2010	14-Oct-2010	15-Jul-2011	Priority 2	Waiting

Eligibility Date

2. First, determine the definition of “Eligibility Date” on the waitlist report. Is it eligibility to be put on the waitlist? Or eligibility to live in privatized housing? The HMO and PO should discuss and agree upon a definition. AFCEC recommends defining “eligibility” as the date that the person is eligible to be put on the waitlist. This date is determined by the report date (DD Form 1746, para 14e— “Report Date”). Determine if the person will receive 30 days credit or any other type of credit. This provides transparency to everyone as to when the applicant was placed on the waitlist. Provide an example of the referral form to identify the “eligibility date.” The eligibility date for walk-ins or people who live outside the gate is their walk-in date.

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PRIVATIZED HOUSING AUTHORIZATION

Authorization Number: _____

LAST NAME: _____ FIRST NAME: _____

APPLICATION FOR ASSIGNMENT TO HOUSING
(Before completing form, read Privacy Act Statement and Instructions on reverse)

1. TYPE SERVICE DESIRED *(X one or both)*

a. MILITARY HOUSING b. HOUSING REFERRAL

SECTION I - APPLICANT INFORMATION

2. NAME OF SPONSOR *(Last, First, Middle Initial)* 3. PAY GRADE 4. SSN 5. DOD COMPONENT

6. ADDRESS *(Street, City, State, Zip Code)* 7. TELEPHONE NUMBER 8. STATUS OF APPLICANT *(X one)*

a. HOME *(Area Code)* b. DUTY *(DSN)* a. MILITARY MEMBER c. CIVILIAN

b. MILITARY SPOUSE d. FOREIGN NATIONAL

9. MARITAL STATUS 10. I AM SEPARATED FROM MY DEPENDENTS *(X one)*

a. VOLUNTARILY b. INVOLUNTARILY

11. I REQUEST HOUSING FOR *(X one)*

a. SELF ONLY b. SELF AND DEPENDENTS

SECTION II - MILITARY CAREER INFORMATION *(Civilians skip to Item 15.)*

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

14. DATES *(Enter in YYYYMMDD order)*

a. EFFECTIVE RANK/RATE DATE b. ACTIVE DUTY SERVICE COMPUTATION

c. TIME REMAINING ON ACTIVE DUTY d. EFFECTIVE CHANGE IN DUTY STATION

e. REPORT DATE f. ESTIMATED FAMILY ARRIVAL DATE

MILITARY APPLICANT MILITARY SPOUSE

SECTION III - DEPENDENT DATA

2. Notified of pending orders: Yes () No ()

3. Local Funded Move Entitlement: Yes () No ()

Current Local Address: _____

Member has Non-Temp Storage: Yes () No ()

5. Notified of impending orders (PCS, Retirement, Separation): Yes () No ()

REFERRED DATE: _____ ELIGIBILITY DATE: _____

HMO Signature: _____

BLB Family Housing Use Only

Date Lease Signed: _____ Move-In Date: _____

New Address: _____

Leasing Agent Signature and Date: _____

EXAMPLE AFB WAIT LIST - DETAIL

2 BR, E01-E06

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Note: Entries in Gray are in the "Frozen Zone"

#	Name	Rank	Pay Grade	Eligibility Date	Arrival Date	Availability Date	Priority	Offer Status
2BRE01-E06_2								
1	Smith, Derek	A1C	E03	24-Aug-2010	25-Aug-2010	30-Apr-2011	Priority 2	Offered
2	Austin, Jim	SRA	E04	31-Aug-2010	08-Sep-2010	01-May-2011	Priority 2	Waiting
3	Mayberry, Martina	SRA	E04	08-Oct-2010	14-Oct-2010	15-Jul-2011	Priority 2	Waiting



Arrival Date

4. This is the Estimated Family Arrival Date at the installation

Availability Date

5. AFCEC recommends defining this date as the date in which the applicant is available to actually move into housing.
6. Priority is usually defined in the Rental Rate Management Plan or Unit Occupancy Plan and refers to the priority given the applicant based on his/her status and affiliation with the base. For example, a Key and Essential member is usually Priority 1 and may receive housing prior to other priorities.
7. "Offer Status" refers to the status of the applicant regarding housing. The statuses most commonly seen are:
 - **Waiting:** Waiting for an available unit
 - **Offered:** Available unit has been offered to the applicant
 - **Accepted:** Applicant accepted the available unit offered by the Project Owner