



## Application Checklist

The following documents are required to be considered for on-post Family Housing at Fort Huachuca. Please submit all documents up to 90 days in advance from your arrival, to the Leasing Specialist assigned to your rank via email, in person at the Housing Office or fax at 520.515.9006.

**Completed and signed application**

Ensure all of the following fields are complete:

- Date housing needed
- Email address for all adult occupants
- Phone number for all adult occupants
- Service Members Social Security Number
- EFMP/ADA Housing Accommodations – if applicable
- Pet information – if applicable

Please note: It is your responsibility to keep all contact information current. If the Leasing Specialist is unable to contact you due to failure on your part to update contact information, your name will be removed from the waiting list.

**Copy of orders and any amendments**

Applications may be submitted with an ORB, ERB, Course Assignment, etc.; however, you will not receive a housing assignment until official orders are received.

**Most recent End of Month LES**

**Proof of Dependents**

The standard DEERS enrollment verification form DD1172-2, is accepted in all cases. However, if you're a newlywed or dual military, a copy of your marriage certificate may suffice.

**DA31**

The working copy is acceptable until all signatures are available. You must provide a signed copy prior to lease signing. The date used to sign out from the losing Duty station is the date used to determine your waitlist placement.

**Power of Attorney**

This is only necessary if the spouse will be signing the lease should the Service member be unavailable at the time.

**AIT Students – AIT Memorandum with course Dates and Commanders signature is required**

Applications may be submitted without memorandum; however, you will not receive a housing assignment until the memo has been received

**If Dual Military – Both service members must provide an End of month LES and Orders**

**\*PET DEPOSIT – A \$250 refundable Pet Deposit per pet is due on or before the move-in date.**

**E1-E6:** Dani Casares  
**E7 and above:** Stephanie Martin

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