

## HOUSING ASSIGNMENT POLICY

1. **Military Waiting List Management** – The Community Manager will establish a wait list for each designation of military rank band grouping by bedroom composition. The military member's grade and bedroom requirement will determine which waiting list they will be placed on. The wait list will be managed in the manner as described in DA Wait List Procedures directive, published 1 August 2010, establishing waitlist sequence based on the date the service member signs out of his/her last duty station.
  - a. **Eligibility Dates** – For most Service Members, the eligibility date is the date of detachment from the last duty station. If it has been longer than 30 days from the report date for the current duty station, the eligibility date will be the date when the application and all requirement documentation was received.
  - b. **Key and Essential Personnel** – The Garrison Commander coordinates with the Chief of Staff and subsequently establishes the designation of the Key and Essential Positions. Personnel assigned to a Key and Essential position will be placed on the wait list in the highest priority, above the freeze zone. In the event there are multiple individuals in Key and Essential positions on the same wait list, the relative position for these individuals will be determined by the date of eligibility
  - c. **Special Needs or Circumstances** – Families with special needs and circumstances will be reviewed on an individual basis by Community Management and RCI Housing teams. If immediate housing is required, families with approved special needs or circumstances will be given "Priority Status" and may be placed at the top of the wait list.
  - d. **Wait List Position** - Once you are placed on a waitlist, your placement position is not guaranteed. Your position and wait times may be affected for the following reasons:
    - Another Service Member or applicant has a greater sequence priority.
    - Another Service Member is assigned to a Key and Essential Position
    - Another Service member is recommended for medical priority.
    - Another Service Member is added to the list with an earlier eligibility date.
    - A Service Member is removed from the list.
    - A Service Member accepts an offer for a home.
  - e. **Freeze Zone** – The top ten (10) of each waitlist group will be a "freeze zone." Once an applicant reaches the "freeze zone" their position cannot be changed by in-bound applicants (other than K&E) with older dates of departure from their prior duty station.
2. **Promotable Applicants** – Applicants selected for and pending promotion may be placed on the waitlist for their promotable rank and permitted to move in once rank is achieved. However, if housing is needed prior to the official promotion, Service Members will be housed according to their current rank. Promotable Service Members who already reside at The Parks at Monterey Bay may be placed on the wait list once a sequence number for their new rank is obtained. However, current residents are not eligible to transfer until they have lived on site for at least six months. Please refer to paragraph 6 for additional information regarding Inter-Village Transfer policies.
3. **Selection of Lower Rank Band** – The Service Member may elect, in writing, to be placed on a wait list for housing designated for a lower rank band than their entitlement if there are no homes available within the Service Member's designated rank band. If housing is accepted under this circumstance, the Service Member may not be placed on a waitlist for alternate housing until he/she has lived on site for at least six months, and the Service Member will not be eligible to transfer until the initial lease term has been fulfilled.
4. **Selection of Fewer Bedroom Count** - The Service Member may elect, in writing, to be placed on a wait list for housing with less bedrooms than he/she is eligible. If housing is accepted under this circumstance, the Service Member may not be placed on a waitlist for alternate housing until he/she has lived on site for at least six months, and the Service Member will not be eligible to transfer until the initial lease term has been fulfilled.

5. **Offers of Housing** – Service Members may only be placed on one wait list at a time. Service Members will be offered all available homes for the assigned wait list, including those on notice to vacate and in the maintenance turn over process, within their rank band and bedroom entitlement on the date of their arrival, inquiry, or availability. However, homes sitting vacant for 30 days or more, regardless of rank designation, may be offered to service members of a lower rank if no available homes are available for the service member’s designated rank band.
  - a. Applicants have 24 hours to accept or decline the offer once given in writing. No response within 24 hours is considered declination and the home will be offered to another person on the waitlist.
  - b. If all homes available on the date of offer are declined, applicants will be provided one additional set of offers when alternative options become available.
  - c. Should the Service Member decline all homes offered on a second attempt, the Service Member will then be removed from the wait list and will not be placed on any wait list for a period of ninety (90) days.
  - d. If the Service Member is unable to accept housing for reasons beyond the service member’s control, they will retain relative position on the wait list.
  - e. If an offer of adequate housing is declined, Service Member will sign a Housing Declination Acknowledgement form.
  
6. **Inter-Village Transfers** – Residents currently living at The Parks at Monterey Bay may request an inter-village transfer to the Community Manager for any reason and will be placed on the appropriate wait list upon approval.
  - a. The Resident must live on site for a minimum of six months before a request may be submitted unless the request is due to a change in rank or dependency.
  - b. The Resident’s account must be in good standing and an inspection of the Resident’s current home will be conducted to determine eligibility for transfer.
  - c. Transfers occurring more than 30-days prior to the expiration of a lease term will require a \$1,500 transfer fee. The transfer fee must be paid on or before the actual date of transfer unless other arrangements are approved in writing by Management.
  - d. The Resident must pay a \$500 refundable deposit to cover any cleaning fees, damages, utility reimbursements, etc.
  - e. All moving costs associated with resident-initiated transfers will be the responsibility of the Resident.
  - f. The Resident must sign a new 12-month lease agreement.
  - g. Residents will have seven (7) days to complete the transfer once signing for the new home. Failure to clear the original home within seven days will result in a fee equal to the daily rental rate for each additional day.
  - h. All inter-village transfer requests must be approved by the Community Director.

In order to accommodate incoming families, on-site transfers may be suspended in times of very high demand, generally between the months of May, June, July, and December.

7. **Exception to Policy** - The Community Director may approve exceptions to the housing assignment policies under special circumstances such as extreme hardship, BRAC relocation, compassionate reassignment or medical reasons. All requests must be submitted in writing.