



**OTHER ELIGIBLE TENANTS APPLICATION CHECKLIST**

**Priority List Placement:**

1. Target Tenants (Assigned to Andrews; includes all Branches of Service and Reservists called to Active Duty status/Title I 0).
2. Air Force Active Duty Personnel (includes Reservists called to Active Duty status/Title 10)/Unaccompanied and other Active Duty Members and their families not assigned to Joint Base Andrews but assigned to the local area.
3. National Guard and Reserve Members and their families (a reservist who fulfills the military obligation on weekends does not receive BAH and should be treated as Federal Civil Service Employees as far as rent is concerned).
4. Federal Civil Service Employees and their families (General Schedule-GS or Wage Grade-WG).
5. Retired Uniformed Service Members and their families.
6. Retired Civil Service Employees and their families (GS or WG).
7. Permanent Employees of DoD contractors (limited to US citizens)

**In order to apply for housing, the following items must be submitted to the Leasing Office:**

Copy of completed application, to include:

- Email address
- Daytime phone number
- Most recent proof of income (2 paystubs or LES)
- Social Security Card (copy for file)
- Identification (copy of Driver's license and Common Access Card, CAC)

\* Qualifying income: Minimum of \$57,900.00 annually. The income of all household members over the age of 18 will be considered to qualify. Applicants over the age of 18 must complete an application and are subject to a background check by Security Forces and a credit check.

\* A minimum security deposit in the amount of monthly rent along with the first month's rent is due at lease signing. Management reserves the right to increase the security deposit based on credit results. Management reserves the right to deny the application if the criminal background check and/or credit check is not satisfactory.

\* Subject to successful screening, Security Forces will issue Base Access Passes. (This is **not** provided by Liberty Park.)

\* It is the responsibility of the Resident to keep all contact information current. If the Housing Office is unable to contact you due to failure on your part to update your contact information, your name will be removed from the waiting list.

\* By signing below I acknowledge that I have read and understand the requirements set forth in the OET (Other Eligible Tenants) checklist.

X \_\_\_\_\_

Signature

Date

X \_\_\_\_\_

Signature

Date

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**LIBERTY PARK AT ANDREWS**

MANAGEMENT/ RENTAL OFFICE: 301.736.8083 • FAX: 301.736.8085

2097 SAN ANTONIO BOULEYARD • ANDREWS AFB, MD 20762

[WWW.ANDREWSFAMILYHOUSING.COM](http://WWW.ANDREWSFAMILYHOUSING.COM)



**Other Eligible Tenant (OET) Application for Housing  
Liberty Park at Andrews**

**Applicant Information**

<b>*Last Name:</b>	<b>*First Name:</b>	<b>*Middle Initial:</b>	<b>Phone:</b>
<b>*Birth Date:</b>	<b>*SSN:</b>	<b>*Driver's License#/State:</b>	
<b>Email:</b>	<b>OET Status:</b> Active Duty Unaccompanie	<b>Date Housing Needed:</b>	

**Current Address**

<b>Street Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>From:</b>	<b>To:</b>	<b>Landlord Name:</b>	<b>Landlord Phone:</b>	

<b>Monthly Rent:</b>	<b>Reason for Leaving:</b>
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**Other Occupants**

<b>Last Name:</b>	<b>First Name:</b>	<b>Gender:</b> <input type="radio"/> M <input type="radio"/> F	<b>Age:</b>	<b>Birthdate:</b>	<b>Relationship:</b>
<b>Last Name:</b>	<b>First Name:</b>	<b>Gender:</b> <input type="radio"/> M <input type="radio"/> F	<b>Age:</b>	<b>Birthdate:</b>	<b>Relationship:</b>
<b>Last Name:</b>	<b>First Name:</b>	<b>Gender:</b> <input type="radio"/> M <input type="radio"/> F	<b>Age:</b>	<b>Birthdate:</b>	<b>Relationship:</b>
<b>Last Name:</b>	<b>First Name:</b>	<b>Gender:</b> <input type="radio"/> M <input type="radio"/> F	<b>Age:</b>	<b>Birthdate:</b>	<b>Relationship:</b>
<b>Last Name:</b>	<b>First Name:</b>	<b>Gender:</b> <input type="radio"/> M <input type="radio"/> F	<b>Age:</b>	<b>Birthdate:</b>	<b>Relationship:</b>

**Employment and Income Information for all residents over 18**

<b>Your Occupation:</b>	<b>Employer/Company:</b>	<b>Monthly Salary:</b>
<b>Supervisor Name:</b>	<b>Supervisor Phone:</b>	<b>How long employed:</b>
<b>Occupation:</b>	<b>Employer/Company:</b>	<b>Monthly Salary</b>



<b>Supervisor Name:</b>	<b>Employer/Company:</b>	<b>How Long employed:</b>
<b>Other Income Description:</b>		<b>Monthly Income:</b>
<b>Other Income Description:</b>		<b>Monthly Income:</b>
<b>Background Information</b>		
<b>Have you ever filed for bankruptcy?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Willfully or intentionally refused to pay rent when due?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you ever been convicted of a crime?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Type of Offense if answered yes to previous question:</b>	<b>County:</b>	<b>State:</b>
<p>I/We the undersigned, authorize Real Page Inc., Landlord and its agents to obtain and investigate consumer credit report including but not limited to credit history, OFAC search, landlord/tenant court record search, criminal record search and registered sex offender search. I authorize the release of information from previous or current landlords, employers, and bank representatives. The investigation is for resident screening purposes only, and is strictly confidential. This report contains information compiled from sources believed to be reliable, but the accuracy of which cannot be guaranteed. I hereby hold Real Page Inc., Landlord and its agents free and harmless of any liability for any damages arising out of any improper use of this information.</p> <p>Important information about your right under the Fair Credit reporting Act:</p> <ul style="list-style-type: none"> <li>• You have the right to request disclosure of the nature and scope of the investigation.</li> <li>• You must be told if information in your file has been used against you.</li> <li>• You have the right to ask for a credit score (there may be a fee for this service).</li> <li>• You have the right to dispute incomplete or inaccurate information. Consumer reporting agencies must correct inaccurate, incomplete, or unverifiable information.</li> </ul> <p>These reports are being processed by Real Page Inc.  A summary of your rights under the Fair Credit Reporting Act is available by visiting or writing (Para información en español, visite o escriba): <a href="http://www.ftc.gov/credit">http://www.ftc.gov/credit</a>  Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Avenue N.W., Washington, DC 20580</p>		
_____ Signed/Applicant		_____ Date
<p>All applicants/residents over the age of 18 may be subject to background searches by Security Forces for the purpose of obtaining base access. All applicants/residents in the home over the age of 18 without Department of Defense Identification Cards will have pass the appropriate background checks from Security Forces prior to signing a lease. I understand this requirement and agree to have all residents submit to this additional screening prior to signing a lease.</p>		
_____ Signed/Applicant		_____ Date

OET APPLICATION DISCLAIMER STATEMENT:

TO: LIBERTY PARK AT ANDREWS

I acknowledge that should I or any family member that will be residing with me as claimed on my housing application submitted to Liberty Park at Andrews fail to pass the installation's Security Forces Squadron criminal background check, my signed lease with Liberty Park will become NULL and VOID or I can elect to fulfill the lease and assume residency in privatized housing without the family member who failed the SFS criminal background check.

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PRINTED NAME

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SIGNATURE & DATE