



## APPLICATION CHECKLIST

In order to apply for housing, the following items will need to be submitted to the Housing Office:

- Copy of completed application to include: (for Dual Military- supply information for both members)
  - Email address (personal email address preferred)
  - Personal phone number
  - Sponsors birthday and SSN
  - Postal Duty Code
  - LES (Form 702)
  
- Copy of Orders and all amendments (Dual Military- supply both sets of Orders)
  - Navy and Marines need page 2 of Orders
  
- Proof of Dependents (if not on Orders)
  - DEER enrollment form (DD 1172)
  - Birth Certificate - only applicable if the child is born within 60 days from the application date (sponsors name must be on the certificate)
  - Marriage Certificate - only if you are newly married

### **Marines, Coast Guard, Active-Duty Air National Guard, Army, and Air Force Reserves**

Since Liberty Park at Andrews is unable to set up an allotment for you, you are required to set up your own allotment. If necessary, the Authorization to Start an Allotment (DD Form 2558) can be provided to you by the Liberty Park at Andrews Housing Office.

\*\*\*\* It is important that we have accurate and up-to-date contact information during the application and leasing process. If your contact information is changing, please notify us by emailing your Resident Specialist or calling us at (301) 736-8082.



# APPLICATION FOR HOUSING LIBERTY PARK AT ANDREWS



## Section I Applicant Information

**Ranking Military Member fill in below:**

*Last Name:		*First Name:		Middle Initial:	
*Address: (previous or home of record)		*City:	*State:	Country:	*Zip Code:
*Branch of Service:	* Pay Grade:	* Date of Birth:	* Gender:	* Incoming Unit Assignment:	*Incoming Duty Postal Code:
*Primary Phone Number (include Area Code):		*Duty (Commercial Number):		*Cell Number:	
*E-Mail Address:		*Social Security Number:		*Date Housing Needed:	

\*Do You Have a Dog/Cat?:  Yes  No How Many?: \_\_\_\_\_  
 \*Status of Applicant:  Married  Divorced  Single  
 \*Dual Military:  Yes  No

## Section II Military Career Information Dates

<p><b>(Enter in DDMMYY order):</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Military Applicant:</th> <th style="width: 20%; text-align: center;">Military Spouse:</th> </tr> </thead> <tbody> <tr> <td>Effective Rank/Rank Date</td> <td></td> <td></td> </tr> <tr> <td>Date of Current Commission</td> <td></td> <td></td> </tr> <tr> <td>Time Remaining on Active Duty</td> <td></td> <td></td> </tr> </tbody> </table>		Military Applicant:	Military Spouse:	Effective Rank/Rank Date			Date of Current Commission			Time Remaining on Active Duty			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Military Applicant:</th> <th style="width: 20%; text-align: center;">Military Spouse:</th> </tr> </thead> <tbody> <tr> <td>Effective Change in Duty Station</td> <td></td> <td></td> </tr> <tr> <td>Report Date</td> <td></td> <td></td> </tr> <tr> <td>Estimated Family Arrival Date</td> <td></td> <td></td> </tr> </tbody> </table>		Military Applicant:	Military Spouse:	Effective Change in Duty Station			Report Date			Estimated Family Arrival Date		
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Are you Reporting from a Restricted Tour  Yes  No

## Section III Household Data (Proof of Date of Birth Will be Required)

**Individuals residing with me:**

Last Name	First Name	M. I.	Relationship	Gender	D.O.B.	Remarks
				<input type="checkbox"/> M <input type="checkbox"/> F		
				<input type="checkbox"/> M <input type="checkbox"/> F		
				<input type="checkbox"/> M <input type="checkbox"/> F		
				<input type="checkbox"/> M <input type="checkbox"/> F		
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				<input type="checkbox"/> M <input type="checkbox"/> F		

Do you require any special accommodations?  Yes  No Provide management with information regarding special housing needs.

REMARKS:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_