

Wait List Procedure

Personnel on a promotion list will be assigned housing designated for the grade to which they will be promoted. Additions to the waiting list will be made in accordance with the date of departure from the resident's previous permanent duty station.

Waiting lists will be posted in the Community Management Office and on the web site and will be updated weekly.

The top 10 percent of the waiting list will remain in the "freeze" zone. Prospective residents on the housing list who are bypassed because of a current Lease obligation, or due to other circumstances beyond their control (examples: hospitalization, emergency leave, unavoidable delay in family arrival) will be included in the freeze zone.

A prospective resident who marries while on a dependent-restricted tour of duty will accrue priority credit on the waiting list from the date of marriage. Residents or prospective residents who become pregnant on restricted tours will accrue priority credit from the date the pregnancy is confirmed.

Once housing becomes available, the prospective resident at the top of the list will be notified by telephone and/or Email that housing is available. If the prospect has not provided the current home number to be contacted, messages will be left with the resident's Unit Commander or First Sergeant.

Under normal circumstances, housing will be reserved for two business days, if no response is received within this period, the housing will be assigned to the next prospect on the waiting list. If the prospective resident, the spouse, or the unit fails to contact the Community Management Office within five (5) business days, the prospect will be removed from the waiting list.

Refusal to accept the available housing will result in the prospect's name being removed from the waiting list or placed at the bottom of the list, as mentioned above.

Residents expecting the birth of a child or having family members of ages that would change their bedroom requirements during a two-year period will be assigned with the number of bedrooms to take care of their future requirement.

Assignment of fewer bedrooms than eligible will not occur. However, a resident may elect to accept housing with one bedroom less and an addendum to the Lease will document their agreement that they are not eligible to transfer to a larger home.

Moves from one home to another will be authorized when the resident requires an additional bedroom due to an added family member, or within 120 days of the birth of a child. Additionally, if the service member is promoted and entitled to a different category of housing, GMH will allow the service member to move. There is no fee for these moves. If a resident requests to move from one home to another and if that move is approved there is a \$300 transfer fee that will be paid by the resident.

When the waiting list for a particular category is depleted, the next category in the same priority meeting the bedroom requirement will be offered. If housing is not accepted, the prospect will retain their position on the waiting list.

In the event available housing cannot be filled based on the above, housing may be filled from the waiting list maintained for the next lower category.

The principal family member or designated agent is authorized to accept assignment when the applicant is on an extended official absence. The applicant must provide a special or general power of attorney authorizing an agent to accept the housing. An applicant's spouse may not accept, change or terminate housing without the special power of attorney.