



Housing Assignment Policies

West Point Housing LLC
Community Management
132 Bartlett Loop
West Point, NY 10996
845-446-6407

January 2009

Table of Contents

Introduction	3
Normal Housing Assignments	4
Waiting List Policies	7
Accommodating Exceptional Family Member Residents	8
Requests for Retention of Family Housing	8
Confirmation of Housing	11
Housing Assignment Priorities	12
Approved Key and Essential List	13
Summer Assignment Process	15
Civilian Rent	22
Foreign Officers	22
House Sitting	22
Sabbaticals and Senior Service College	22
Residents Who Wish to Move to a Different Residence	23

Introduction

Due to the nature of West Point the partnership recognizes that there exists a need to develop specific housing assignment policies unique for this Project. This document serves as a central reference for all West Point Housing LLC, Housing Assignment Policies as managed by the Community Management Office.

These policies are the result of joint agreement between the members of the partnership, the U.S. Army as represented by the West Point Garrison Commander and Balfour Beatty Communities as represented by the Project Director.

These policies can only be changed by mutual agreement between the partners.

These polices were last changed in January 2009.

Normal Housing Assignments

Normal housing assignment procedures are used during the period 1 September through 30 April for Officers. The Summer Assignment Process (see page 15) is used to assign housing for Officers during the period 1 May through 31 August. Enlisted Soldiers are assigned under the normal housing assignment rules at all times of the year.

Incoming residents that are interested in living on-post will be directed to the Community Management Office where they will provide their PCS orders and meet with a Resident Specialist to complete an Application for Housing (see page 6). During the meeting, the Resident Specialist solicits information from the resident such as size of family and housing requirements and collects copies of their orders. Leave and Earning Statements, marriage certificates and copies of birth certificates may be required to validate information.

Assignments for number of bedrooms will be based on the following:

- Childless couple - 2 bedrooms
- Couple with 1 child - 2 bedrooms
- Couple with 2 children - 3 bedrooms
- Couple with 3 children - 4 bedrooms
- Couple with 4 children - 5 bedrooms
- Couple with 5 children - 6 bedrooms
- Etc.

The Resident Specialist will advise residents of the availability of housing that they qualify to occupy. Assignment priorities will be in accordance with the priorities set forth in the Ground Lease that governs the Project (see page 12). Lower priority applicants will only be offered housing if a significant excess of housing exists on West Point which the Community Manager is unable to rent. In such a case the Community Manager will make the deliberate decision to offer housing to lower priority applicants in consultation with the installation leadership. If there is more than one home available, they will be given a choice of locations. Applicants will not be permitted to wait for a particular home or area when others are available, and will not be authorized to move from one area to another once housing is assigned, except for valid reasons such as a change in family composition. Refusal to accept the available housing will result in the prospect's name being moved to the bottom of the waiting list.

Residents must apply for housing within 30 days of arrival to receive an eligibility date of the "date departed last permanent duty station" or they will be placed on a waiting list effective the date of application. This is the date that determines the resident's application date on the housing waiting list.

Residents that are returning from a dependent restricted tour will be given credit from the date of their departure for that tour for up to fourteen months but may not displace anyone within the freeze zone.

Personnel on a promotion list will be assigned housing designated for the grade to which they will be promoted.

Residents, who are in the path of destruction or reside in a major renovation site area and are required to relocate, will be notified of the requirement by mail. Residents being relocated will be given as much choice of the home relocation as possible and will be given priority over all others in the relocation process.

West Point Housing Application for Housing

SPONSOR									
Name:			SSN:		DOB:				
UIC:		DOR:		Branch of Service:		Rank:			
Installation Assignment:		Arrival Date:		Duty Phone:		Cell Phone:			
				Home Phone:		E-Mail:			
Duty Location (if different):			Duty Zip Code:		Last Assignment:				
Current Address:				Own:		Rent:	Govt:		
Previous Address:				Own:		Rent:	Govt:		
MILITARY SPOUSE (IF APPLICABLE)									
Name:			SSN:		DOB:				
UIC:		DOR:		Branch of Service:		Rank:			
Installation Attachment:		Arrival Date:		Duty Phone:		Cell Phone:			
				Home Phone:		E-Mail:			
Duty Location (if different):			Duty Zip Code:		Last Assignment:				
Current Address:				Own:		Rent:	Govt:		
Previous Address:				Own:		Rent:	Govt:		
FAMILY MEMBERS									
Name:		DOB:	Relationship:						
VEHICLE									
Make:		Model:	Year:	Color:		Reg. #:	Tag #	State	Decal #
MISCELLANEOUS									
Do you own a pet? Y - N			Number of Pets?		Type (s):				
Have you or any family member ever been barred from any military installation? Y - N									
Explanation:									
EMERGENCY CONTACT									
Name:		Address:			Phone Number:		Phone Work:		
<i>THE UNDERSIGNED AGREES THAT ALL INFORMATION THAT HAS BEEN PROVIDED IS ACCURATE.</i>									
Signature:				Date:					
Co Signature:				Date:					

Waiting List Policies

If housing is not available, an active waiting list by grade and by authorized number of bedrooms will be established.

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 moved to the bottom of the waiting list. A second refusal to accept the available housing will result in the prospect's name being removed from the waiting list. The applicant can then apply to have their name placed back on the waiting list.

Residents expecting the birth of a child that would change their bedroom requirements will be assigned with the number of bedrooms to take care of their future requirement.

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, the service member will be allowed 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.

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 (see page 21). An applicant's spouse may not accept, change or terminate housing without the special power of attorney.

Accommodating Exceptional Family Member Residents

At West Point, five percent (5%) of the new homes (by grade and bedroom size) will be constructed to meet UFAS requirements following the same percentage requirements found in the UFAS and AR 415-15.

Strict assignment policies will ensure that every qualifying resident with UFAS accessibility requirements will be offered UFAS accessible housing on post.

If a home designed for an Exceptional Family is available and there is not a family with these needs on the waiting list, that home will be offered to other families on the waiting list. Should they accept, they will be required to sign a month-to-month Lease addendum stating that they agree to move when and if an appropriate Exceptional Family comes up on the waiting list and there are no other accessible units. The family that is required to move will be offered a choice of the available locations within the community. The move will be at the expense of the Project.

Alterations for handicapped residents to regular homes will be in accordance with the FHA and UFAS requirements and not to exceed the Local, State or Federal requirements for adaptable units. The Community Manager will meet with residents and families with special needs. The discussion will highlight the possible adaptations that are available to the home scheduled for occupancy. A work plan will be developed to make the home as accessible as possible. The on-site workforce will perform accessibility adaptations. Other renovations that require sub-contract work above and beyond the normal scope of change of occupancy maintenance will be at the approval of the Project Director. Any requests that are denied will be reviewed with the Installation RCI Asset Manager for concurrence.

Requests for Retention of Family Housing

These requests are for circumstances in which a resident may ask for special consideration, due to extenuating circumstances that are officially documented and recorded. Below are some examples of circumstances that would trigger these requests:

- Residents in receipt of Permanent Change of Station (PCS) Orders to a dependent-restricted location
- Residents in receipt of Overseas Accompanied Permanent Change of Station (PCS) Orders but housing not available within 30 days
- Residents in receipt of PCS Orders with Temporary Additional Duty (TDY)
- Death of Active Duty Residents
- Retirement of Sponsor

Requests must be made by submitting a Request for Retention of Family Housing, (see page 10), through the Soldier's chain of command for approval and coordination. These approved requests will be forwarded

to the Community Manager for further consideration no less than thirty (30) days prior to the change in status requirement. "Death of Active Duty Residents" is an exception to the thirty (30) days prior to the change in status requirement.

Request for Retention of Family Housing

West Point Housing Request for Retention of Family Housing		
REQUEST DATE: _____	DAY: _____	TIME: _____
RESIDENT NAME: _____		
HOME ADDRESS: _____		
NATURE OF THE EXCEPTION:		
PERSONS STAYING IN THE HOME:		
EXPECTED DATE OF RETURN:		
RESIDENT SIGNATURE: _____		
Please Print: _____		
MANAGEMENT SIGNATURE: _____		
DATE: _____	REQUEST APPROVED: _____	REQUEST DENIED: _____

Decisions on requests for service members that are in receipt of unaccompanied permanent change of duty station orders, overseas accompanied change of station orders, or orders with temporary additional duty will be made by the Community Management Office. Copies of these requests will be provided to the RCI Office.

Any approvals will be contingent upon the resident signing a Lease Addendum detailing the conditions of the policy exception. The name of a Co-Sponsor for the family must be given to the Community Management Office upon approval of the Request for Exception.

Requests from residents who have had incidents involving misconduct either by themselves or their family members or who have received notices for violations will not be approved.

Confirmation of Housing

Once a house has been assigned, the resident will be given a Confirmation Letter, (see below) showing the address of the home and the move-in date so this information can be provided to the Transportation Office and the move can be scheduled.

Confirmation Letter

West Point Housing Confirmation Letter

Date

Dear Resident:

You have been assigned housing at West Point Military Housing.

Your new address is: _____.

Please call the Community Management Office upon receipt of this letter to schedule a time for you to sign your Lease, receive a Move-In Orientation and inspect your home with one of our Resident Specialists.

Should you have any questions prior to your appointment, please feel free to call our office at _____ or email us at: _____

Sincerely,

Community Manager
Balfour Beatty Communities

Housing Assignment Priorities

The following priority list is taken from the ground lease governing the Project and can only be changed by the Major Decision Process as detailed in the Ground Lease.

PRIORITY SEQUENCE FOR PERMITTED TENANTS

CATEGORY	PRIORITY
Key and Essential accompanied military or civilian personnel	1
Accompanied military personnel, including foreign military personnel, assigned for duty at West Point, and unmarried chaplains	2
Unaccompanied families of military personnel deployed or on an unaccompanied tour assigned to West Point or departed from an assignment at West Point	3
Accompanied military personnel of all uniformed services, including Title 32 AGR assigned for duty within a 50-mile radius of West Point	4
Accompanied Title 10 professors, Visiting Professors, Endowed Chairs, Fellows with Visiting Professor Status, and ODIA coaches working on West Point	5
Key and Essential unaccompanied military personnel (E6 and above)	6
Unaccompanied military personnel (E6 and above) assigned for duty at West Point	7
Unaccompanied military personnel (E6 and above) assigned for duty within a 50-mile radius of West Point	8
Widowed spouses of military personnel	9
Accompanied military retirees and spouses or widowed spouses of military retirees	10
Accompanied DOD civilians working at West Point	11
Accompanied DOD civilians not working at West Point or accompanied employees of other federal agencies	12
Accompanied Non-DOD civilians	13

Approved Key and Essential List

Approved 13 November 2008

Revised 18 March 2009

MILITARY

SUPERINTENDENT

Superintendent

Chief of Staff, USMA

Staff Judge Advocate

G-3

Chief Information Officer/G6

Command Sergeant Major, USMA

Commander, USMA Band

Command Sergeant Major, USMA Band

*Senior Enlisted Aide

*Junior Enlisted Aide

DEAN

Dean of the Academic Board

Professors of USMA (22)

Vice Dean for Education

Vice Dean for Resources

USCC

Commandant of Cadets

Chief of Staff

Brigade Tactical Officer

Director, Military Instruction

Command Sergeant Major, USCC

Regimental Tactical Officers (4)

*Pastor of the Cadet Chapel (could be military, or civilian/same as USCC Chaplain)

*Company Tactical (TAC) Officers (any Grade Officer) (32)

*Eisenhower Leader Development Program (ELDP) (12-18)

Tactical Non-Commissioned Officers (32)

GARRISON COMMANDER

Garrison Commander

Command Sergeant Major, US Army Garrison

Director, Emergency Services

*Commander, Military Police Company

*1SG, Military Police Company

*Commander, Headquarters and Headquarters Company

*1SG, Headquarters and Headquarters Company

MEDDAC

Commander, MEDDAC

Commander, DENTAC

Command Sergeant Major, MEDDAC

*CDR, Medical Company

CDR, Warrior Transition Company
1SG, Medical Company
1SG, Warrior Transition Company
WTU Platoon Sergeants (2)
WTU Squad Leaders (5)
*Nurse Anesthetists (2)
*Nurses, OR (3)
*Head Nurse, ICU
*Head Nurse, ER
*Head Nurse, MSU
*Physicians (7) (listed in the USMA Supplement as Company Grade Physicians)
*OR Techs (8)

CIVILIAN

Dean

Visiting Professor (3)

USCC

*USCC Chaplain (1) (could be same as Pastor of the Cadet Chapel)

GARRISON COMMANDER

Deputy to the Garrison Commander
Director - Public Works
Director - Plans, Training, Mobilization, and Security
Project Director, West Point Housing

ODIA

*Athletic Equipment Supervisor (NF Position)
Head Coach – Softball
Head Coach – Track
Head Coach – Swimming
Head Coach – Women's Soccer
Head Coach – Golf
Offensive Coordinator – Football

* Designated Key and Essential in USMA Supplement to AR 210-50, dtd 2 April 2007

Summer Assignment Process (Housing Draw)

1. Purpose:

a. To provide guidelines for the selection of quarters during the period 1 May - 31 August by incoming officers and Key and Essential civilians as well as officers on the various Housing Wait Lists. This process is known as the Summer Assignment Process (SAP).

b. To insure the maximum occupancy of the Residential Community Initiative Project homes. This in turn creates maximum cash flow into the project reinvestment account. The end result is a financially viable project that will be able to continue the construction and renovation program into the future in order to provide quality housing to West Point Soldiers.

c. To assure a maximum number of officers an opportunity to select and occupy the quarters of their choice when available for occupancy.

2. General:

a. This assignment process described in this document is for officers and Key & Essential civilian personnel. The assignment process for enlisted Soldiers is the normal process as described in the Project Community Development and Management Plan.

b. The normal officer assignment procedures are suspended during the period 1 May through 31 Aug. The procedures set down in this document are in effect for that period.

c. Personnel relocated due to the RCI Development Program (demolitions and renovations) will be relocated to other available quarters on West Point. These relocations have the highest priority of all housing assignments. Typically, these relocations will occur outside of the Summer Assignment Process.

d. The Housing Draw will occur on the following dates as indicated:

(1) Senior Officers (Colonels/Lieutenant Colonel(P)s): Pre-Assignments will be made by West Point Housing LLC, Community Management and coordinated with the Garrison Commander. Quarters are pre-assigned by the 2nd week in May. Order of assignment will be in accordance with Table 1.

(2) Day 1 - The first Wednesday in June following graduation. CPTs - 2LTs, K&E civilians of like rank and WO1s - CW3s will select quarters. Order of assignment will be in accordance with Table 3.

(3) Day 2 - The first Thursday in June following graduation. LTCs, MAJ(P)s, MAJs, CPT(P)s, K&E civilians of like rank, CW5s and CW4s will select quarters. Order of assignment will be in accordance with Table 2.

e. Heads of Departments and Activities will be asked to appoint a Housing Coordinator who will be the point of contact between West Point Housing LLC, Community Management and incoming and outgoing personnel.

3. Preparation of Rank Listing/Quarters Listing:

a. Applications for housing and any exceptions to policy for special consideration (i.e., medical) required for the assignment of quarters, must reach West Point Housing LLC, Community Management in writing prior to 9 April.

b. All personnel eligible to participate in the Housing Draw and **on promotion lists prior to the last workday in May**, may select quarters in the category class of housing in the grade to which they will be promoted. Eligible personnel are military officers and key & essential civilians:

- Incoming and assigned to West Point.
- Incoming and assigned to duty within a 50 mile radius of West Point.
- Currently housed either on or off post and on the appropriate Community Management waiting list.
- Others as allowed by the Project Ground Lease

Promotable officers participating in the Housing Draw will be ordered on the Draw List by Active Duty List Number. In the case of other services, promotable officers will be integrated based upon current date of rank. Officers who have a pending change in bedroom authorization as verified by a legal authority will be considered for quarters in the higher bedroom category.

c. A list of specific quarters available for the Draw will not be distributed prior to the actual Draw. An initial list of the number of quarters anticipated to be available in each neighborhood by bedroom will be distributed to Housing Coordinators by 1 May. Therefore, participants in the Housing Draw must know their neighborhood preference in order to select an individual house at the Draw. Order of assignment for all eligible personnel competing in the Housing Draw will be in accordance with Tables 1 through 3. All incoming and on-post waiting list personnel will be given a 1 June eligibility date for the purposes of the Housing Draw. When date of rank is the same, precedence is established by the U.S. Army Active Duty List (ADL) number. In the case of other services, the age of the oldest service will prevail in lieu of ADL number.

d. During the actual draw process the projected availability date of each set of quarters will be shown. This date is predicated upon the quarters clearance date submitted by departing individuals and scheduled maintenance. It is emphasized that the projected clearance date is critical to the success of the selection. Availability dates will not be adjusted earlier for convenience of residents. Residents will not be allowed to accept quarters "as is", that is without Change of Occupancy Maintenance having been performed. Residents must be able to sign a lease for their selected quarters within 7 days of the projected availability date or they will forfeit their selected quarters.

4. Conduct of the Drawing:

a. Participants in the Summer Assignment Process will physically assemble at a time and place to be announced by West Point Housing LLC, Community Management Office and coordinated through the USAG RCI Office. Officers can have designated proxies select quarters for them if they are unable to attend the Draw on the scheduled date. The Community Management Office must be notified of the proxy. A Power of Attorney designating the proxy (attached) must be received by West Point Housing LLC, Community Management Office prior to the Draw. Departmental Housing Coordinators will be asked to help inform participants. Participants will be called upon to verbally select their quarters IAW the Housing Selection List prepared by West Point Housing LLC, Community Management Office in coordination with the Housing Coordinators. The Housing Selection List will be prepared prior to the Draw in accordance with Tables 1, 2 & 3. Quarters selections are final and participants are required to immediately sign a letter of acceptance and make arrangements to sign their leases within seven days of the availability date.

b. Key and Essential personnel will be protected for adequate quarters. Officers assigned to West Point who are returning from sabbatical or the Senior Service College will be given Key and Essential status for the sole purpose of the Housing Draw. All officers will be protected for bedroom requirement. An example: LTCs are selecting FGO housing and there are five LTCs and MAJs still left with a four bedroom requirement. When there is only five, four bedroom FGO houses left, the order of selection will jump down to those officers with the four bedroom requirement. Once those officers have selected their four bedroom homes the order of selection will jump back up to the original point in the selection order. A similar action will happen for Key and Essential personnel.

c. Officers may NOT select any quarters that are less than that authorized by grade.

d. Even if adequate quarters in grade are available, officers may select quarters that are on the quarters list for the Housing Draw even if the quarters selected are less than that authorized by bedroom requirement. In this event, officers selecting quarters that are less than their bedroom authorization will be required to sign a statement that they accept the selected quarters as adequate with respect to bedroom requirement at the time of the selection. For example, an inbound LTC with a 4-bedroom requirement selects a 3-bedroom house when 4-bedroom Field Grade Quarters are still available. That LTC will be required to sign a statement that he accepts the 3-bedroom quarters. Failure to sign the statement will result in the officer not receiving those quarters AND in the officer not being placed on a Waiting List for quarters until the first workday in August. Officers may opt to decline participation in the Housing Draw and be placed on the appropriate Waiting List after the Housing Draw with an eligibility date of their application date.

e. Officers are not permitted to sign for quarters until they have signed in to the Installation and in-processed with RCI Housing Services.

f. Inbound personnel should call the West Point Housing LLC, Community Management Office (845-446-6407) for a Move-In Appointment. The appointment must be at least one week prior to the quarters availability date but not later than seven calendar days after availability or they will forfeit the selected quarters. Individuals forfeiting quarters for other than legitimate reasons, as determined by the Community Manager, will not be permitted to apply to be placed on the normal waiting list until 1 August.

g. Individuals making an intra-post move must terminate their old quarters within seven calendar days of signing for their new quarters.

Table 1: SO Housing Assignment Order of Selection		Priority
Officers Residing Off-Post on the Waiting List as of 1 March (Note 1)		1
All Officers will be given a 1 June Eligibility Date	Newly Congressionally Confirmed Professors, USMA not already living in senior officer quarters. (Note 2)	2
	All Senior Officers with 6+ Bedroom Requirement (Note 3)	3
	COL (Note 4)	4
	LTC(P) (Note 4)	5

Notes:

1. Order will be by Eligibility Date first, then Rank, DOR and ADL No. Intra post moves will be integrated with priority 2-5 officers. Officers with an eligibility date on or after 1 March will be given a 1 June eligibility date and integrated with priority 2-5 officers.
2. If two or more are newly Congressionally Confirmed, then assignment will be by rank, date of rank.
3. Order will be by Bedroom Requirement, Rank, DOR then ADL No.
4. Order will be by DOR then ADL No. Bedroom requirement will be protected as described in 4.b.
5. Key & Essential civilians will be integrated by their equivalent military rank as determined by the West Point RCI Office.

Table 2: FGO Housing Draw Order of Selection		Priority
Officers Residing Off-Post on the Waiting List as of 1 March (Note 1)		1
All Officers will be given a 1 June Eligibility Date	All FG Officers with 5+ Bedroom Requirement (Note 2)	2
	LTC and CWO5 (Note 3)	3
	MAJ(P) and CWO4(P) (Note 3)	4
	MAJ and CWO4 (Note 3)	5
	CPT(P) and CWO3(P) (Note 3)	6

Notes:

1. Order will be by Eligibility Date first, then Rank, DOR and ADL No. Intra post moves will be integrated with priority 2-6 officers. Officers with an eligibility date on or after 1 March will be given a 1 June eligibility date and integrated with priority 2-6 officers.
2. Order will be by Bedroom Requirement, Rank, DOR then ADL No.
3. Order will be by DOR then ADL No. Bedroom requirement will be protected as described in 4.b.
4. Key & Essential civilians will be integrated by their equivalent military rank as determined by the West Point RCI Office.

Table 3: CGO Housing Draw Order of Selection		Priority
Officers Residing Off-Post on the Waiting List as of 1 March (Note 1)		1
All Officers will be given a 1 June Eligibility Date	All CG Officers with 5+ Bedroom Requirement (Note 2)	2
	CPT and CWO3 (Note 3)	3
	1LT and CWO2 (Note 3)	4
	2LT and WO1 (Note 3)	5

Notes:

1. Order will be by Eligibility Date first, then Rank, DOR and ADL No. Intra post moves will be integrated with priority 2-5 officers. Officers with an eligibility date on or after 1 March will be given a 1 Jun eligibility date and integrated with priority 2-5 officers.
2. Order will be by Bedroom Requirement, Rank, DOR then ADL No.
3. Order will be by DOR then ADL No. Bedroom requirement will be protected as described in 4.b.
4. Key & Essential civilians will be integrated by their equivalent military rank as determined by the West Point RCI Office.

LIMITED POWER OF ATTORNEY

I, _____, residing at _____, hereby appoint
_____ residing at _____, as my lawful
Attorney-in-Fact ("Agent") to act in my capacity to do any and all of the following acts of
my behalf:

*To execute any and all documents relating to the selection of rental housing for myself and my family at
the annual West Point Housing Draw, including, subsequent to such selection of housing, the execution
of a letter of acceptance (or such other related instruments or documentation) with respect to the house
that is selected on my behalf.*

The rights, powers, and authority of my Agent to exercise any and all of the rights and
powers herein granted shall commence and be in full force and effect on
_____, 20___, and shall remain in full force and effect until _____
_____, 20___, or unless specifically extended or rescinded earlier by either party.

Dated _____, 20___ at _____

[YOUR SIGNATURE]

[YOUR FULL LEGAL NAME]

[WITNESS' SIGNATURE]

[WITNESS' FULL LEGAL NAME]

[WITNESS' SIGNATURE]

[WITNESS' FULL LEGAL NAME]

Civilian Rent

Applicability - This policy refers to civilians that are assigned housing as Priority #1 (Key and Essential accompanied personnel (military and civilian)) and Priority #5 (Accompanied Title 10 professors, Visiting Professors, Endowed Chairs, Fellows with Visiting Professor Status, and ODIA coaches working on West Point) as designated in the West Point RCI Housing Assignment Priority List.

Policy – Rent will be an amount at least equivalent to the military Basic Allowance for Housing (BAH) with dependants of the civilian's equivalent DA grade as determined by the West Point RCI Office but not less than the average BAH for the grade designation of the occupied home.

Foreign Officers

Applicability - This policy refers to foreign military officers that are assigned housing on West Point.

Policy – Rent will be an amount equivalent in US dollars to the US military BAH with dependants for the equivalent US military grade of the foreign officer as determined by the West Point RCI Office.

House Sitting

Applicability - This policy refers to officers assigned to West Point who desire to have another officer live in their house while they perform temporary duties at another location and intend to return to the same house at West Point after completion of those temporary duties. This is commonly referred to as House Sitting.

Policy – The original lessee will be required to maintain their lease with the Housing Partnership in order to insure that they can occupy the same house upon their return. As such, the temporary resident will be required to gain a sublease approval letter from the Community Management Office. This will allow the lessee to enter into a sublease agreement with the house sitting officer. The original lessee will continue to pay their West Point BAH to the Partnership. It is the lessee's responsibility to make any necessary financial arrangements with the house sitter.

Sabbaticals and Senior Service College

Applicability - This policy refers to officers assigned to West Point who will attend the Army Senior Service College and return to West Point or are going on an academic sabbatical.

Policy - Officers are encouraged to take advantage of the House Sitting policy above. However, if the officer is unable to engage a house sitter and must PCS away from West Point then the officer must terminate his quarters. The officer's former quarters will not be held for them during their absence. Upon the officer's return to West Point they will be given Key and Essential status for the sole purpose of the Summer Assignment Process (Housing Draw).

Residents Who Wish to Move to a Different Residence

Applicability: This policy refers to residents of West Point family Housing who have accepted a home and then wish to move to a different residence.

Policy:

1. Upon a promotion that entitles the resident to a higher grade of housing the resident can place their name on the appropriate waiting list. As housing becomes available a house will be offered to the resident. Normal acceptance and declination rules apply. The move will be at the resident's own expense.
2. If a resident's bedroom requirement changes the resident can place their name on the appropriate waiting list. All provisions of 1. above apply.
3. After a resident has occupied their home for a minimum of three years the resident can place their name on the appropriate waiting list. All provisions of 1. above apply. Additionally, the resident will be required to pay a \$300 administrative fee for a voluntary relocation move.