

Residential Communities Initiative (RCI), Waiting List Procedures
1 August 2010

Active duty service members, with current orders, are eligible to apply for on-post housing. Advance applications can be received and are eligible to be placed on the waiting list prior to reporting to new duty station as verified by orders.

Applications with orders and supporting documentation can be mailed, faxed, emailed, hand delivered, or submitted on line via website (if available). All active duty service members who apply for on-post housing are required to submit:

- Copy of current Orders
- Copy of most recent Form DD 1172 (DEERS Enrollment)
- Applicants will be required to present valid identification and DA-31 (or other services' equivalent), during processing of Housing Application or upon initial visit to the local housing office.

Applicants will be placed on the applicable waitlist based on rank and number of family members; if all documentation is not provided, applicants will be placed on the waitlist in an administrative hold position with a completed rental application and will not be offered a home until all required documentation is received.

Online and Faxed Application: Applicants who submit all required supporting documents will be placed on the waitlist with an effective date equal to the date that the service member departed the last duty station. All supporting documentation must be provided at the time of application or within ten (10) business days of the application submission. The waitlist applications will be placed in administrative hold until all documentation has been received.

Walk-in Applicant: Effective date of waitlist placement will equal the date the service member departed the last duty station as verified by DA-31 (or other services' equivalent), except that applicants who apply after 30 days of arrival will be placed on the wait list with an effective date equal to the date of application. In that case, all supporting documentation must be provided at the time of application, otherwise, the effective date will be the date in which all supporting documentation is received.

Current Wait List Procedures, effective 01 August 2010

Attention: Effective 01 August 2010, the Army has issued the following wait list procedures for all homes in the Residential Communities Initiative (RCI) program:

- Active duty Service Members with current orders are eligible to apply for on-post housing prior to reporting to his/her new duty station.
- Applications are placed on the waiting list with an effective date equal to the date the Service Member departed the last duty station (as verified by DA-31/leave form)
- Applications can be submitted in-person or electronically. Applications must include a copy of current orders, a copy of the most recent DD 1172 (DEERS enrollment form), valid identification, and DA-31 (leave form).
- Applicants will be placed on wait list based on rank and number of family members.
- No home will be assigned without a completed application and all necessary documentation; this must be received within 10 business days of submission.
- Applicants who apply after 30 days of arrival at new duty station will be placed on the waitlist with an effective date equal to the date of application (all documentation must be submitted at that time).