



WAITLIST ACKNOWLEDGEMENT FORM

Waitlist Requirements

In order to obtain a position on the waitlist, all potential tenants must submit a completed housing application, a copy of his/her most recent LES, official orders, and any applicable Power of Attorney in addition to his/her housing application. A letter “in lieu” of orders or notification of assignment will be accepted to gain access to the waitlist prior to providing official orders. The Service Member (SM) must provide official orders prior to their move-in date. SM must also show proof of dependents if it is not included in the supporting documents of the application (DEERS, marriage certificate, custody agreement). SM requesting an ADA unit will need to submit a completed Request for Accommodation & Modification Form as a part of their application.

Waitlist Priorities

All Service Members of the USAF and all other branches of service that are directly assigned to Joint Base Anacostia Bolling (JBAB) are considered target tenants and will be placed on the waitlist as a Tier 2 applicant. All other SM who are not assigned to JBAB will be considered non-target tenants and will be placed on the waitlist as a Tier 3 applicant. The only exception includes SM assigned to JBAB who are considered Key and Essential (Tier 1) which is determined by the Installation Commander. All other eligible tenants or non-active duty applicants will be considered Tier 4 applicant on our Doolittle Park waitlist for housing. The Eligibility Date and the priority of the SM will determine the position on the waitlist.

Housing Designations & Waitlist Preferences

A SM can only occupy one waitlist at a time. There is no distinction on the waitlist between the type and/or the location of a home. While we will try to meet preferences we are unable to guarantee which housing area will be available at the time an applicant is eligible for an offer from the waitlist. Please note bedroom eligibility will be determined by the number of dependents and will be specified on the referral provided by Housing Management Office (HMO).

Waitlist Process for Home Assignment

Once the SM is placed on the waitlist, a Leasing Agent will make an offer for a home assignment. The contact efforts will include information provided on the application, should the information change it is the responsibility of the future resident to provide up to date information. It is also the applicant’s responsibility to inform the leasing office of any changes to their availability date (date needing housing). The Leasing Office will offer the SM up to three homes based on availability. Once contact is initiated, a SM will have 48 hours to respond back to the Leasing Agent. If the SM declines the first offer for housing they will be allowed to remain on the waitlist in their current position. If the second offer is declined, the SM’s eligibility date will be changed to the date the second offer was declined. The third declined offer will result in the SM being removed from the waitlist.

Waitlist and Promotions

An incoming SM that has a line for promotion (promotable) may be placed on the waitlist for their projected rank. The SM is responsible for providing supporting documentation prior to being placed on the waitlist. If the SM chooses to occupy the home designated for the promotable rank then the SM will be responsible for paying the increased rent.

Contact Information

Our Leasing Agents are available for any additional questions or concerns weekdays from 8:30a.m. to 5:30p.m. at (202)-562-2631. Thank you for your interest in Bolling Family Housing we look forward to having you as a resident.

(Service Member Name Printed)

(Service Member Signature)

Date

