

# Applying for a Housing Assignment



## Dugway Housing Office

### Step 1 – The Form

Complete the fillable DD 1746 Form providing as much detail as possible. The information received guides the Housing Office to make the best assignment for you from our available Housing and helps avoid delays.

### Step 2 – Supporting Documents

Assemble any additional documentation such as proof of employment or final job offer, marriage license, contractor sponsorship, etc.

### Step 3 – Send the Application

Assemble your application and send it via e-mail to [Dugway\\_Housing\\_Office@army.mil](mailto:Dugway_Housing_Office@army.mil).

### Step 3 – Wait to be Contacted

The Housing Office will first review your application for completeness and may contact you for additional information. Once everything is complete, the Office will contact you with either a housing assignment or your position on the waiting list.

**Important** – Encrypt the e-mails to us to protect your private information. If you are not able to encrypt, redact personal information such as SSNs and DOBs; we can gather that information from you later.

APPLICATION FOR ASSIGNMENT TO HOUSING				1. TYPE SERVICE DESIRED (X one or both)	
(Before completing form, read Privacy Act Statement and instructions on reverse)				a. MILITARY HOUSING	b. HOUSING REFERRAL
<b>SECTION I – APPLICANT INFORMATION</b>				CAC #	
2. NAME OF SPONSOR (Last, First, Middle Initial)		3. PAY GRADE	4. SSN	5. DOD COMPONENT	
6. ADDRESS (Street, City, State, Zip Code, Email)		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT (X one)	
		a. CELL		a. MILITARY MEMBER	c. CIVILIAN
		b. HOME		b. MILITARY SPOUSE	d. FOREIGN NATIONAL
		c. DUTY (DSN)			
6a. EMAIL		9. MARITAL STATUS	10. I AM SEPARATED FROM MY DEPENDENTS (x one)		
			a. VOLUNTARILY		b. INVOLUNTARILY
11. I REQUEST HOUSING FOR (X one)			SECTION II – MILITARY CAREER INFORMATION (Civilians skip to item 15)		
a. SELF ONLY			14. DATES (Enter in YYMMDD order)		MILITARY APPLICANTS
B. SELF AND DEPENDENTS					MILITARY SPOUSE
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM			a. EFFECTIVE RANK/RATE DATE		
			b. ACTIVE DUTY SERVICE COMPUTATION		
			c. TIME REMAINING ON ACTIVE DUTY		
13. INSTALLATION/ORGANIZATION TRANSFERRED TO			d. EFFECTIVE CHANGE IN DUTY STATION		
			e. REPORT DATE		
			f. ESTIMATED FAMILY ARRIVAL DATE		
<b>SECTION III - DEPENDENT DATA</b>					
15. DEPENDENTS RESIDING WITH ME (If more space needed, continue on plain paper)					
a. NAME (Last, First, Middle Initial)		B. DATE OF BIRTH (YYMMDD)	c. SEX	d. RELATIONSHIP	e. REMARKS (Handicap, health problems, expected additions to family, etc.)
<b>SECTION IV - HOUSING DATA</b>					
16. COMMUNITY HOUSING DESIRED (X as applicable)					
a. PURCHASE HOUSE		d. RENT HOUSE		g. RENT MOBILE SPACE	j. ROOM AND BOARD
b. PURCHASE CONDOMINIUM		c. RENT APARTMENT		h. SHARE	k. SUBLET
c. PURCHASE MOBILE HOME		d. RENT MOBILE HOME		i. RENT ROOM	l. TRANSIENT
17. AMENITIES DESIRED (X as applicable. Write in d. and e.)			18. DATE HOUSING NEEDED (YYMMDD)		19. PRICE RANGE (Community Housing)
a. FURNISHED		e. NO. BATHS			
b. UNFURNISHED		d. PETS (Allowed) see h, i and j			
c. AIR CONDITIONING		g. OTHER (Explain)	20. LOCATION PREFERENCE (Community Housing)		
d. NO. BEDROOMS					
PETS		h. NUMBER OF DOGS	i. WEIGHT lbs	j. NUMBER OF CATS	
21. REMARKS					
22. SIGNATURE OF APPLICANT				23. DATE SUBMITTED (YYMMDD)	
<b>SECTION V - DISPOSITION (To be completed by the Housing Office)</b>					
24. MILITARY HOUSING					
a. APPLICATION RECEIVED (YYMMDD and time)	b. APPLICATION EFFECTIVE (YYMMDD)		c. DD FORM 1747 PROVIDED (YYMMDD)		d. HOUSING AVAILABILITY (Boxes indicated on DD Form 1747)
e. APPLICANT PLACED ON WAITING LIST	f. EFFECTIVE PLACEMENT (YYMMDD)		g. BEDROOMS REQUIRED		h. DATE UNIT ASSIGNED (YYMMDD)
<b>SECTION VI – HOUSING REFERRAL CERTIFICATE</b>					
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted List. I have been briefed on (1) the services provided by the Housing Office. (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			In addition, if any facility refuses to rent or sell to me or I have the reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
			25. SIGNATURE OF APPLICANT		26. DATE SIGNED (YYMMDD)

## APPLICATION FOR ASSIGNMENT TO HOUSING

### PRIVACY ACT STATEMENT

**AUTHORITY:** 5 USC 5911 & 5912.  
**PRINCIPAL PURPOSE:** To identify customer needs for assistance and housing requirements.  
**ROUTINE USE:** None.  
**DISCLOSURE:** Voluntary; however, failure to provide the requested information will result in our inability to assist you.

### GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. **All items not listed are self-explanatory.** SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

#### 1. TYPE SERVICE DESIRED

**Military Applicants:** If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

**Civilian Applicants:** Mark the box "Housing Referral" services in Item 1b, and answer all questions.

#### SECTION I - APPLICANT INFORMATION

##### 5. DOD COMPONENT

Army, Navy, Air Force, etc.

##### 6. ADDRESS

Enter complete current address (street number and name, apartment number, city, state/country and the 9-digit ZIP code).

##### 12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

##### 13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/ Department you will be assigned to.

#### SECTION II - MILITARY CAREER INFORMATION

##### 14. DATES (Military Applications/Military Spouse Only)

Enter dates in order of YYMMDD. (May 17, 1993, would be entered as 930517).

- Enter the date your current rate/ rank was effective.
- Enter your active duty service computation date.
- Enter the time (in months) that you have remaining on active duty.
- Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.
- Enter your official report date (from your PCS orders).
- Enter your estimated arrival date.

#### SECTION III - DEPENDENT DATA

##### 15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.

#### SECTION IV - HOUSING DATA

16 - 21. Self-explanatory.

##### 22. SIGNATURE

The applicant must sign the DD Form 1746.

##### 23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

#### SECTION V - DISPOSITION (To be completed by the Housing Office)

##### 24. MILITARY HOUSING

- Application Received.** Enter the year, month, day and time the application was received in the Housing Office.
- Application Effective.** Enter the date of change of duty station (Line 14d) or other date that will be the effective (control) date.
- DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.
- Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.
- Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.
- Effective Placement.** The effective date and time of the applicant's placement on the list(s).
- Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.
- Date Unit Assigned.** Enter the date the unit was assigned.