

# 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.

<b>APPLICATION FOR ASSIGNMENT TO HOUSING</b>						<b>1. TYPE OF HOUSING DESIRED</b>	
						a. MILITARY HOUSING	
<b>SECTION I – APPLICANT INFORMATION</b>						CAC #	
<b>2. NAME OF APPLICANT</b> <i>(Last, First, Middle Initial)</i>			<b>3. PAY GRADE</b>	<b>4. SSN</b>	<b>5. JOB TITLE</b>		
<b>6. ADDRESS</b> <i>(Street, City, State, Zip Code, Email)</i>			<b>7. TELEPHONE NUMBER</b>		<b>8. STATUS OF APPLICANT (X one)</b>		
			a. CELL		a. MILITARY MEMBER	c. CIVILIAN	
			b. HOME		b. MILITARY SPOUSE	d. FOREIGN NATIONAL	
			c. DATE OF BIRTH (YYMMDD)		e. CIVILIAN TYPE		
			<b>9. MARITAL STATUS</b>	<b>10. I AM SEPARATED FROM MY DEPENDENTS</b> <i>(Military only x one)</i>			
<b>6a. EMAIL</b>					a. VOLUNTARILY	b. INVOLUNTARILY	
<b>11. I REQUEST HOUSING FOR</b> <i>(X one)</i>				<b>SECTION II – MILITARY CAREER INFORMATION</b> <i>(Civilians skip to item 15)</i>			
a. SELF ONLY		B. SELF AND DEPENDENTS		<b>14. DATES</b> <i>(Enter in YYMMDD order)</i>		MILITARY APPLICANTS	MILITARY SPOUSE
<b>12. INSTALLATION/ORGANIZATION TRANSFERRED FROM</b>				a. EFFECTIVE RANK/RATE DATE			
				b. ACTIVE DUTY SERVICE COMPUTATION			
				c. TIME REMAINING ON ACTIVE DUTY			
<b>13. INSTALLATION/ORGANIZATION TRANSFERRED TO</b>				d. EFFECTIVE CHANGE IN DUTY STATION			
				e. REPORT DATE			
				f. ESTIMATED FAMILY ARRIVAL DATE			
<b>SECTION III - DEPENDENT DATA</b>							
<b>15. DEPENDENTS RESIDING WITH ME</b> <i>(If more space needed, continue on plain paper)</i>							
a. NAME <i>(Last, First, Middle Initial)</i>			B. DATE OF BIRTH <i>(YYMMDD)</i>	c. SEX	d. RELATIONSHIP	e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>	
<b>SECTION IV - HOUSING DATA</b>							
<b>16. COMMUNITY HOUSING DESIRED</b> <i>(X as applicable)</i>							
N/A	a. PURCHASE HOUSE		d. RENT HOUSE				
N/A	b. PURCHASE CONDOMINIUM		c. RENT NON-SHARE APARTMENT				
N/A	c. PURCHASE MOBILE HOME		d. RENT SHARED APARTMENT				
<b>17. AMENITIES DESIRED</b> <i>(X as applicable. Write in d. and e.)</i>				<b>18. DATE HOUSING NEEDED</b> <i>(YYMMDD)</i>		<b>19. PRICE RANGE</b> <i>(Community Housing)</i>	
a. FURNISHED		e. NO. BATHS					
b. UNFURNISHED		f. PETS <i>(Allowed) see h, i and j</i>					
c. AIR CONDITIONING		g. OTHER <i>(Explain)</i>		<b>20. LOCATION PREFERENCE</b> <i>(Community Housing)</i>			
d. NO. BEDROOMS							
PETS	h. NUMBER OF DOGS		i. WEIGHT lbs		j. NUMBER OF CATS		
<b>21. REMARKS</b>							
<b>22. SIGNATURE OF APPLICANT</b>						<b>23. DATE SUBMITTED</b> <i>(YYMMDD)</i>	
<b>SECTION V - DISPOSITION</b> <i>(To be completed by the Housing Office)</i>							
<b>24. MILITARY HOUSING</b>							
a. APPLICATION RECEIVED <i>(YYMMDD and time)</i>		b. APPLICATION EFFECTIVE <i>(YYMMDD)</i>		c. DD FORM 1747 PROVIDED <i>(YYMMDD)</i>		d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i>	
e. APPLICANT PLACED ON WAITING LIST		f. EFFECTIVE PLACEMENT <i>(YYMMDD)</i>		g. BEDROOMS REQUIRED <i>(Per Army Regs)</i>		h. DATE UNIT ASSIGNED <i>(YYMMDD)</i>	
i. NOTES							