



The Villages of Benning Housing Assignment Policy

1. **Waiting List Management** – The Community Manager will establish a wait list for each designation of military rank band grouping and by bedroom composition. The military member’s grade and bedroom requirement will determine which waiting list they will be placed on. The wait list will be managed in the manner as described in DA Wait List Procedures directive, published 1 August 2010, establishing waitlist sequence based on the date the service member signs out of his/her last duty station.
 - a. **Freeze Zone** – The top 10% of each waitlist grouping will be a “freeze zone.” Once an applicant reaches the “freeze zone” their position cannot be changed by in-bout applicants with older dates of departure from their prior duty station.
 - b. **Special Needs or Circumstances** – Families with special needs and circumstances will be reviewed on an individual basis by the Community Management and RCI Housing teams. If immediate housing is required, families with approved special needs or circumstances will be given “Priority Status” and may be placed at the top of the wait list.
2. **Key and Essential** – The Garrison Commander coordinates with the Chief of Staff and subsequently establishes the designation of the Key and Essential Positions. Personnel assigned to a Key and Essential position will be placed on the wait list in the highest priority, above the freeze zone. In the event there are multiple individuals in Key and Essential positions on the same wait list, the relative position on these individuals will be determined by the date of eligibility.
3. **Promotable Applicants** – Promotable applicants who do not currently reside on Fort Benning will be placed on the wait list for their promotable rank and permitted to move in once rank is achieved. If they require immediate housing, they will be housed according to their current rank and may transfer on-site at a later date, per TOS policy below, after achieving the rank. Promotable Service Members who already reside on Fort Benning will be placed on the wait list once a sequence number for their new rank is obtained and permitted to move after achieving the new rank, per the TOS policy below. Exception to policy requests will be reviewed for members requesting to move prior to achieving rank.
4. **Transfer On-Site and Existing Resident Move Option** – In the event a Service Member who is currently living on Fort Benning requests a transfer on-site due to a change in housing grade, bedroom entitlement or for other personal reasons, the Service Member may elect to be placed on the wait list under the following conditions:
 - a. The Service Member has completed their initial lease term;
 - b. The Service Member’s account is in good standing with no outstanding balances for rent, damages, or utilities;
 - c. The Service Member agrees to sign a new 12-month lease agreement for the new home.
 - d. All requests to Transfer on Site will be reviewed and must be approved by the Community Manager.
 - e. A fee of \$1200 is required for all residents transferring from a new or renovated home.

Note: Any moving cost associated with the resident initiated transfer on-site will be the responsibility of the Service Member. The Service Member will be responsible for any cost associated with damage to the home exceeding normal wear and tear. The Community Manager reserves the right to conduct a pre-move out



inspection prior to approving the TOS. In order to accommodate incoming families, on-site transfers may be suspended in times of very high demand, generally between the months of May and July.

5. **Pregnancy, Adoption, or Addition of Dependents** – In the event a Service Member or their spouse is pregnant, adopting a child, or gaining a dependent, and the addition to the family will make them eligible for a home with a higher bedroom count, the Service Member may choose to be placed on the wait list and receive offers of available homes under the following conditions:
 - a. The Service Member must provide written confirmation from a medical authority of the pregnancy and must be past the first trimester of the pregnancy, or
 - b. Provide written documentation confirming the adoption approval or addition of dependents by a court or competent jurisdiction.
6. **Single Military Member who is Pregnant with First Child** - Single Service Member's pregnant with their first child must provide the Community Manager with confirmation of the pregnancy from a medical authority and must be past their first trimester before being offered housing. At move in, the Service Member will sign a lease agreement, allowing FBFC to receive the "without dependent rate" BAH rate. At the time of the birth of the child, the allotment will increase to the "with dependent rate."
7. **Selection of Lower Rank Band** – The Service Member may elect, in writing, to be placed on a wait list lower than their entitlement if there are no homes available in the service Member's rank band. If housing is accepted under this circumstance, the Service Member may elect to be placed on the wait list for a home in his/her eligible rank band after fulfilling their initial lease term.
8. **Selection of Fewer Bedroom Count** - The Service Member may elect, in writing, to be placed on a wait list for housing with less bedrooms than he/she is eligible. If housing is accepted under this circumstance, the Service Member may elect to be placed on the wait list for the size home he/she is eligible for after fulfilling their initial lease term.
9. **Offers of Housing** – Service Member's will be offered all available homes, including those on notice to vacate and in the maintenance turn over process, within their rank band and bedroom entitlement on the date of their arrival, inquiry, or availability. If all homes available on the date of offer are declined, members will be provided one additional set of offers when alternative options become available. Should the Service Member decline all homes offered on a second attempt, the Service Member will then be removed from the wait list and will not be placed on any wait list for a period of one (1) year.
 - a. If the Service Member is unable to accept housing for reasons beyond the service member's control, they will retain relative position on the wait list.
 - b. If an offer of adequate housing is declined, Service Member will sign a Housing Declination Acknowledgement form.
10. **Exception to Policy** - The Community Manager may approve exceptions to the wait list policy under special circumstances such as extreme hardship, BRAC relocation, compassionate or medical reasons.