



## 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.
  1. **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-bound applicants with older dates of departure from their prior duty station.
  2. **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, below 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 Transfer On-Site (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 (TOS) and Existing Resident Move Option** – For a Service Member, who is currently living on Fort Benning, to qualify for a Transfer On-Site (TOS), the following must occur:
  1. Change in Rank or
  2. Change in Family Composition: 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:
    1. 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
    2. Provide written documentation confirming the adoption approval or addition of dependents by a court or competent jurisdiction.



If the above conditions have taken place, the following conditions must also be met:

1. A transfer fee of \$1200 is required for all residents transferring regardless of Village.
2. The home must pass the Villages of Benning move out inspection process.
3. The Service Member must have completed the initial lease term.
4. The Service Member's account must be in good standing to include no outstanding balances for rent, damages, or utilities.
5. The Service Member must have no outstanding lease violations. Any prior satisfied lease violations will be taken into consideration by the management team.
6. The Service Member must agree to sign a new 12-month lease agreement for the new home.
7. All requests to Transfer On-Site will be reviewed and must be approved by each Village Community Manager.

**The rate of transfer compared to new move-ins is one transfer for every 5 new residents. In order to accommodate incoming families, on-site transfers may be suspended in times of very high demand.**

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 will do a pre-move out inspection identifying the items that need to be taken care of prior to approving the TOS. Also, any deviation from this policy will require an Exception to Policy Form to be completed.

5. **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."
6. **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.
7. **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.
8. **Offers of Housing** – Service Member's will be offered all available homes 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 moved to the bottom of the waitlist.



1. 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.
  2. If an offer of adequate housing is declined, Service Member will sign a Housing Declination Acknowledgement form.
9. **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.