



## Application Checklist

To begin the process of On Post Housing please submit the following documents to the below fax or email address:

THE VILLAGES OF BENNING WELCOME CENTER  
601 LUMPKIN STREET  
FORT BENNING, GA 31905  
**PHONE:** 706.685.3939 • **Fax:** 706.685.8158 • **EMAIL:** [WWW.VILLAGESOFBENNING.COM](http://WWW.VILLAGESOFBENNING.COM)

### 1. Copy of Completed and Signed Application, including:

- Email Address for all Adult Occupants
- Full commercial number for duty phone
- Phone number for all Adult Occupants
- Sponsor's Birth date
- Date of Rank
- Military Unit

### 2. Copy of Orders, Amendments (if received) and Proof of Dependents:

- DEERS enrollment form DD1172 and/ **OR** DEERS
- If you're a newlywed or dual military, a copy of your marriage license.

### 3. Most Recent LES

4. **Power Attorney**, if spouse will be signing for home.

5. **Clearing papers once cleared current post or DA 31 if not clearing an installation.**

### 6. Proof of Insurance

- Copy of Renter's Insurance Policy

### 7. Copy of Driver's License

It is your responsibility to keep all contact information current. If the Housing Coordinator is unable to contact you due to failure on your part to update contact information, your name will be removed from the waiting list.

Thank you for your cooperation.

The Villages of Benning

REVISED 1/29/2020



## APPLICATION FOR HOUSING

### Section I Applicant Information

**How did you hear about us:**  Web  Housing Office  Sponsor  Current Resident  Other \_\_\_\_\_

**Ranking Military Member's Info:**

|  |                             |                |                       |               |                                    |
|--|-----------------------------|----------------|-----------------------|---------------|------------------------------------|
| *Social Security No:                   |                             | *Last Name:    |                       | * First Name: |                                    |
| *Address: (previous or home of record) |                             | *City:         |                       | *State:       | * Zip Code                         |
| *Branch of Service:                    | *Rank/Grade:                | *Date of Rank: | *Date of Birth:       | *Gender:      | *Incoming Unit Assignment:         |
| *Primary Phone Number:<br>(     )      | Secondary Phone:<br>(     ) |                | Military Email:       |               |                                    |
| *Preferred or Spouse Email Address:    |                             |                | *Date Housing Needed: |               | *Date Clearing Prior Installation: |

### Section II Household Data (Proof of Dependent Status and Eligibility Required)

**Dependents residing with military member:**

| Last Name | First Name | M.I. | Relationship | Gender  | D.O.B. | S.S.N. |
|-----------|------------|------|--------------|---|--------|--------|
|           |            |      |              | <input type="checkbox"/> M <input type="checkbox"/> F |        |        |
|           |            |      |              | <input type="checkbox"/> M <input type="checkbox"/> F |        |        |
|           |            |      |              | <input type="checkbox"/> M <input type="checkbox"/> F |        |        |
|           |            |      |              | <input type="checkbox"/> M <input type="checkbox"/> F |        |        |
|           |            |      |              | <input type="checkbox"/> M <input type="checkbox"/> F |        |        |
|           |            |      |              | <input type="checkbox"/> M <input type="checkbox"/> F |        |        |

\*Pets?: (maximum 3 pets)  
How Many? \_\_\_\_\_ Type/Breed: \_\_\_\_\_

\*Status of Applicant:  Married  Divorced  Single

\*Dual Military:  Yes  No

\*Do you or your dependents require any special accommodations?  No  Yes: \_\_\_\_\_  
If yes, please provide management with additional information regarding your special housing needs.

### Emergency Contacts

|      |         |                  |       |
|------|---------|------------------|-------|
| Name | Address | City, State, Zip | Phone |
|      |         |                  |       |

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only:**

|                        |                          |       |                           |
|------------------------|--------------------------|-------|---------------------------|
| Date of Application:   | Date Placed on Waitlist: | Size: | Village:                  |
| Date Housing Assigned: | Address Assigned:        |       | Consultant Initials/Date: |
| Notes:                 |                          |       |                           |

Mail to: The Villages of Benning  
601 Lumpkin Road, Fort Benning, GA 31905 OR  
Fax to: (706) 689-9897  
For More information call: (706) 685-3939

# ACKNOWLEDGMENT OF SEX OFFENDER REGISTRATION REQUIREMENTS

*(Attach to application for employment, housing (military and privatized), or volunteer requests)*

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

**Authority:** Public Law 109-248, 2006; 18 USC § 1382; DODI 5200.08; DOD Manual 4165.63-M; OCGA 42-1-12; Manual for Courts Martial; AR 27-10; AR 190-45;

**Principal Purpose:** To notify sex offenders (military and civilian) accessing the installation to reside, work, visit, conduct business, attend school, or volunteer of the requirement to register with military authorities (Provost Marshal's Office) as a sex offender and to record the sexual offender's acknowledgment of receiving notice of and information pertaining to the requirement.

**Routine Uses:** To the chain of command, Provost Marshal, Office of the Staff Judge Advocate, Civilian Personnel officials (CPAC, DECA, AAFES), volunteer coordinator, military and privatized housing officials, employer, and Garrison Commander for the purpose of notification that a sexual offender will be residing, volunteering, or working, or otherwise accessing Fort Benning. Other action based upon the underlying convictions such as being barred from the installation, barred from residing in on-post housing, or other restrictions where warranted may be taken.

**Disclosure:** Disclosure of this information is voluntary. However, failure to disclose or providing false information may result in criminal and administrative sanctions that may include loss of employment, loss of on-post housing, exclusion action, UCMJ action, and other administrative sanctions deemed appropriate

## Policy

Fort Benning policy requires full disclosure from persons applying for military, government-managed or privatized housing who are registered sex offenders in any state who intend to reside on Fort Benning or who intend to have dependents/guests who are registered sex offenders reside with them on Fort Benning. All registered sex offenders (military, civilians, dependents, guests) residing on post, visiting, or applying for on-post housing must register with the PMO within 72 hours of arrival to Fort Benning. It is the sponsor's responsibility to ensure dependents and guests are aware of this policy. \_\_\_\_\_ (Initial)

It is also Fort Benning policy that registered sex offenders employed on the installation, volunteering on the installation, conducting business, attending schools, or visiting the installation for an extended period of time (more than 5 days) register with the PMO within 72 hours of receiving notification. \_\_\_\_\_ (Initial)

The Garrison Commander will review the circumstances of registered sex offenders' cases on a case-by-case basis to determine whether to grant access to the installation for the purposes of residing on the installation, employment, volunteering, conducting business, attending schools, or visiting for an extended period of time. Such consideration may result in exclusion from the installation, limited access to the installation, or other administrative sanctions. Exclusion from the installation may result in inability to perform the duties required by your employment, ability to volunteer, ability to conduct business, or in ability to obtain on-post housing. \_\_\_\_\_ (Initial)

## Penalties and Acknowledgment of Sex Offender Registration Policy

I, \_\_\_\_\_, have read and understand Fort Benning's policy regarding mandatory registration of sex  
(Print Full Name - Last, First, Middle)

offenders requesting access to Fort Benning. I will register with the PMO within 72 hours of receiving this notification if I am a registered sex offender in any state or am required to register in any state and am residing on the installation, employed, volunteering, conducting business, attending school, visiting, or requesting access to the installation for a period of time exceeding five (5) days. I will ensure my dependents/guests, if residing in on-post housing, register with the PMO if they are registered sex offenders or are required to register as sex offenders in any state. My failure (or the failure of my dependents/guests) to comply with this requirement or providing false information to the PMO when registering as a sex offender may result in criminal and administrative sanctions that may include loss of employment, loss of on-post housing, exclusion action, UCMJ action, and other administrative sanctions deemed appropriate. I understand that the circumstances surrounding my requirement to register will be considered by the Garrison Commander to determine whether I will be granted access to reside, work, volunteer, conduct business, attend school, visit, or otherwise access Fort Benning.

\_\_\_\_\_  
(Signature/Phone Number)

\_\_\_\_\_  
(Date)

Yes  No - I have been convicted of an offense that requires I register as a sex offender.

Yes  No - Someone that will be residing in my household was convicted of an offense that requires registration as a sex offender.

Encl



### ACKNOWLEDGEMENT OF PRORATED RENTAL PAYMENT

Payment of prorated rent is due on the day the Tenant signs the Resident Occupancy Agreement. The prorated rent is calculated by taking the total number of days between the effective date of the Resident Occupancy Agreement and the first day of the following month. The total number of days is then multiplied by the product of the monthly rent divided by the number of days in the month.

At the time of move-in, payment will be made by check or money order to the Management Office for the prorated portion if the first month's rent. Per the **Resident Occupancy Agreement**, the Service Member is allowed two payment options:

**Options 1** - Tenant shall pay the full amount of the prorated rent to the Landlord on or before the date of the Lease agreement. Payment will be made by check, certified funds or money orders only. Tenant acknowledges that check will be deposited immediately.

**Options 2** - Tenant shall pay the full amount of the prorated rent to the Landlord on or before the date of this agreement. Payment will be made by check only and the check will be postdated to the first day of the month following the date of this agreement.

Additionally, the Tenant is solely responsible for ensuring that monthly rent payments are received in accordance with the Resident Occupancy Agreement. If, for any reason, a scheduled allotment is not received by the due date, the Tenant must immediately remit payment of the rent by check or money order to their Management Office.

The undersigned acknowledges that they have read and understand the above:

Tenant: \_\_\_\_\_  
                        **Print Name**

\_\_\_\_\_  
                        **Date**

\_\_\_\_\_  
                        **Signature**

REVISED 3/1/2016



## PET POLICY

A Happy Pet Makes a Happy Home!

**Resident Name:** \_\_\_\_\_

**Resident Address:** \_\_\_\_\_ Fort Benning, GA 31905

The Villages of Benning is happy to accept pets. The following policies have been established to ensure the quiet enjoyment of all residents and maintain a high-quality living environment. These policies will be strictly enforced by the property management team, and failure to follow these policies can result in the removal of the pet(s) or termination of the lease.

Residents must request and obtain written approval from management prior to bringing any pets onto the premises. Residents are required to register all pets with the Fort Benning Veterinarian Treatment Facility and provide Landlord with proof of registration. A maximum of 3 pets (dogs/cats) are allowed. Small birds, fish, hamsters, guinea pigs, rabbits, and gerbils, which are properly caged in a domicile designed for their habitation, are not counted against pet limits and may be allowed in the premises with prior approval.

1. **Authorized Pets:** Resident may keep only the pet(s) described below until the Resident Occupancy Agreement expires. No other animals may be brought on the premises even temporarily. The Landlord may terminate this authorization sooner if your right of occupancy is lawfully terminated or if the Resident, Resident's family members, guests, or pets violate any of the rules in these guidelines.

**I do not own a pet** \_\_\_\_\_ **(Initial)**

**I own the following listed pet(s)** \_\_\_\_\_ **(Initial)**

| Dog(s)     | Cat(s) Name | Breed | Description/Remarks |
|------------|-------------|-------|---------------------|
| 1          |             |       |                     |
| 2          |             |       |                     |
| 3          |             |       |                     |
| Other Pets | Names       | Type  | Description/Remarks |
| 1          |             |       |                     |
| 2          |             |       |                     |

2. **Pet Fees:** No fees or deposits are required for the first two (2) pets. However, a refundable deposit of \$300 is required for a 3rd approved uncaged pet. At the end of the lease, the pet deposit will go toward any assessed damages to the home, to include property damages, cleaning, deodorization, flea extermination, replacements, or personal injury. Any remaining balance after the charges are assessed will be returned to the resident.

\_\_\_\_\_ The resident agrees to pay the required \$300.00 pet deposit for the 3<sup>rd</sup> approved pet via check or money order.

**3. Restrictions**

- a. The following breeds of aggressive or potentially aggressive dogs are banned from our locations as part of an agreement with the Department of the army and the other privatized housing locations. This will allow consistency among most of the privatized Army locations.

- Pit Bulls (American Staffordshire Bull Terriers or English Staffordshire Bull Terriers)
- Rottweilers
- Doberman Pinschers
- Chows
- Wolf Hybrids



# The Villages OF BENNING

- b. Any dog with a mix of these breeds or determined by a Veterinarian Treatment Facility as having distinguished traits of these breeds in its makeup is prohibited. Villages of Benning reserves the right to request a clinical breed determination test, at the owners expense, at any time prior to allowing the pet on the premises. Prohibition also extends to other dogs that demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following types of conduct:
  - Unprovoked barking, growling, or snarling at people approaching the animal
  - Aggressively running along fence lines when people are present
  - Biting or scratching people or other animals
  - Escaping confinement or restriction to chase people or other animals
- c. Exotic animals are prohibited in housing. This includes, but is not limited to reptiles, raccoons, hedgehogs, skunks, squirrels, farm animals, potbellied pigs, monkeys, arachnids, and rats.

4. **Pet Rules:** Resident is responsible for the actions of his/her pets at all times. Resident agrees to abide by these rules:

- Pets must be on a leash at all times when outside the fenced area of the home. Electronic restraint devices do NOT meet the leash requirement.
- Pets may not be tied or tethered to any fixed object outside the home, except in fenced yards (if any) for Resident's exclusive use. Pets must be inside the home or behind an approved fenced area in the backyard if unattended. Residents are responsible for securing the backyard to ensure their pet cannot get out. An adequate supply of water must be available for pets if they will remain outside for an extended period of time.
- Residents are responsible for keeping the grounds clean and sanitary. Front yard, back yard, and common areas must be kept clean of pet waste. Residents must pick up and properly dispose of animal waste in their yard, and residents who walk their pet must carry a plastic bag to retrieve and dispose of any pet waste.
- Pets are not allowed in the pool, pool areas, playgrounds, or tot lots at any time.
- Pets may not behave in such a manner that is disturbing to other residents or prevents the Landlord, Landlord's agents and/or employees from properly performing their duties.
- Giving or selling a nuisance pet to another occupant is prohibited.
- The Landlord reserves the right to make reasonable changes to the pet policies from time to time to protect the care and cleanliness of the premises and the preservation of good order. Any changes to these policies will be made in writing and distributed to all residents via email.

5. **Violation of Rules:** If Resident, Residents family members, guests or pets violates any pet rules as outlined in this addendum (based on Landlord's judgement), Resident will be given written notice of violation and will be subject to a fine of **\$50/day/incident** until the violation is corrected or the pet is removed from the property. Upon notification of the 3<sup>rd</sup> violation, resident will be required to remove the pet(s) from the property within 48 hours.

Animals deemed by the Landlord to be dangerous or a threat to the safety/security of others must immediately and permanently be removed from the premises regardless of prior history of violations.

If Resident fails to remove any pets when requested by Landlord in writing, Resident will be subject to other remedies set forth in the Resident Occupancy Agreement to include eviction.

6. **Removal of Pets:** The Landlord may, in some circumstances, allow an animal control officer or humane society representative to enter the dwelling and remove the pet(s) if in the Landlord's sole judgement, you have: abandoned the animal; left the animal in the dwelling for an extended period of time without food or water; or failed to care for a sick animal.

7. **Resident will be responsible for the costs of all damages caused by the pet(s), to include cleaning, flea extermination, deodorizing, and repairs. If items cannot be satisfactorily cleaned or repaired, the Resident will be responsible for replacement of such items.**

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord Signature