

## Camp Pendleton Housing Office

### Application Instructions

Applications for Family Housing are accepted from **0730 to 1700, Monday through Friday** at the Joint Housing Office, 98 San Jacinto Road located near the main gate and the base hospital.

All application forms with a signature block require a full signature or can be digitally signed. Service members can use their Common Access Card (CAC) from a government computer to digitally sign all application forms.

To rate a local courtesy move, you must submit your application within 30 days of your arrival to duty station.

To submit a Housing Application, provide the following documents listed below as they apply for your situation:

1. [DD Form 1746](#) (Application for Assignment to Housing) and Email Address (block 21)
2. Web Orders or Command Letter if attached to Camp Pendleton more than 30 days -- Link to example Command Letter
3. Dependency Verification (Marines - **NAVMC 10922**, Navy - **NAVPERS 1070/602 Page Two**, Other Branches - **DD93 Record of Emergency Data**).
4. A copy of your last **LES** is required to be submitted by all service branches, except for Marine Corps personnel.
5. [Public Private Venture](#) (PPV) Selection Form - Choose either Liberty Military or Hunt Military Housing
6. [Privacy Act Release Form](#)
7. [Registered Sex Offender Policy and Disclosure Form](#) - Choose appropriate "Yes" or "No"
8. [Fire and Window Safety Awareness Brochure and Form](#) -- Please read the brochure and sign the form at the end.
9. [Window Cord Safety Form](#)
10. [Pet Disclosure Policy](#)- Provide all general information regarding your pets (type, breed, pet names, weight, gender and color) on your DD1746 Housing Application Remarks (block 21) there is a pet limit of 2 pets per household. For the safety of your pets, Be aware of the diverse wildlife population aboard Camp Pendleton.
  - a. MCO PII000.22 Ch 3 released 14Jul 2014 prohibits full or mixed breeds of Pit Bull type dogs, Rottweilers, and Canid/Wolf Hybrids aboard Marine Corps installations. These animals are not permitted in Base Family Housing. According to Base Order P11101.31B Ch 4 all authorized pets must be registered with Domestic Animal Control (DAC) within 30 days of move-in. You may contact **(760) 725-0820** for information
11. [Firearm Disclosure Policy](#)- Per MCO PII000.22 Ch 2 released 14Jul 2014, all privately owned weapons or firearms must be registered with the Provost Marshal's Office (PMO) within 72 hours of move-in. You may contact **(760) 725-0819** for more information.

12. [Plain Language Acknowledgement Form](#) (This form needs to be completed by the Military member and the Spouse - please review the [Plain Language Brief Packet](#) before you sign the acknowledgement form.

**If Applicable, submit the following:**

12. Court Order Custody Paperwork or Birth Certificate - **Member or Spouse must have the Physical Custody or at least 51% custody.**
13. Verification of Pregnancy (on doctor or hospital letterhead stating due date, with signature)
14. Exceptional Family Member enrollment letter (EFMP) when applicable.
15. Power of Attorney for Spouse needed when applying for Base housing in the absence of the Military member.
16. Wounded Warriors must provide Case worker verification.
17. The Resident Energy Conservation Program (RECP) is currently in suspension until further notice.  
<http://www.pendleton.marines.mil/Family/FamilyHousing/ResidentEnergyConservationProgram.aspx>

#### **Questions or Comments**

If you have any questions or comments regarding the application process or have an issue with the forms, please email Family Housing at [pndlfamilyhousing@usmc.mil](mailto:pndlfamilyhousing@usmc.mil) or call us at: **760-725-1656**. Please allow two business days for responses.

All completed forms can be submitted via email to: [pndlfamilyhousing@usmc.mil](mailto:pndlfamilyhousing@usmc.mil) fax: **(760) 725-5559** (DSN: 365), in person at the Joint Housing Office or mailed to: **98 San Jacinto Rd - Oceanside, CA 92055**

<b>APPLICATION FOR ASSIGNMENT TO HOUSING</b> <small>(Before completing form, read Privacy Act Statement and Instructions on reverse)</small>				<b>1. TYPE SERVICE DESIRED</b> <i>(X one or both)</i>	
				a. MILITARY HOUSING	b. HOUSING REFERRAL
<b>SECTION I - APPLICANT INFORMATION</b>					
<b>2. NAME OF SPONSOR</b> <i>(Last, First, Middle Initial)</i>		<b>3. PAY GRADE</b>	<b>4. SSN</b>	<b>5. DOD COMPONENT</b>	
<b>6. ADDRESS</b> <i>(Street, City, State, Zip Code)</i>		<b>7. TELEPHONE NUMBER</b>		<b>8. STATUS OF APPLICANT</b> <i>(X one)</i>	
		a. <b>HOME</b> <i>(Area Code)</i>	b. <b>DUTY</b> <i>(DSN)</i>	a. MILITARY MEMBER	c. CIVILIAN
				b. MILITARY SPOUSE	d. FOREIGN NATIONAL
<b>9. MARITAL STATUS</b>		<b>10. I AM SEPARATED FROM MY DEPENDENTS</b> <i>(X one)</i>			
		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>	<b>MILITARY APPLICANT</b>	MILITARY SPOUSE
<b>12. INSTALLATION/ORGANIZATION TRANSFERRED FROM</b>			a. <b>EFFECTIVE RANK/RATE DATE</b>		
			b. <b>ACTIVE DUTY SERVICE COMPUTATION</b>		
			c. <b>TIME REMAINING ON ACTIVE DUTY</b>		
<b>13. INSTALLATION/ORGANIZATION TRANSFERRED TO</b>			d. <b>EFFECTIVE CHANGE IN DUTY STATION</b>		
			e. <b>REPORT DATE</b>		
			f. <b>ESTIMATED FAMILY ARRIVAL DATE</b>		
<b>SECTION III - DEPENDENT DATA</b>					
<b>15. DEPENDENTS RESIDING WITH ME</b> <i>(If more space is needed, continue on plain paper.)</i>					
a. <b>NAME</b> <i>(Last, First, Middle Initial)</i>	b. <b>DATE OF BIRTH</b> <i>(YYMMDD)</i>	c. <b>SEX</b>	d. <b>RELATIONSHIP</b>	e. <b>REMARKS</b> <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>					
a. PURCHASE HOUSE		d. RENT HOUSE		g. RENT MOBILE HOME SPACE	j. ROOM AND BOARD
b. PURCHASE CONDOMINIUM		e. RENT APARTMENT		h. SHARE	k. SUBLET
c. PURCHASE MOBILE HOME		f. RENT MOBILE HOME		i. RENT ROOM	l. TRANSIENT
<b>17. AMENITIES DESIRED</b> <i>(X as applicable. Write number 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)</i>			
c. AIR CONDITIONING		g. OTHER <i>(Explain)</i>			
d. NO. BEDROOMS					
<b>21. REMARKS</b>			<b>DUAL-MIL SPOUSE INFO ONLY:</b>		
EDIPI / DOD#			EDIPI		
EMAIL:			SSN:		
PETS <i>(Include breed of dog/s)</i>			SPOUSE'S EMAIL:		
			SPOUSE'S BRANCH:		
<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		h. DATE UNIT ASSIGNED <i>(YYMMDD)</i>	
<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 reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
			<b>25. SIGNATURE OF APPLICANT</b>		<b>26. DATE SIGNED</b> <i>(YYMMDD)</i>

## 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.

Public Private Venture  
Family Housing  
Camp Pendleton, CA 92055

Marine Corps Base Camp Pendleton has two Public Private Venture (PPV) partners. Our PPV partners are Hunt Military Communities and Liberty Military Housing. I have been briefed on my eligibility and housing options for aboard MCB Camp Pendleton by a Government Housing Counselor. I understand I can only be on one PPV wait list at a time.

We strongly recommend that you contact the PPV partners prior to your selection. Our contact for PPV partners' phone numbers and websites are:

Hunt Military Communities:

760-385-4835/4708 <http://www.deluzfamilyhousing.com/>

Liberty Military Housing:

760-430-5000 <https://www.livelmh.com/#/>

I elect to reside in:

\_\_\_\_\_ Liberty Military Housing

\_\_\_\_\_ Hunt Military Communities

\_\_\_\_\_  
Government Counselor Print Name

\_\_\_\_\_  
Service Member Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **PRIVACY ACT RELEASE FORM**

To Whom It May Concern:

I am aware that the Privacy Act of 1974 prohibits release of personal information without my approval. I do hereby authorize the Government Military Housing Office to release the information contained in this family housing application to the Marine Corps Public- Private Venture Partners for purposes of placement on the family housing waiting list and placement in a public- private venture home.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Registered Sex Offender Policy Prohibited Occupancy and Access to Family Housing**

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**Specific Objective:** To comply with prohibited Registered Sex Offender occupancy and access to USMC Family Housing policy stipulated in the following directives:

- A. SECNAV Memo of 07 Oct 2008 -- "Policy for Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy"
- B. CMC I&L Policy Letter of 31 Dec 2008 – "Registered Sex Offenders Prohibited Occupancy and Access to Marine Corps Government-Owned, Leased, or Privatized family Housing".

**Disclosure Statement:** Information provided is for public safety disclosure purposes in accordance with the Sex Offender Registration and Notification Act (SORNA), (P.L. 109-248), and to check names against national/ state sex offender registries.

### **Family Housing Applicant Action:**

1. Are you or any member of your family for whom you seek authorized housing under this application a sex offender as defined in the enclosure, or required to register as a sex offender? (Circle one)

☐ **YES**                      ☐ **NO**

**Note: If you answered "Yes", your application will be referred to the Installation Commander and Legal for processing.**

### 2. CERTIFICATION OF APPLICANT

I hereby certify that my response contained herein is true and correct, and I understand that the omission of any material fact may result in denial of my application for housing, or eviction from housing if the omission is discovered after assignment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Fire and Window Safety Awareness Form**  
**Family Housing**  
**Camp Pendleton, CA 92055**

Safety is everyone's responsibility. The safety tips and information package is attached to this form and is for you to keep. Please read and acknowledge receipt of the Fire and Window Safety Awareness brochure. Keep in mind that our Liberty Military Housing and Hunt Public Private Venture partners (PPV) do provide window locks.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**MARINE CORPS BASE, CAMP PENDLETON, CA**  
**FAMILY HOUSING**  
**WINDOW COVERING CORD SAFETY INFORMATION**

**UNEXPECTED DANGER IN YOUR HOME?**

**Parents Beware:** The Consumer Products Safety Commission (CPSC) has identified window coverings with cords as one of the top five hidden hazards in the home. About one child a month dies becoming entangled in a window blind cord. CPSC has recalled over five million window coverings: Roman shades, rollers and roll-up blinds, vertical and horizontal blinds.

Strangulation and entanglement injuries can occur in the home anywhere a window covering with a cord is installed. Children can wrap window covering cords around their necks or can pull cords that are not clearly visible but are accessible and become entangled in the loops. These incidents happen quickly and silently. To prevent tragedies CPSC recommends the use of cordless window coverings in all homes.

**Pull cords, Looped Bead Chains or Nylon Cords, Inner Cords of Roman Shades and Lifting Loops of Roll-up Blinds are all safety hazards.**

CPSC offers the following safety tips to prevent deaths and injuries associated with window covering cords:

- **Examine all shades and blinds in the home.** Use only cordless window coverings with no accessible cords in front, side or back of blinds. Repair or replace blinds, shades and draperies manufactured before 2001 that have pull cords ending in a loop that are the cause for risk of strangulation.
- Move all cribs, beds, toys or furniture away from windows and window cords because children can climb on them and gain access to the cords.
- Make cords inaccessible. Make sure tasseled pull cords are short and continuous-loop cords are permanently anchored to the floor or wall.
- If the window shade has looped bead chains or nylon cords, install tension devices to keep the cord taut.
- Lock cords into position whenever horizontal blinds or shades are lowered, including when they come to rest on a windowsill.

Consumers can receive a free repair kit from the Window Covering Safety Council's website at <http://www.windowcoverings.org> or by calling (800) 506-4636. You may also visit [www.cpsc.gov](http://www.cpsc.gov) to learn more about window covering safety.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PET DISCLOSURE POLICY

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**Objective:** To comply with restrictions regarding Prohibited Canine Breeds and their access to USMC Privatized Family Housing stipulated in the following directives:

**1. Marine Corps Order Marine Corps Order 11000.22, Chapter 3 “Domestic Animal Control”.**

Prohibited Dog Breeds. Pit Bulls, Rottweilers, canid/wolf hybrids, and any other canine breed with dominant traits of aggression, present an unreasonable risk to the health and safety of personnel on Marine Corps installations. Consequently, full, or mixed breeds of Pit Bulls, Rottweilers, and canid/wolf hybrids are prohibited aboard Marine Corps installations.

**2.** In addition to the MCO, **Liberty Military Housing** Pet Addendum also includes, Staffordshire Bull Terriers or English Staffordshire Bull Terriers, Doberman Pinchers and Chows or any mix of the breeds.

**3.** In addition to the MCO, **Hunt Military Housing Pet Addendum**, also includes any dogs with a mix of any such breed, (Bull Terrier or English Staffordshire Bull Terrier, Presa Canarios, Doberman Pincher, Chow Chow, Akitas, Mastiff, Great Danes, Alaskan Malamutes).

a. Do you own a dog that would be considered as one of the “Prohibited Canine Breeds” defined as full or mixed breeds of Pit Bulls, Rottweilers, canid/wolf hybrids or any canine breed with dominant traits of aggression that are not permitted aboard Marine Corps Base Camp Pendleton?

(circle one)

YES

NO

b. Is your pet a “dangerous dog” defined as any canine or canine crossbreed that has attacked and bitten or inflicted injury on another person or animal or killed another animal?

(circle one)

YES

NO

c. Is your pet a “vicious dog” defined as a canine or canine crossbreed that has either killed a person or inflicted serious injury to a person including, but not limited to, multiple bites, serious disfigurement, serious impairment of health or serious impairment of a bodily function?

(circle one)

YES

NO

d. By answering NO to the questions above, I understand and **AGREE NOT** to bring any “Prohibited Canine Breeds” aboard Marine Corps Base Camp Pendleton at any time no matter how brief in the future?

(circle one)

YES

NO

#### **4. Responsibilities of Pet Owner:**

- a. All dogs and cats must be registered with the Provost Marshal Office (PMO). Such proof of registration must be submitted to the local Family Housing Office prior to entry into family housing units. This registration will include a civilian or military veterinarian certification of required vaccinations and a functioning microchip identification device that is compatible with the International Standards Organization (ISO) procured at the owner's expense.
- b. Dogs and cats must be vaccinated at owner's expense against rabies every one to three years depending upon age, vaccination history and local laws and installation regulations.
- c. There is no requirement that dogs or cats be spayed or neutered, but owners are encouraged to pursue this procedure for their pet. Owners of pets that have reproductive organs intact must maintain awareness of the risks of unwanted pet pregnancy as well as the possibility of inducing unwanted behavior in other pets.
- d. All dogs and cats must always wear a collar with a valid and current rabies vaccination tag attached to the collar. In addition, a tag with current address of the owner must be attached within 30 days of occupancy of family housing.
- e. Owners are always responsible for controlling the behavior of their pets. No animal will be allowed to roam free at any time. Failure to comply with local guidelines relating to the control of their pets may be grounds for eviction.
- f. Visitors, sponsors and dependents will not bring any of the prohibited canine breeds, dangerous dogs, and vicious dogs aboard Marine Corps Base Camp Pendleton at any time. Residents will be liable for any visitor, sponsor or dependent who will bring such dogs aboard Camp Pendleton as if it were their own dog.

#### **5. Certification of Applicant:**

I hereby certify that I have read and understood the Marine Corps Order 11000.22, Chapter 3 and I further certify that my responses contained herein are true and correct and I understand that the omission of any material fact may result in the denial of any application for housing or eviction from housing if the omission is discovered after assignment.

#### **6. Initial the PPV Partner Selected:**

\_\_\_\_\_ Liberty Military Housing

\_\_\_\_\_ Hunt Military Housing

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

**Signature and Date:** \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT OF THE PLAIN LANGUAGE BRIEF AND THE TENANTS BILL OF RIGHTS

Note: This document acknowledges the receipt of the plain language brief and the tenants bill of rights from the Military Housing Office on all rights and responsibilities associated with tenancy of the housing unit, including information regarding the existence of any additional fees authorized by the lease, any utilities payments, the procedures for submitting and tracking work orders, the identity of the military tenant advocate, and the dispute resolution process.

If already available - Lease Signing Date: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

✓ I acknowledge receipt of the plain language brief and the tenants bill of rights; ☒ prior to my lease signing OR ☐ after move-in. I have reviewed and understood the information provided in the documents, including my rights and responsibilities as a tenant of privatized housing.

### Public Private Venture Resident Information

Print Full name of Service member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Full name of Spouse: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Current Address:

Please sign and return acknowledgment within 3 business days. Once completed, email this document to: [PNDLFAMILYHOUSING@USMC.MIL](mailto:PNDLFAMILYHOUSING@USMC.MIL) or Fax it directly to: **(760) 725-5559**.