



Application Checklist

In order to obtain on base housing please hand carry, mail or fax the following items to the Harbor Bay Housing Office:

Copy of Completed and Signed Application, including:

- Email Address
- Full commercial number for duty phone
- Phone number to reach you during your relocation
- Sponsor's Birth date

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

- If your dependents are not listed by name and birth date on your orders please submit a Page 2, Emergency Data Sheet (DD93) **or** DEERS enrollment form (DD1172)
- If you married en-route a copy of the marriage license.
- If returning from a **dependent restricted tour**, please provide copy of the restricted tour orders showing dependents and date departed CONUS.

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.