



## **WAITLIST ACKNOWLEDGEMENT FORM**

### **Waitlist Requirements**

Service members will not be placed on the waitlist until they provide a completed application packet, a copy of their orders and a signed copy of this form.

### **Waitlist Priorities**

Regardless of branch of service, active service members with an assignment to Barksdale AFB are considered target tenants and have priority on housing offers/assignments above all others. The only exception to this is members assigned to Barksdale AFB who are considered Key and Essential and/or members in the Barksdale Exceptional Family Members who have provided supporting medical documentation that warrants priority housing assignment. All other service members/applicants who are not specifically assigned to Barksdale AFB will only be offered a home once the waitlist has been exhausted for service members who are assigned to Barksdale AFB in the time frames that are being requested by non-target residents.

### **Waitlist Preferences**

The service member will be placed on the waitlist corresponding with their entitlement as determined by HMO. A service member may only be placed on one waiting list at a time. There is no distinction on the waitlist between the type and/or the location of a home. While we will try to meet preferences we are unable to guarantee which housing area will be available at the time an applicant is eligible for an offer from the waitlist. We are unable to hold off on offering homes to meet preferences. A service member is not able to hold multiple homes at one time.

### **Waitlist Process for Home Assignment**

Once the service member is placed on the waitlist, a Leasing Specialist will contact you with an offer for home assignment when we have a home available that is closest to your desired move in date. We will attempt to contact you using the contact information provided on the application. Should that contact information change, it is the responsibility of the applicant to provide up to date contact information.

Once contact is initiated, a service member will have 48 hours to respond back to the Leasing Specialist. If there is no response the service member will be removed from the waitlist. If the service member would like to consider options, they will have an additional 24 hours to make a decision on the offer. If the service member declines the initial offer and another home is available, a second offer will be made immediately with an additional 24 hours to make a decision on that offer. If a second home is not available, the second offer will not occur until a home becomes available. Should the second offer be declined, regardless of reason, the service member will be placed at the bottom of the waitlist and wait until all other service members with priority on the waitlist are offered homes prior to additional offers being made. Service members must decline all offers in writing.

### **Waitlist and Promotions**

If a service member is in promotable status at the time of application, and the proper documentation is received to support this, you will be eligible for the housing options of the promotable grade. If a service member becomes promotable or promoted while waiting on a wait list, the service member will be positioned on the appropriate wait list as of the date that documentation was received to support it.

### **Site Unseen**

If the home is not available to view when offered due to new construction or occupancy of the home, floor plans and location can be provided.

### **Contact Information**

Our family housing leasing agents are available for any additional questions or concerns Monday through Friday from 0800-1730 at (877) 692-0652.

Thank you for your interest in privatized housing with Barksdale Air Force Base. We look forward to having you as a valuable part of Barksdale Family Housing.

\_\_\_\_\_  
(Agent for BLBFH Signature)

\_\_\_\_\_  
(Service Member Signature)

\_\_\_\_\_  
Date

