



## PUBLIC PRIVATE VENTURE (PPV) HOUSING APPLICATION CHECKLIST

**I have read and provided a copy of:**

- |  |  |
|--|--|
| <input type="radio"/> Completed DD1746 Housing Application<br><input type="radio"/> Completed Sex Offender Policy Form | <input type="radio"/> Signed/Stamped PCS Orders<br><input type="radio"/> Page 2/DD93/Dependency Data Sheet |
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**Additional Information (as needed):**

- EFM Verification
- Pregnancy Statement
- Power(s) of Attorney Sheet
- Custody Verification

**Active Duty Spouse (Dual Military)**

- Completed DD1746 Housing Application
- Spouse's Military Orders
- Spouse's Page 2/DD93/Dependency Data Sheet
- Spouse's Detaching Endorsement

**Pets (dogs/cats)** – Certain restrictions may apply; shot documentation, microchip, and pictures of pets are required. The PPV partner will explain additional details when referred. (initial)

**Weapons in Housing (PPV)** - Weapon Registration Form and DD Form 2760 must be filled out for all resident gun owners, over 18 and submitted to NASKW Pass and ID (located MM8) before any weapon may be brought into housing. You must bring in a safety device that will be on the weapon while in the residence (i.e. trigger guard, gun lock, etc). When checking out of PPV Housing, you must deregister any weapons you may have previously registered. Ref. NASKWINST 5530.6.  
(initial)

**You might not be referred to PPV housing if you have less than 6 months of duty remaining on your EAOS or PRD. Referrals will be on a case-by-case basis.** (initial)

**Any termination of existing off-base housing arrangements**, including negotiations regarding a lease, is your responsibility. Those arrangements should be made ONLY after receiving a firm move-in date from the PPV partner. Moving in to PPV housing does not constitute the dissolution of a rental lease. (initial)

It is your responsibility to check with your **Servicing Pay Office** to ensure you are receiving the **correct BAH entitlement.** (initial)

Electing to move into a PPV housing unit with fewer bedrooms than entitled will make the service member ineligible to apply for a larger bedroom unit at a later date unless there is a change in family composition or an entitlement change as described in CNICINST 11103.5 (initial)

Home-based business including **Home Child Care** requires approval prior to commencing any operations. Failure to obtain necessary authorizations from the appropriate authorities may result in action up to eviction from PPV housing. Check with your PPV representative to ensure you know what steps you need to take to get authorization as it varies on the type of home-based business you will be operating. (initial)

**Power of Attorney (POA).** Anyone applying for housing on behalf of the Military Member will require a POA to complete the application process. A POA will also be needed in order to start/stop allotments, enter/terminate a lease, and sign associated documents on behalf of the Military Member. See DoD 7000.14-R, Vol 7A, Ch 40, para. 400805. (initial)

**Safety.** Information about lead based paint, mold information/prevention, and fire safety is available at Balfour Beatty Communities our PPV Partner. (initial)

**The Resident Energy Conservation Program (RECP)** is a Navy program designed to conserve energy usage in PPV housing. You are required by the Navy to participate in the program. Contact the Navy Housing Service Center with questions. (initial)