

**PLEASE READ THIS E-MAIL IN ITS ENTIRETY BEFORE SUBMITTING YOUR HOUSING APPLICATION**

**\*\*\*ALL DOCUMENTS MUST BE SENT TO [VENTURA\\_HOUSING@US.NAVY.MIL](mailto:VENTURA_HOUSING@US.NAVY.MIL)\*\*\***

Hello Kimberley,

Welcome to Naval Base Ventura County! Thank you for your interest in Navy Housing. Please review the following information, complete all forms in the enclosed package and return to us at [ventura\\_housing@us.navy.mil](mailto:ventura_housing@us.navy.mil).

**YOUR E-MAIL SUBMISSION MUST INCLUDE:**

- Your completed application packet
  - All application documents must be signed by the service member or authorized POA.
  - When possible, application should be signed with a CAC or submitted from a .mil address.
- A FULL copy of your orders bringing you to NBVC
- A copy of your Dependency Data Sheet (Page 2) or RED/DA
- Stamped orders or Page 5 (History of Assignments) showing loss from former command

**PLEASE NOTE YOUR COMMUNITY OF CHOICE:**

- Port Hueneme
- Point Mugu
- Catalina Heights (off-base in Camarillo, no pets – ESA or service animal ONLY.)

**IMPORTANT NOTE:**

**We can accept your application at any time, but per CNIC policy cannot add you onto the NBVC active waitlist until you are detached from your previous command. Wait times may vary. Applicants are encouraged to plan accordingly and check in with our office periodically to stay informed of potential delays in housing availability. Having a Plan B for extended lodging, temporary housing, or alternative living options is highly encouraged.**

**What to Expect:**

1. Completed application is processed at the Housing Service Center in ACTIVE or ADVANCED status. If you do not receive a response to your application, please follow up to ensure receipt.
2. ADVANCED applications will be changed to ACTIVE once proof of detachment is received.
3. ACTIVE applications are forwarded to LMH only when they are the next applicant on the waitlist.
4. LMH will send an offer to the service member or authorized POA. NO offers will be sent more than 30 days from your desired housing date.

5. Post move-in, expect a follow up from Navy Housing. Please share any questions or concerns you may have.

Keep in mind base housing is not always available and Service Members may be required to find housing out in town while on the Housing Waitlist. Our team is happy to help you with available referrals. For housing out in town, please go to [www.homes.mil](http://www.homes.mil) and search NAVY NB Ventura County CA to view rental listings.

You may contact the Housing Service Center for assistance: 805-982-4321 or [ventura\\_housing@us.navy.mil](mailto:ventura_housing@us.navy.mil)

Once you are assigned into a house from LMH, we at the Housing Service Center are still here to assist you in any way possible. We are liaisons for all Service Members and will assist with any questions and/or concerns you might have. Feel free to give us feedback, so that we can ensure you and your loved ones are provided with great customer service, adequate housing, and a safe living environment.

If you have any questions, please feel free to reach out.

Thank you!