

**PUBLIC PRIVATE VENTURE (PPV)/RENTAL PARTNERSHIP PROGRAM (RPP)  
HOUSING APPLICATION CHECKLIST**

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

<input type="checkbox"/> Completed DD1746 Housing Application	<input type="checkbox"/> Completed Courtesy Move Entitlement form
<input type="checkbox"/> Completed Sex Offender Policy form	<input type="checkbox"/> PCS Orders or Homeport Shift Orders
	<input type="checkbox"/> Page 2

**Additional Information (as needed)**

- EFM Verification
- Pregnancy Statement
- Power(s) of Attorney
- Detaching Endorsement

**Active Duty Spouse**

- Completed DD1746 Housing Application
- Spouse's Military Orders
- Spouse's Page 2
- Spouse's Detaching Endorsement

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

**Weapons in Housing (PPV)** – DD Form 2760 must be filled out for all residents over 18 and submitted to base security before any weapon may be brought into housing. When checking out of PPV Housing, you must deregister any weapons you may have previously registered. Ref. CNRNW Lautenberg Amendment RLSO Letter and NAVADMIN 234/04.

**Estimated waiting period is \_\_\_\_\_ to \_\_\_\_\_ months.** Waiting times are approximate and are subject to change.

**Your application must be renewed every 6 months** by personally speaking with a counselor. It is imperative that you keep the Housing Service Center advised of any changes to your application (e.g.: rate, address, phone numbers, number of dependents, etc.). **FIRST RENEWAL DATE IS \_\_\_\_\_**

**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.**

**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. **HHG that exceeds to PPV quarters entitles use of GOV NTS.**

It is your responsibility to check with your **local PSD office** to ensure you are receiving the **correct BAH entitlement.**

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. This process is termed **“Waiver Down.”**

Home-based businesses including **Home Child Care** require 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 based on the type of home-based business you will be operating.

**Power of Attorney (POA).** Anyone applying for housing on behalf of the Military Member will require a general POA to complete the application process. If renting Hunt PPV housing, a special 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.

**Applying for RPP.** Discuss: restrictions, responsibilities, rent payment by allotment, and required forms.

**Safety:** Be aware of safety at home. Additional information about window safety, lead based paint, mold information/prevention, and fire safety is available at your local Housing Service Center.

**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.