

# Maintaining Wait List Position Agreement

Thank you for applying to live in Fort Lewis Family Housing. We appreciate your patience while you wait for the availability of on-post housing. In order to keep the wait times as accurate as possible and to move families in to housing quickly, we are requiring all applicants to assist us by agreeing to the following terms.

Listed below are the requirements to remain active on the Fort Lewis Family Housing Wait List:

1. It is **your responsibility** to fill out and return the attached form immediately if ANY of the information has changed on your application. If you do not have access to an update form, you can email us at [FtLewisFamilyHousing@eqr.com](mailto:FtLewisFamilyHousing@eqr.com) or you may obtain your counselor's contact phone number by going to [fortlewiscommunities.com](http://fortlewiscommunities.com).
2. If the numbers and email addresses **you provide** are not correct and we are unable to reach you, **we will conclude** you are no longer interested in housing and your name will be removed from the wait list.
3. In order to keep your application **active during a deployment**, you must notify the housing office prior to leaving with an estimated return date. This will hold your position on the list. If you do not inform us of your deployment status and we attempt to contact you and are unable to reach you, **we will conclude** you are no longer interested in housing and your name will be removed from the wait list. (Please note: Spouses may sign for housing if the Service Member is deployed with a Special Power of Attorney).
4. If there are any changes in RANK, FAMILY SIZE, NEIGHBORHOOD CHOICE OR CONTACT INFORMATION, it is **important that you** contact Fort Lewis Family Housing with this information to ensure that you are on the correct list.
5. Your neighborhood counselor will make **ONE** contact attempt using **all** of the phone numbers and email addresses **you provide**. If we do not hear from you within 48 hours we will skip your name and offer housing to the next person on the list. If we still do not hear from you within 30 days, **we will conclude** you are no longer interested in housing and your name will be removed from the list.
6. It is imperative that you provide us with an estimated eligibility date and that you update us if it changes at any time. In order to be fair to all families, we will require you to reapply after you have been offered a home 2 times based on the information you have provided to us. Please note, we will only offer you a home if it falls within the availability time frame you have provided to us. **It is your responsibility to ensure your availability date is accurate.**
7. If you enter into a lease agreement **you must immediately** fill out a change form to hold your position on the list.
8. In all cases, when your name is removed from the list, **you must reapply for housing**. Your new eligibility date will be the new date of application.
9. Lastly, it is very important that **you keep copies** of your application, update sheets and all email correspondences. If you feel that your position on the wait list is not accurate or there is an error, you will need to provide us with the documentation up to support your inquiry. Unfortunately, with over 2,000 families on the wait list we are unable to keep all communications and will rely on the applicant to verify information pertaining to the inquiry.

**Thank you in advance for helping make this process as efficient as possible. This will assist us in helping you obtain housing as quickly as possible.**

I understand the information above and agree to accept my responsibilities in order to maintain my position on the wait list.

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Service Member/ Rank \_\_\_\_\_ Date \_\_\_\_\_

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Spouse \_\_\_\_\_ Date \_\_\_\_\_

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