

## **GENERAL HOUSING INFORMATION AND APPLICATION INSTRUCTIONS**

### **For Marine Corps University Students**

Family housing is administered by the Marine Corps Installations National Capitol Region – Marine Corps Base Quantico (MCINCR-MCBQ) in a Public/Private Venture (PPV) with Lincoln Military Housing (LMH), and is available on a first come first serve basis. Per the MCINCR-MCBQ Housing Order, incoming Marine Corps University (MCU) students will be assigned priority housing, based on availability from 1 May through 31 July 2019.

Housing assignments are generated in the priority in which housing applications are received. **The Housing Office WILL NOT accept student applications prior to 0800 Eastern Daylight Time on 15 April 2019. Any applications received prior to 0800 Eastern Daylight Time on 15 April 2019 will not be processed. Applications must be received no later than 15 May 2019. If you request housing after 15 May, you will lose student priority status and will be placed on a general wait list.** Applications must be submitted to and approved by The Military Housing Office before homes are assigned by LMH. Please provide current phone number and/or email address.

Applications are to be e-mailed effective 0800 Eastern Daylight Time on 15 April 2019 to [mcbq\\_fhb\\_application@usmc.mil](mailto:mcbq_fhb_application@usmc.mil) with the following required documents:

- 1. Housing Application**
- 2. Sex Offender Disclosure**
- 3. Pet Disclosure**
- 4. Privacy Act Statement**

If you are unable to fill and sign the forms electronically, please scan to PDF instead of TIF, GIFF, or JPEG as e-mails larger than 10 mb cannot be accepted by the email server, and you will not be notified that they were not received. ZIP files will be stripped by the e-mail server. If you receive a mail box full notification please fax complete package along with the mail box full notification to DSN (512) 278-5958 within 24 hours.

Confirmation of receipt is the responsibility of the applicant and can be verified with the points of contact below:

<b>Mrs. Maria F. Colon</b>	<b>DSN (312) 378-0064</b>	<a href="mailto:maria.colon@usmc.mil">maria.colon@usmc.mil</a>
<b>Mrs. Shanna Thomas</b>	<b>DSN (312) 378-0069</b>	<a href="mailto:shanna.v.thomas@usmc.mil">shanna.v.thomas@usmc.mil</a>

You must be detached and have check-in with your applicable Installation personnel Administration Center (IPAC). Pets must be vaccinated, microchipped, and registered with PMO, at Building 2043 Barnett Ave, Quantico, VA 22134. All pet documents must then be provided to the Family Housing Office before keys will be issued.

LMH cannot assure a home will be available to all students. However, every effort will be made to accommodate families whose applications are received by 15 May 2019. Provide a date in which you are able to accept housing on your application. Homes are assigned, based on availability. If your date should change, please notify LMH immediately. If the home is not readily available, you will need to make other arrangements until one becomes available. **Do not call LMH for availability status prior to 1 June 2019. LMH will contact all students who have been assigned a home.**

To secure your home, you will be required to sign and return a lease to LMH no later than 1 July 2019. If the lease is not returned, you will lose priority status. If you fail to occupy the home by the commencement date on your lease, and do not prearrange delayed occupancy, you will incur a \$250 lease break fee. **Keys can be picked up Monday thru Friday between 0730 and 1530.** Only service member can pick up the keys, unless prior arrangements have been made with LMH.

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Please do not have phone or postal service activated prior to lease commencement. You may schedule to have it activated after you have picked up your keys.

If you occupied government or PPV housing at your last duty station, you will need your DISPOSSESSION VOUCHER as proof you have vacated your home. Acceptance of PPV housing for MCU Students will authorize your BAH (Basic Allowance for Housing) to be paid to LMH effective the day you pick up keys to your home.

Housing assignments are based on the following:

**EWS** – Housed in neighborhoods, Thomason Park, McHugh Woods and Masters Hill (Bears Loop).

**C&S, MCWAR, SAW** – Housed in Masters Hill neighborhood (Lejeune Road, Floyd Street, and Portions of Neville Road).

In those cases when personnel are selected or frocked for promotion, they will be assigned and occupy housing designated for their selected pay grade.

**NOTE: Due to limited inventory, Field Grade housing availability may be minimal.**

All homes have the following:

Gas Stove, family-size refrigerator, built-in microwave, dishwasher, wall to wall carpet and/or vinyl floors, 1 or 2 car garages, central A/C & Heat, and washer and dryer **hookups only**. \*Note-Dryer hook-ups have four prong plugs.

LMH requires service members living in family housing to vacate upon execution of PCS orders. If you receive orders (PCA) within the National Capitol Region, you may be allowed to remain in your home. LMH does require a copy of your orders to be eligible to remain in housing. Therefore, students expecting accompanied orders away from MCINCR-MCBQ should plan to vacate immediately after graduation. Administrative Action (AA) forms can be obtained through your admin section (S1) to request an extension. AA Forms must be initiated by you and endorsed by your chain of command. All AA forms must be submitted to Head, Family Housing Branch, Code (B 044) and are reviewed on a case by case basis. Requests for extensions are not generally approved. **You are required to provide LMH a 30 day written notice to vacate as stated in the lease agreement.**

For those who do not desire to reside on base, or are not assigned housing, the Family Housing Office has a Housing Referral Program. Referral Counselors will make every effort to assist you in finding a Townhome Community or Apartment Complex to live in. Please stop by the Family Housing Office, 13201 Perkins Street, to obtain a listing of townhomes and/or apartments in the local community. If interested, a list of homes share/room rentals may be available for single service members and geographic bachelors through the DOD Sponsored, HOMES.mil site which connects service members and their Families with community housing rental listings located near U.S. military bases.

MCBO 11101.1B for more information at:

<http://www.quantico.marines.mil/OfficesStaff/Adjutant/Orders/11000SeriesFacilitiesandActivitiesAshore.aspx>