

Chapter 2 How to Submit a Housing Application

How Do I Submit a Leased Government Housing Application using the Data Entry Wizard?

USACE customers use the Data Entry Wizard Module to submit new Leased Government Housing Applications. This module collects Service Member, Duty Station, Conversion, Dependents, Comments, and Document Information about a Leased Government Housing Application. This information is then automatically submitted to USACE.

When you wish to submit a Leased Government Housing Application, you may either:

1. Log in to RFMIS-NT by using your Livelink account and access the link from the Housing Acquisition Menu
2. Access the link from your service web site
3. Access the link from the RFMIS Web Menu: <https://realestate-service.usace.army.mil/> and select the **Submit Housing Application** option.

A preliminary instruction screen is displayed (Figure 2-1).

Leased Government Housing: Instructions Site Map ?

Review Prior to Filling out the Electronic Housing Application.

Application Instructions

- Have copy of Orders in hand to assist you in filling out the application.
- Know location of future duty station, city and state.
- Applications will take approximately no more than 45 days to approve, if not notified within 45 days you should contact your housing authority.
- Government housing leases will not begin in the month of October due to lack of fiscal funding at the beginning of the year.
- To find [Basic Allowance for Housing \(BAH\) information](http://www.dtic.mil/perdiem/bah.html) reference the website at <http://www.dtic.mil/perdiem/bah.html>
- You will be notified upon approval of your application, as long as an e-mail address is supplied in the application.
- Upon submission of the application you should be sure to note your unique application id number for future reference and follow-up.
- If you wish to have the government convert your existing lease to a government lease, and your current residence does not exceed your bedroom entitlement, you must do the following:
 - Know your current lessor's information, such as name, phone number, and address.
 - Have a copy of your current lease.
 - If possible a copy of your current lease should be electronically scanned and attached to this application. If not able to electronically attach document then fax/forward document to your approving command after submitting your electronic application.
 - An application requesting a lease conversion will not be approved by the Service if a copy of the current lease is not attached or provided to your approving command.

Tips for Completing the Application

- Fields that are indicated with an asterisk "*" are required and must be filled in.
- Use the calendar option to the right of the date field to input dates. The format for dates will be (dd-mmm-yyyy).
- To download an electronic version of the instructions "How to Submit a Housing Application", click [here](#).

[Click Here to Begin](#)

Figure 2-1. Submit Housing Application Instruction Screen

Note: You will receive the following security alert message (figure 2-2) if:

- You do not have a browser open and are accessing this secure site for the first time or
- You have a browser open that is not a secure site (sites that begin with a http:)

Just click the **Yes** option when it asks you to proceed to the secure site.



Figure 2-2. Security Alert Message

- Step 1.** After reading the Housing Application instructions and selecting **YES** for the security alert message, select: **Click Here to Begin**.
- Step 2.** The **Housing Application- Service Member Information** Screen, figure 2-3, appears.

Figure 2-3. Housing Application- Service Member Information Screen

Step 3. Enter or answer the following mandatory information:

- **Conversion Lease- Yes or No**
- **SSN-** Note, the application will check to see if another application was submitted with the same SSN. If a duplicate application is located, you will be prompted to continue the application process or not.
- **First Name**
- **Last Name**
- **Service/ Command**
- **Pay Grade**
- **Contact/ Home Phone Number**
- **Work Phone Number**
- **E-mail Address:** This field is only mandatory for the Army Commands
- **Has Dependants?**
- **Has Pets?** If you answer “Yes”, you will need to input the Number of Pets and Pet Types-Size and Weight in the appropriate field.

Step 4. After successfully passing all edit checks, you may either click **Cancel** to stop the data entry process or click **Next** to proceed to the next data entry screen. The **Housing Application- Conversion Information Screen**, figure 2-4, appears. **Note:** this screen will only appear if this is a Conversion Lease.

Figure 2-4. Housing Application- Conversion Information Screen

Step 5. Enter or answer the following mandatory information.

Information about the Leasing Company: **Current Lessor Information**

- **Current Lease Company or POC First Name and Last Name:** One of those fields must be filled out. Both cannot be left blank.
- **Work Phone Number**
- **Fax Number** (Optional)
- **E-mail Address-** (Optional)

Information about the home the service member is currently leasing: **Current Lease Information**

- **Street Address Line 1**
- **City**
- **State**
- **Zip Code**
- **Housing Type**
- **Monthly Rent**
- **Number of Bedrooms**
- **Utilities Included?** If you select “No” for this answer, you will need to input the **Average Monthly Utility Cost** in the appropriate field.
- **Copy of Lease Included?** If you select “Yes” for this answer, you will need to add an electronic version of the lease on the Housing Application- Documents Screen.

You may use the **Jump** feature to return to the **Housing Application- Service Member Information** Screen.

- Step 6.** After successfully passing all edit checks, you may either click **Cancel** to stop the data entry process, click **Prev** to go to the previous data entry screen, or click **Next** to proceed to the next data entry screen. The **Housing Application- Dependents Information Screen**, figure 2-5, appears. **Note:** this screen will only appear if you selected “Yes” to “Has Dependents?” on the Housing Application- Service Member Information Screen.

Figure 2-5. Housing Application- Dependent Information Screen

- Step 7.** Enter or answer the following mandatory information:

- **Relation-** If "Other" is selected then you will need to enter comments or remarks about the "Other" dependent in the Dependent Remarks comment field.
- **Gender**
- **Birth Date**
- **Is applicant/ dependent pregnant?**

Note: If you select “Yes” for Disability, **Disability Remarks** must be entered.

If you select “Yes” for Pregnant, the **Pregnancy Due Date** must be entered. Use the calendar feature to enter the correct date.

If you have additional Dependents you need to add, select the **Add Dependents** option to receive a new row and continue your data entry.

You may also **Delete** dependants if needed.

You may use the **Jump** feature to return to the **Housing Application- Service Member** or **Conversion Information** Screen.

Step 8. After successfully passing all edit checks, you may either click **Cancel** to stop the data entry process, click **Prev** to go to the previous data entry screen, or click **Next** to proceed to the next data entry screen.

Depending on whether this is a conversion application or not, The **Housing Application- Duty Station Information Screen**, figure 2-6 or figure 2-7, appears.

Leased Government Housing: **Submit Housing Application - Duty Station Information - New Lease** Site Map ?

Last Name	First Name	Middle Initial	Conversion Lease
Service	Joe		No

* Current Duty Station

Street Address Line 1

* City * State * Zip Code

Zip Code Reference

Future Duty Station - Select State, then Select Facility/Duty Location

* State * Facility/Duty Location

* Street Address Line 1 * City * Zip Code

* Current Duty Departure Date * Tour Report Date

* Requested Move In Date * Tour Complete Date

Jump To: Duty Station

Cancel << Prev Next >>

Formatted: Bullets and Numbering

Figure 2-6. Housing Application- Duty Station Information –New Lease

Leased Government Housing: **Submit Housing Application - Duty Station Information - Conversion Lease** Site Map ?

Last Name	First Name	Middle Initial	Conversion Lease
Service	Joe		Yes

Duty Station - Select State, then Select Facility/Duty Location

* State * Facility/Duty Location

* Street Address Line 1 * City * Zip Code

* Requested Move In Date * Tour Complete Date

Jump To: Duty Station

Cancel << Prev Next >>

Formatted: Bullets and Numbering

Figure 2-7. Housing Application- Duty Station Information –Conversion Lease

Step 9. Enter or answer the following mandatory information for a **New Application**:

- **Current Duty Station**
- **Current City**
- **State**
- **Zip**
- **Future Duty Station State**
 - **Note:** When you select the state first, a list of Facility/ Duty Locations will appear in the drop down list. Select the appropriate Facility/ Duty Location and the address will automatically be populated.
- **Current Duty Departure Date:** The date the service member will be departing from his/her current duty station. Use the calendar feature to enter the correct date.
- **Tour Report Date:** The date the service member is to report to the new tour of duty station (Future Duty Station). Use the calendar feature to enter the correct date.
- **Requested Move-In Date:** The date the service member is REQUESTING to move in. Use the calendar feature to enter the correct date.
- **Tour Complete Date:** The date the service member's tour of duty will be completed. Use the calendar feature to enter the correct date.

Enter or answer the following mandatory information for a **Conversion Application**:

- **Current Duty Station State**
 - **Note:** When you select the state first, a list of Facility/ Duty Locations will appear in the drop down list. Select the appropriate Facility/ Duty Location and the address will automatically be populated.
- **Requested Move-In Date:** The date the service member is REQUESTING to move in. Use the calendar feature to enter the correct date.
- **Tour Complete Date:** The date the service member's tour of duty will be completed. Use the calendar feature to enter the correct date.

You may use the **Jump** feature to return to the **Housing Application- Service Member, Conversion, or Dependents Information** Screen.

Step 10. After successfully passing all edit checks, you may either click **Cancel** to stop the data entry process, click **Prev** to go to the previous data entry screen, or click **Next** to proceed to the next data entry screen. The **Housing Application- Comments Information** Screen, figure 2-8, appears.

Last Name	First Name	Middle Initial	Conversion Lease
Service	Joe		Yes

Enter additional information you think is required

Jump To:

Figure 2-8. Housing Application- Comments Information Screen

Step 11. Enter any appropriate comments for the Leased Government Housing Application. Comments are optional, but encouraged.

You may use the **Jump** feature to return to the **Housing Application- Service Member, Conversion, Dependents, or Duty Station** Information Screen.

Step 12. After successfully passing all edit checks, you may either click **Cancel** to stop the data entry process, click **Prev** to go to the previous data entry screen, or click **Next** to proceed to the next data entry screen. The **Housing Application- Documents** Screen, figure 2-9, appears.

Last Name	First Name	Middle Initial	Conversion Lease
Service	Joe		Yes

Previously attached documentation
If available, attach an electronic version of the existing lease to this application. If not available in electronic format, fax the lease to your command representative.

Document	Document Type
rt_off.gif	Market Survey
rt_off.gif	Market Survey
lt_off.gif	Lease

Attach any supporting documentation below

Document Name	Document Type
<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>

Jump To:

Figure 2-9. Housing Application- Documents Screen

Step 13. You may add a document from your computer by clicking the button. The Choose file dialogue box, figure 2-10, appears.

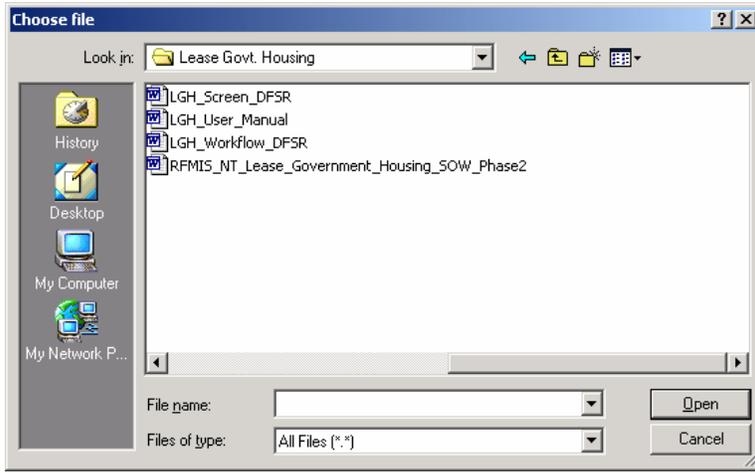


Figure 2-10. Choose File Dialogue Box

- Step 14.** Locate the document you wish to add to the **Housing Application- Documents Screen** page and click the **Open** button. Your document's name will appear in the blank field next to the Browse button.
- Step 15.** Select the type of the document you attached from the list of values on the **Document Type** field as illustrated in Figure 2-11.

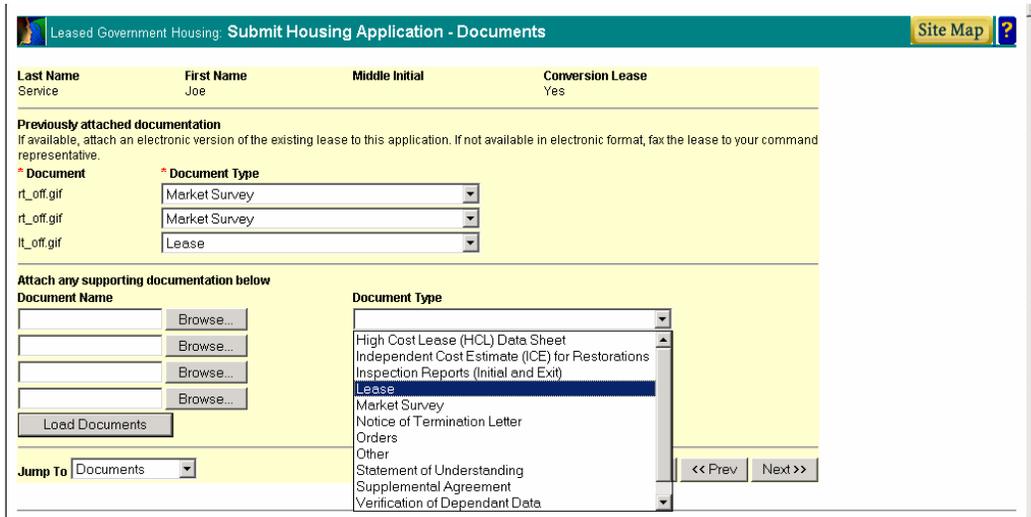


Figure 2-11. Document Type List of Values

Step 16 Click the **Load Documents** button and the document's name will display in the **Documents** field. This is the screen where you should load an electronic version of your lease for conversion applications.

Once a document is added to your record and your request is submitted, it is stored in the Leased Government Housing Applicant folder for future viewing.

You may use the **Jump** feature to return to the **Housing Application- Service Member, Conversion, Dependents, Duty Station** or **Comments** Information Screen.

Step 17. After successfully passing all edit checks, you may either click **Cancel** to stop the data entry process, click **Prev** to go to the previous data entry screen, or click **Next** to proceed to the next data entry screen. The **Housing Application- Summary Screen**, figure 2-12, appears.

Leased Government Housing: **Submit Housing Application - Service Member Information** [Site Map](#)

Click Finish Once - the confirmation screen will appear shortly.

Print Cancel << Prev Finish

Service Member Information

Conversion Lease		Social Security Number			
Yes		111-11-1111			
First Name	Middle Initial	Last Name	Application Type	Service / Command	Pay Grade
Joe		Service	Family	Navy Recruiting	E2
Contact/Home Phone Number		Work Phone Number + Extension		Mobile Phone Number	Fax Phone Number
(111) 111-1111		(111) 111-1111 x		Invalid	Invalid
Email Address					
Has Dependents		Has Pets		Number of Pets	
Yes		Yes		2	
Pet Types - Size and Weight					
Blg Dog- 25 lbs.					

Dependent Information

Relation	Gender	Birth Date	Age	Disability?	Dependent Remarks
Parent	Female	04-DEC-1993	9	No	
Is applicant/dependent pregnant?				Pregnancy Due Date	
No				None	

Duty Station Information - Conversion Lease

Duty Station		Street Address Line 1	
NRPS RALEIGH		2825 APPLIANCE CT	
City	State	Zip Code	
RALEIGH	NC	27604	
Requested Move In Date		Tour Complete Date	
16-DEC-2002		18-DEC-2004	

Lease Conversion Information			
Current Lease Company ABC Lease	POC First Name	Middle Initial	Last Name
Work Phone Number + Extension (111) 111-1111 x	Fax Phone Number Invalid	E-Mail Address	
Street Address Line 1 123 Street	City Sterling	State VA	Zip Code 20166
Housing Type APARTMENT/CONDOMINIUM	Monthly Rent 1000.0	Utilities Included? No	Number of Bedrooms 2
Copy of Lease Included? No		Average Monthly Utility Cost 100.0	
Attached Documentation			
Document	Document Type		
rt_off.gif	Market Survey		
rt_off.gif	Market Survey		
lt_off.gif	Lease		
Comments			
Here are my comments			
Routing Information			
Level 2 Service NRD115	Level 1 Service CNRC	USACE District SAS-RE-LGH	
Jump To <input type="text" value="Summary"/>			
Click Finish Once - the confirmation screen will appear shortly.			
<input type="button" value="Print"/>	<input type="button" value="Cancel"/>	<input type="button" value="« Prev"/>	<input type="button" value="Finish"/>

Figure 2-12. Housing Application- Summary Screen

Step 18. You will review this information prior to finally submitting the application. To modify information entered, you must do the following:

- Click the **Prev** button until you have return to the screen where you wish to make changes.
- Modify the information.
- Click the **Next** button until you return to the summary page.

You may use the **Jump** feature to return to the **Housing Application- Service Member, Conversion, Dependents, Duty Station, Comments, or Document Information** Screen.

Step 19. When you are satisfied with the information you have entered, click the **Print** button to print the **Housing Application- Summary Information** Screen.

Step 20. After printing the screen, click the **Finish** button **ONCE** to complete the application.

Step 21. You will receive a Confirmation Dialog Box, figure 2-13. Use the **Print** command to print the confirmation screen. You will need the Action ID assigned to your application for future inquiries.



Figure 2-13. Housing Application- Confirmation Screen

Step 22. Select **OK** to return to the location where you initially started the Housing Application Process. There could be cases where you are directed to the RFMIS Web Site. The Housing Application workflow is automatically initiated.