



**CAMPBELL CROSSING**



## Counseling Checklist

Please initial each section.

1. **WAIT TIMES:** Wait times cannot be determined until your application has been processed and added to the wait list. Our wait times are based on an individual's position on the list and any wait times provided are general wait times. Once you have been added to the wait list please know the wait list changes frequently. To check your status, you can call or stop by the Leasing Office. For a detailed explanation on how the wait list works, please see the Wait List Guidelines. \_\_\_\_\_
2. **WAIT LIST:** The wait list is updated daily. For updates on your position, please speak to your leasing consultant. \_\_\_\_\_
3. **RENTALS:** Information about off-post rentals is readily available and can be provided now or at any time in the future on request if you choose to rent a home on the economy while you are awaiting a home offer. \_\_\_\_\_
4. **RETAINABILITY:** Soldier must have at least **12** months remaining in the Army and at Fort Campbell at the time of offer. \_\_\_\_\_
5. **PRORATION:** Rent for the first month is not captured by allotment and is paid directly to Campbell Crossing. This is a one-time payment of a prorated amount for the number of days remaining in the month the home is accepted. You will keep the BAH on the 1st of the month following your prorated payment as you made this payment up front. \_\_\_\_\_
6. **RENT:** For active-duty Service Members, an allotment to Campbell Crossing will be initiated for rent. This allotment begins the first full month of occupancy. \_\_\_\_\_
7. **SPOA:** To sign for a home in the Soldier's absence, a **Special Power of Attorney (SPOA)** must be given. Campbell Crossing requires a SPOA granting authority to start an allotment and sign a lease. \_\_\_\_\_
8. **CONTACT INFORMATION:** It is your responsibility to update contact information while on the wait list. If we are unable to contact you with a home offer within 2 business days you will be removed from the wait list. \_\_\_\_\_
9. **FLOOR PLAN PREFERENCE:** We will offer you the first home available that you qualify for unless an area of preference has been indicated. If you have a specific request of community, school or up/downstairs (2br apartments). Please indicate your area of preference or indicate first available home. \_\_\_\_\_
10. **PETS:** Pet ownership is a privilege that will be extended to all residents of our properties. Please carefully review our pet policy including the restricted breeds portion prior to accepting a home at Campbell Crossing. A Pet Addendum must be completed either at move-in or immediately upon acquiring a new pet. \_\_\_\_\_
11. **BY SIGNING BELOW,** I acknowledge I have been counseled on the above items. I understand that on-post housing is limited, and there is a potential I may not be able to live on post during the duration of my assignment to Fort Campbell. Additionally, I understand my placement on the list is based on my eligibility date and priority, therefore my position on the wait list may change at any time as the result of incoming Soldiers with a higher priority than my own.

Signature of counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of customer: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

REV: 07/21

**Campbell Crossing LLC**

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