

# WAIT LIST EXPLAINED

We understand that the process of moving into a new home can often be overwhelming. We aim to provide as much information and transparency with our application process as possible. As always if you have any questions or concerns, we are happy to assist.

## What determines my position on the waitlist?

There are two important factors in determining the position on the waitlist – eligibility date and priority.

## How is an eligibility date determined?

For most Soldiers who apply, the eligibility date is the date of sign out from the last duty station. For anyone signed out of their last duty station for more than 30 days after their report date to Fort Cavazos, the eligibility date is the date of completed application. For questions on your eligibility date, do not hesitate to ask your counselor

## What are the different priorities?

After eligibility date is established, the next factor in your position on the wait list is priority. Our priority is a six-tiered system (See Chart 1). For questions on your priority, please see our website [www.cavalryfh.com](http://www.cavalryfh.com) or call the Cavalry Family Leasing Office at 254-220-4799 to speak to your leasing consultant.

## Will my number go up and down?

You can move on the list for many reasons: someone was added to the list with an earlier eligibility date, someone chose to remove themselves from the list, or someone accepted a home offer. The waitlist changes constantly as homes are leased and new applications are processed. For the most up to date information on your waitlist location, we encourage you to contact your leasing consultant.

When you call or come in to check your position on the wait list you will be given two numbers. The first is the number you are on the list. The second number is the number you are to be offered. Anyone who has been offered a home remains on the list until they accept a home offer. The second number is the important number as it tells you how many people above you are also waiting on a home offer.

## Example:

If **Vickie** calls to check his position, she would be **3** on the list and **2nd to be offered (See Chart 2).**

*As a lower priority, priority 3 and priority 4, anyone who applies as a priority 2 or higher will go above you on the wait list, regardless of your eligibility date.*

Chart 1

Key & Essential	As determined by Commanding General
<b>Priority 1</b>	Current Residents in a “forced move” situation (Key and Essential will be prioritized first). Key and Essential Personnel and Personnel with Commander-approved hardships (only after Key and Essential Personnel are housed) and Chaplains.
<b>Priority 2</b>	* In-bound applicants assigned to CFH (Cavalry Family Housing) PCS * Off-base applicants * Single pregnant members * New or pending marriages
<b>Priority 3</b>	Move overs
<b>Priority 4</b>	Active-Duty unaccompanied members of the Uniformed Services assigned for duty at Fort Cavazos. Geo-Bachelor
<b>Priority 5</b>	National Guard, Reserve Military Members (accompanied and unaccompanied), Federal Civil Service employees, Single Soldiers, Retired Military and Retired Civil Service employees, DoD Contractors.
<b>Priority 6</b>	General Public

Chart 2

Name	Eligibility Date	Priority	Status
James	9/25/2022	1	Offered
Betty	9/27/2022	2	Waiting
<b>Vickie</b>	<b>9/29/2022</b>	<b>2</b>	<b>Waiting</b>
Carrie	8/5/2021	3	Waiting
John	7/14/2020	4	Waiting

If Sharon comes in and completes her application with an eligibility date of 9/26/2022, she will then go to the #2 spot and “bump” everyone down a number.

Name	Eligibility Date	Priority	Status
James	9/25/2022	1	Offered
<b>Sharon</b>	<b>9/26/2022</b>	<b>2</b>	<b>Waiting</b>
Betty	9/27/2022	2	Waiting
Vickie	9/29/2022	2	Waiting
Carrie	8/5/2021	3	Waiting
John	7/14/2020	4	Waiting