

# WAITLIST 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, 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 waitlist is priority. Our priority is a seven-tiered system (See Chart 1). For questions on your priority, please call (615) 203-0727 to speak to a leasing representative.

## 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 waitlist 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 her position, she would be **3** on the list and **2nd to be offered (See Chart 2).**

### Chart 1

WAITLIST ORDER OF PRIORITY

Priority Level	CATEGORY OF QUALIFIED APPLICANTS
1	Key and Essential accompanied or unaccompanied military or civilian personnel assigned or attached for duty at the Installation.
2	Accompanied active duty military personnel assigned or attached for duty at the Installation.
3	Accompanied military personnel assigned or attached for duty within a 50-mile radius of the Installation and Cross Post Convenience Moves <ul style="list-style-type: none"> <li>• Change in Rank (promotion or demotion)</li> <li>• Change in Family Size (addition of family members)</li> <li>• Moves requested due to home renovation or demolition</li> </ul>
4	Unaccompanied family members of military personnel assigned or attached for duty at the Installation.
5	Unaccompanied military personnel (married or single) assigned or attached for duty at the Installation.
6	Retired military personnel and spouses or widowed spouses of retired military personnel.
7	DoD and Federal Agency civilians and contractors (other than designated Key & Essential)
8	Non-military or non-DoD or non-Federal Agency personnel not included in priority categories 1-7 (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

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

