



APPLICATION CHECKLIST

To apply for housing, please complete and return all of the following documents by email to Harborbay@tmo.com or fax to 813-840-8135 or hand deliver to 8414 Fortress Drive, Tampa FL 33621.

Harbor Bay is unable to proceed without a member first completing the necessary steps in HEAT with the Military Housing Office and receipt of the Privatized Housing Referral.

Copy of completed application to include: (for Dual Military- information for both members)

- Email address (personal email address preferred)
- Personal phone number
- Sponsors birthday and SSN
- LES/Leave and Earning Statement
- Application/Wait List Procedures with signature (attached)

Copy of Orders and all amendments (Dual Military- supply both sets of orders)

Proof of Dependents (if not listed by name and birth date on Orders)

- Navy and Marines need page 2 of Orders OR DEER enrollment form (DD 1172)

OR

- Birth Certificate - only applicable if the child is born within 60 days from the application date (sponsors name must be on the certificate)

OR

- Marriage Certificate - only if you are newly married

You will be contacted by Harbor Bay upon receipt of your completed application package and placed on the appropriate waiting list.

**** It is important that we have accurate and up-to-date contact information during the application and leasing process. If your contact information is changing, please notify us by emailing your Leasing Coordinator or calling us at (813)840-2600.

Harbor Bay at MacDill
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APPLICATION FOR HOUSING HARBOR BAY AT MACDILL



Section I Applicant Information

Ranking Military Member fill in below:

*Last Name:		*First Name:		Middle Initial:	
*Primary Phone Number (Include Area Code)		*Duty Number (Commercial)	*Member's Cell Number:		*Spouse Cell Number:
*Branch of Service:		* Pay Grade:	* Date of Birth		* Gender:
* Incoming Organization:		*Incoming Duty Postal Code:		*Incoming Position:	
*E-Mail Address:		*Social Security Number:		*Date Housing Needed:	

*Do You Have a Dog/Cat?: Yes No How Many?: _____
 *Status of Applicant: Married Divorced Single
 *Dual Military: Yes No

Section II Military Career Information Dates

(Enter in DDMMYY order):	Military Applicant:	Military Spouse:
Effective Rank/Rank Date		
Date of Enlistment/Commission		
Time Remaining on Active Duty		

	Military Applicant:	Military Spouse:
Effective Change in Duty Station		
Report Date		
Estimated Family Arrival Date		

Are you Reporting from a Restricted Tour Yes No

Section III Household Data (Proof of Date of Birth Will be Required)

Individuals residing with me:

Last Name	First Name	M. I.	Relationship	Gender	D.O.B.	Remarks
				<input type="checkbox"/> M <input type="checkbox"/> F		
				<input type="checkbox"/> M <input type="checkbox"/> F		
				<input type="checkbox"/> M <input type="checkbox"/> F		
				<input type="checkbox"/> M <input type="checkbox"/> F		
				<input type="checkbox"/> M <input type="checkbox"/> F		
				<input type="checkbox"/> M <input type="checkbox"/> F		

Do you require any special accommodations? Yes No Provide management with information regarding special housing needs.

REMARKS:

Signature: _____ Date: _____



Application/Waitlist Procedures

Purpose

The purpose is to provide Prospects with information on how to submit an application for housing at Harbor Bay at MacDill, waitlist positioning, waitlist process for home assignment and priority waitlist positioning. This is a two step process that partners with our government counterpart, Military Housing Offices (MHO).

Standard

Active duty service members with current orders to MacDill AFB or its partners are eligible to apply for housing at Harbor Bay at MacDill. Advance applications may be submitted and are eligible to be placed on the waitlist prior to reporting to MacDill AFB as verified by orders. Applications cannot be processed without orders, a completed application and a signed copy of this form.

Procedure

Application Process

To be eligible for placement on a family housing waitlist, Harbor Bay must first receive the housing referral from the MHO. Please go to www.housing.af.mil and locate the Housing Early Assistance Tool or HEAT logo, follow the prompts. Once that is completed Harbor Bay will receive your housing referral directly from the MHO office and reach out to you for your completed Harbor Bay application package.

Home/Bedroom Eligibility

Waitlist and home assignments are based on rank and number of qualified dependents with no preference of neighborhood or home style. Harbor Bay at MacDill offers two, three-, and four-bedroom homes. Medical proof of pregnancy with estimated due date from provider for the military member's spouse qualifies as a dependent.

Entitlement (excluding spouse)

JNCO (E1-E6)

One dependent = Two bedroom

Two dependents = Three bedroom

Three dependents = Four bedroom

SNCO (E7 – E8)

Two or less dependents = Three bedroom

Three or more dependents = Four bedroom

CGO (O1-O3, W1-W3)

Two or less dependents = Three bedroom

Three or more dependents = Four bedroom

FGO (O4-O5, W4-W5)

Two or less dependents = Three bedroom

Three or more dependents = Four bedroom

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Waitlist Positioning / Eligibility Date

Harbor Bay at MacDill must receive the MHO referral and a completed application along with all required documents as noted on the Application Check List page for a service member to be positioned on a waitlist. Once all paperwork is received a Leasing Specialist will place the service member on the appropriate waitlist and contact them within 48 hours to notify them of the waitlist position. If any contact information provided on the application should change at any time, it is the responsibility of the service member to contact Harbor Bay at MacDill by phone at 813.840.2600 or by email at Harborbayatmacdill@tmo.com to provide updates or to request to be removed from the waitlist.

Once all required documents are received, the effective date of application/eligibility date which determines waitlist position is:

- (1) the date the service member is expected to out-process from their duty station when the package is submitted in advance of PCS. It is the service member's responsibility to provide the necessary documentation to verify the sign out and/or sign in dates from the last and/or current duty stations.

OR

- (2) the date the completed packet was received by Harbor Bay, if more than 30 days after in processing at Macdill AFB.

Unaccompanied Duty/Dependent Restricted Tour (UDR) Credit: The Eligibility Date for service members returning from an Unaccompanied Duty/Dependent Restricted tour (as verified by orders or travel voucher) will be the date they departed CONUS or a maximum of 12 months prior to reporting to their MacDill AFB duty station. To be eligible for this credit, the service member must report for duty no later than 60 days after returning to CONUS. If at time of application, more than 60 days have passed since service members returned; the date of actual application will be used as the Eligibility Date. It is the service member's responsibility to provide documentation to verify UDR duty assignment and sign in date at current MacDill duty station. Should the spouse choose to precede the member, they will receive a walk-in application effective date and are not eligible for the application effective date backdated to the member's departure date.

Freeze Zone

At Harbor Bay, there is no Freeze Zone on the waitlist.

Waitlist Process for Home Assignment

Once the service member is placed on the waitlist and availability permits, a Leasing Specialist will contact the service member with an offer for home assignment. The contact efforts will include efforts directed to contact information provided on the application (for example, by telephone and/or e-mail). Again, if any contact information should change during this process, it is the responsibility of the service member to provide updated

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contact information to Harbor Bay at MacDill by calling 813.840.2600 or by emailing us at HarborBayatMacDill@tmo.com.

As a prospective military resident in our community, you have the right to be provided with a summary of maintenance conducted in the prospective housing unit before signing a lease. The Seven Year Home Maintenance Report summarizes the history of completed maintenance on the housing unit for the previous 7 years (or less than 7 years, the time period the housing unit has been in the landlord's inventory). Please note that we have collected this information from sources that can encompass hundreds of electronic data points collected over many years and, accordingly, Harbor Bay at MacDill make(s) no specific representation or warranty about the accuracy or completeness of the information listed. You have **five (5) business days** from the time you receive the report to review it and request additional information on any items presented before being asked to sign a lease agreement. To the extent available, the additional information will be provided within two (2) business days of your request. You will thereafter have two (2) additional business days from the time you receive the additional information to review it. If you do not sign the lease agreement within the applicable review period, we reserve the right to offer the housing unit to another prospective resident.

Once contacted, the service member will have five (5) business days to respond back to the Leasing Specialist. If this offer is declined or there is no response within five (5) business days of when the offer was presented, the offer will be considered a decline. After 2 declined offers, the Service Member will be removed from the waitlist. Each offer will be made with as much consideration as possible to service member's reasons for declining.

By signing below, service member acknowledges and understands that:

- (1) one housing offer will be presented and if the offer is declined or there is no response within 5 business days, the offer will count as a decline and move to the next family on the waiting list;
- (2) after 2 declined offers, the service member's name will be removed from the waitlist and the service member must wait 90 days before reapplying;
- (3) members are required to sign a 12-month lease;
- (4) the monthly rent for a home on MacDill is equal to the senior service member's Basic Allowance for Housing (BAH) with dependent rate for MacDill AFB.

Note that the home assignment process is subject to change and any change(s) would be retroactive to all service members already positioned on a waitlist. Service members will be advised of any applicable change(s) at the time of home offer and revised policy will be posted on the Harbor Bay at MacDill website (www.harborbayatmacdill.com).

In instances when a home is ready for occupancy and no family positioned on a waitlist has yet been assigned to that home despite our best efforts to do so, the home may be offered to a service member on the waitlist on short notice and sooner than would have expected given his/her waitlist position at the time the offer is presented.

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Renting Up or Down

With the implementation of the Universal Lease in April of 2023; if a member is offered a home above or below their entitled wait list due to an exhausted wait list, the member is only charged the with Dependent Rate BAH for their rank. Due to our extensive wait lists, a member may not apply for a wait list outside of their rank and family make up entitlement.

Transportation

Any person with questions pertaining to funded moves or household goods storage should call the MacDill AFB Housing Services Office at 813.828.5404.

Florida Statute

If the military member signs a rental lease agreement while waiting to be offered a home at Harbor Bay, a member may use the 2003 Florida Statute #83.682 (Termination of a Rental Agreement by a Servicemember) to end their lease with 30 days written notice provided to the landlord by the member to move on base.

Priority Waitlist Positioning

In accordance with the waitlist procedures established by Harbor Bay at MacDill, priority placement on any MacDill AFB housing waitlist is available to personnel considered to be Key and Essential (as determined and approved by MacDill AFB Wing Commander/6 ARW), and those that have submitted their request in writing and been approved by the 6 ARW Commander or designee. The Installation Commander or designated representative can request priority placement on the waiting list when hardship conditions exist. Upon approval, the member will receive priority placement on the designated waiting list and will be offered units as they become available.

Special Housing Accommodations

If your family requires special housing due to medical necessity, utilize the remarks section of the application package or submit a separate letter from the member explaining what special accommodations your family requires. Medical approval for special housing accommodations is granted by the 6 MDG and Harbor Bay cannot provide a timeline for the 6 MDG process but it can be time consuming. Due to limited ground floor/wheelchair accessible homes, wait times are considered indefinite and indeterminable. For further information or questions, you may contact the Harbor Bay Welcome Center at 813.840.2600.

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Contact Information

Leasing Specialists at the Harbor Bay at MacDill Welcome Center are available to answer any questions you may have about the application process Monday through Friday between 7:30 a.m. and 4:30 p.m. EST, at 813.840.2600.

Service Member Name (PLEASE PRINT)

Rank/Pay Grade

Service Member Signature Date

