

Step 3. Select the appropriate entry, then click Continue.

The screenshot shows the HEAT website interface. At the top, there is a navigation bar with links for HOME, TYPES OF HOUSING, and LEARN MORE ABOUT HEAT. The main heading is "Select type(s) of Family Housing and services:". Below this, there is a paragraph of instructions: "Please review the [types of housing](#) before making your selection below. If you have your orders and would like to begin the application for housing process, make a selection from Option 1. If you are waiting for your orders, make a selection from Option 2. With or without your orders, you can make a selection from Option 3 to receive assistance with local community housing. When you select any of the first 3 options you will be emailed an information sheet with useful facts about housing in the area and be contacted by the MHO. Make a selection from Option 4 if you don't want to start the application process but want to receive the information sheets and discuss your housing options with local MHO staff. With Option 4 you must also choose whether or not the staff at the MHO will contact you to help answer your housing questions." There are four options listed, each with a radio button or checkbox: Option 1: I have my orders and would like to submit an advance application to inquire about: MHO Managed Housing; Option 2: I do not have orders, but would like to submit an advance application to speed up the process when I get them, I am interested in: MHO Managed Housing; Option 3: I would like to request assistance in locating housing in the community: While waiting for available MHO Managed Housing; Because I prefer to live in the Community; Option 4: I would like the electronic housing information sheet for the locations that I chose and: I would like the local Military Housing Office (MHO) to contact me; I would not like the local MHO to contact me. At the bottom right of the form area, there are two buttons: BACK and CONTINUE. At the very bottom of the page, there is a footer with links for CONTACT US, FINANCE POLICY, TERMS & CONDITIONS, SERVICE POLICY, and HELP.

Step 4: Insert your contact info in the appropriate boxes, then click Agree.

Note: in this context, the term “sponsor” refers to the military service member with orders, not the command “sponsor” assisting onboarding.

The screenshot shows the HEAT website interface for the "Agree to Share Your Information" step. The heading is "Agree to Share Your Information:". Below this, there is a paragraph: "If you agree, the following information from your record in the Defense Enrollment Eligibility Reporting System (DEERS) is shared with the Military Housing Office (MHO): Name, Pay Grade, Duty Station, Phone Number and Email Address. This information is required to determine your eligibility for housing services and for the MHO to respond to your request." The next section is "Provide the Following Information to complete your request:". It contains several input fields: Sponsor's Last Name: [text box]; Sponsor's DoD ID: [text box]; Best Contact Phone Number: [text box]; Confirm Phone Number: [text box]; Best Contact Email Address: [text box]; Confirm Email Address: [text box]. Below these fields is a CAPTCHA image showing the text "l q s t j r" and a text box labeled "Type the text above:". At the bottom of the form area, there is a section titled "AGENCY DISCLOSURE STATEMENT" with a scrollable text area containing legal disclaimers. At the bottom right of the form area, there are two buttons: BACK and AGREE.

How to complete Housing Application – DD1746

APPLICATION FOR ASSIGNMENT TO HOUSING <i>(Before completing form, read Privacy Act Statement and Instructions on reverse)</i>		1. TYPE SERVICE DESIRED <i>(X one or both)</i>	
		a. MILITARY HOUSING	b. HOUSING REFERRAL
SECTION I - APPLICANT INFORMATION			
2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i> 2. Name of service member with orders		3. PAY GRADE	4. SSN
5. DOD COMPONENT		6. ADDRESS <i>(Street, City, State, Zip Code)</i> PSC BOX FPO AE	
7. TELEPHONE NUMBER		8. STATUS OF APPLICANT <i>(X one)</i>	
a. HOME <i>(Area Code)</i>		b. DUTY <i>(DSN)</i>	a. MILITARY MEMBER
			c. CIVILIAN
			b. MILITARY SPOUSE
			d. FOREIGN NATIONAL
9. MARITAL STATUS		10. I AM SEPARATED FROM MY DEPENDENTS <i>(X one)</i>	
		a. VOLUNTARILY	b. INVOLUNTARILY
11. I REQUEST HOUSING FOR <i>(X one)</i>		SECTION II - MILITARY CAREER INFORMATION <i>(Civilians skip to Item 15.)</i>	
a. SELF ONLY	b. SELF AND DEPENDENTS	14. DATES <i>(Enter in YYYYMMDD order)</i>	MILITARY APPLICANT
		a. EFFECTIVE RANK/RATE DATE	MILITARY SPOUSE
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM		b. ACTIVE DUTY SERVICE COMPUTATION	
		c. TIME REMAINING ON ACTIVE DUTY	
13. INSTALLATION/ORGANIZATION TRANSFERRED TO		d. EFFECTIVE CHANGE IN DUTY STATION	
UIC: _____		e. REPORT DATE	
		f. ESTIMATED FAMILY ARRIVAL DATE	
SECTION III - DEPENDENT DATA			
15. DEPENDENTS RESIDING WITH ME <i>(If more space is needed, continue on plain paper.)</i>			
a. NAME <i>(Last, First, Middle Initial)</i>	b. DATE OF BIRTH <i>(YYYYMMDD)</i>	c. SEX	d. RELATIONSHIP
			e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>
SECTION IV - HOUSING DATA			
16. COMMUNITY HOUSING DESIRED <i>(X as applicable)</i>			
DO NOT FILL OUT 16 TO 20			
17.			
21. REMARKS EMAIL ADDRESS: Personal or work email Number of Pets: ____ Type: ____ Cat(s) / ____ Dog(s) Sponsor's Name: person helping you onboard Phone: ____ If applicable, Name of Legal Power of Attorney: TLA Start Date: TLA Hotel Name/Room #:			
22. SIGNATURE OF APPLICANT Applicants Signature			23. DATE SUBMITTED <i>(YYYYMMDD)</i>
SECTION V - DISPOSITION <i>(To be completed by the Housing Office.)</i>			
DO NOT FILL OUT			
24.			
SE			
by res Ho per or mental handicaps.			

Section I – Applicant Information

1. Type Service Desired
 - a. Military Housing = on-base
 - b. Housing Referral = off-base
2. Name of Sponsor
 - a. Last, First, Middle Initial of service member with order to Naples
3. Pay Grade
 - a. Example: E5, E7, O3...
4. SSN
 - a. Enter full social security number
5. DOD Component
 - a. Example: Navy, Air Force, Army, etc
6. Address
 - a. Leave blank if PO BOX is unknown
7. Telephone number
 - a. Your personal mobile telephone number
 - b. Duty phone number if known
8. Status of Applicant
 - a. Select applicable category
9. Marital status
 - a. Single, married, divorced, separated.
10. I am separated from my dependents:
 - a. Mark voluntarily for geobachelors
11. I Request Housing for ...
 - a. Self only = unaccompanied orders
 - b. Self and Dependents = accompanied orders
12. Installation/Organization Transferred From
 - a. Enter previous command
 - b. Example: VFA-211
13. Installation/Organization Transferred To
 - a. Enter gaining command
 - b. Example: NSA Naples, UIC: 62588

Section II – Military Career Information (Civilians skip)

14. Dates (YY MMM DD)
 - a. Date of you current rank
 - b. Active duty service computation date
 - c. Time remaining on active duty
 - d. Effective change in duty station
 - e. Report date
 - f. Estimated family arrival date

Section III – Dependent Data

15. Dependents residing with me
 - a. Insert data according to the form's instructions

Section IV – Housing Data

16. -20. LEAVE BLANK

21. Remarks

- a. Include personal or work email
- b. Annotate number of pets, if applicable
- c. Insert command sponsor's name
- d. TLA start date = date you checked into temporary lodging

22. Signature

23. Date

Section V – Disposition ---LEAVE BLANK

FOR MILITARY ONLY

NAVSUPPACTNAPLESINST 7210.1H

08 FEB 2022

TEMPORARY LODGING ALLOWANCE AGREEMENT

The Housing Service Center (HSC) will assist you in obtaining suitable living quarters, either in government quarters or in the local community. You must aggressively seek housing until you have secured a home. To help you understand more about Temporary Lodging Allowance (TLA), the following information is provided.

Initial

- _____ You are allowed a maximum of 60 days of TLA upon arrival.
- _____ If approved for economy housing, after the initial 10 days, you must complete a minimum of two showing tours per each additional 10 day period. A single showing tour consists of at least five residences.
- _____ After 30 days in TLA, you will be required to have approval from your chain of command to continue receiving TLA payments.
- _____ Work requirements do not justify the inability to complete tour requirements.
- _____ Delays to occupying permanent housing due to personal convenience (i.e. arrival of privately owned vehicle or Household Goods, awaiting family arrival) will result in termination of TLA.
- _____ If you refuse the offer of government quarters, TLA will terminate on the date the government quarters were expected to be available for occupancy.
- _____ TLA extensions will not be approved for reasons of personal preference or convenience.
- _____ Extensions beyond 60 days must be submitted with an endorsement from your Commanding Officer (CO)/ Officer in Charge (OIC) indicating specific reasons beyond your control and submitted ten days in advance of expiration of the 60-day TLA period.
- _____ Extensions beyond 60 days are rarely approved. Regardless of military branch and rank, all extensions must be approved by the CO, U.S. Naval Support Activity, Naples, Italy.

I have read and understand the above information and have received a copy.

 Name Date Arrived Signature Date

Enclosure (1)

Initial each clause. Print, sign, and date the bottom.

FOR BOTH CIVILIAN AND MILITARY

SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE	
PRIVACY ACT STATEMENT	
Authority: 10 U.S.C 5013; 10 U.S.C 5041, 10 U.S.C 2831, DoD 4185.83-M, and E.O. 8397 (SSN) Principle Purposes: To determine an individual's eligibility for Navy housing; including privatized housing. Routine Uses: Used by region and installation housing office personnel to determine eligibility for Navy housing; and by private partners who operate privatized Navy housing for management and operational purposes. Disclosure: Voluntary; however, failure to provide the requested information may impact eligibility for Navy housing, including privatized housing.	
POLICY STATEMENT: In accordance with OPNAVINST 1752.3 and CNICINST 5009.5, to the maximum extent permitted by law or otherwise waived by Commander, Navy Installations Command or the Chief of Naval Personnel (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occupying Navy owned, leased, or PPV housing.	
Sex Offender Definition: Any person having convicted of a criminal offense requiring registration per the National Guidelines for Sex Offender Registration and Notification Act (SORNA) (42 U.S.C. 16901-16962)	
NOTICE OF REQUIREMENT TO DISCLOSE	
	INITIAL
1. Military sponsors requesting assignment to Navy owned, leased or privatized housing are required to sign this acknowledgment and disclosure form.	
2. Occupancy of Navy owned, leased or privatized housing will not be approved for otherwise eligible applicants if the applicant, any authorized dependent, or live-in aide, residing in the home is a sex offender.	
3. Anyone discovered to be a sex offender in the application process shall be denied access to Navy owned, leased or privatized housing.	
4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in Navy owned, leased or privatized housing, may be barred from the installation, and/or may be evicted, and may be required to pay all relocation expenses unless prohibited by law or otherwise waived by competent authority.	
5. The Installation or Region Housing Program Director will immediately forward information regarding identified sex offenders to the Installation N3, N9 and supporting OGC/FJA offices, to include a copy of the applicant's DD 1746 and this form. All information will be forwarded to CNIC within two working days.	
6. Anyone found to have falsely certified this Acknowledgment shall be referred for barment or eviction, as appropriate, and may be responsible for relocation expenses.	
7. Denial of an application for assignment to Navy owned, leased or privatized housing under the applicable policy, may be appealed to the Secretary of the Navy, via the military sponsor's chain of command.	
CERTIFICATION: I have read and understand the above policy. By my signature below, I certify that under a penalty of administrative action and/or prosecution for making a false official statement in violation of 18 U.S.C 1001 and/or Uniform Code of Military Justice, Article 107, that neither I nor any person living in my household is a registered/convicted sex offender. I understand that I am required to notify the Navy's Housing Office and the Installation Security Office immediately if circumstances change so that this certification is no longer true.	
Signature	Date
Print Name	Command

Initial each clause. Print, sign, and date the bottom.