



REQUIRED DOCUMENTS FOR ON-POST HOUSING ELIGIBILITY

Completed Housing Application and the following as it applies to each Service Member.

If you are a **NEW** accession to the Army and Fort Riley is your first duty station, you will need:

- Orders from MEPS to Basic Training
- Orders to Fort Riley
- DD93 (record of emergency data) **OR** DD1172 (DEERS Enrollment)
- DA31 (leave form, if leave was taken)
- Marriage License or certificate

Existing Service Members (at Fort Riley for more than 30 days):

- Orders to Fort Riley **OR** ERB
- DD93 (Record of emergency data) **OR** DD1172 (DEERS Enrollment)

Restricted Tour Returnee:

- Orders **TO** and **FROM** restricted tour
- Orders to Fort Riley
- DD93 (record of emergency data) **OR** DD1172 (DEERS Enrollment)
- DA31 (if leave was taken)
- Marriage license or certificate if spouse was acquired during tour

Non-Restricted Tour:

- Orders to Fort Riley **OR** ERB
- DD93 (record of emergency data) **OR** DD1172 (DEERS Enrollment)
- DA31 (if leave was taken)
- Termination of family housing (if applicable)

Waitlist Change:

- **Due to Promotion:** Promotion Orders or Updated ERB
- **Due to change in family composition:** Updated DD93 (record of emergency data) or DD1172 (DEERS enrollment)

Service Members with stepchildren from spouses' previous marriage that are NOT on the SM's DD93 or DD1172:

- Must have court documentation awarding full custody of the child (to include joint custodial custody of 6 months or more)

Dual Military: Both Service Members must be stationed at Fort Riley in order to qualify for housing unless they have dependents listed on their orders. If there are no dependants, both Service members must be at Fort Riley to be placed on waitlist.

- Both orders to Fort Riley
- Both DD93's (Record of emergency data) or DD1172's (DEERS enrollment)
- DA31 leave form – eligibility date is date on higher ranking Service Member's leave form.

Single Pregnant Soldiers: Single pregnant soldiers are eligible to be placed on the waiting list after they have completed their 1st trimester (13 weeks).

- Orders to Fort Riley
- Pregnancy Memo with estimated due date – profiles will NOT be accepted.

****Power of Attorney MUST be present if acting on behalf of a Service Member to get on waitlist****

****Special Power of Attorney MUST be present if acting on behalf of a Service Member to sign for a home****

****DD93 MUST be within one year old, NO handwritten copies accepted****