



APPLICATION CHECKLIST

To be placed on the wait list; please ensure your Leasing Specialist has the following items:

___ Completed housing application

___ Copy of orders and all amendments (If dual military, orders both service members are required)

___ DA31 ~ The working copy is acceptable until all signatures are available, must provide a signed copy prior to lease signing.*

___ DD1172-2 DEERS Enrollment Verification Form. If you are unable to secure the DD1172-2, please contact your Leasing Specialist for an acceptable alternative.

___ Copy of most recent end of month LES (if dual military, both service members will need to submit a copy)

Please submit all documents directly to your Leasing Specialist via e-mail (preferred), FAX, or hand delivery. If using e-mail, please submit documents as pdf or Word attachments. Do not send photographs of documents.

Walk-ins are welcome; however, to assist you in a timely manner applying in advance of arrival is preferred.

E1 - E6: Nacole Watterson nwatterson@tmo.com
E7 and above: Candace Sweet csweet@tmo.com

*DA31 The date used to sign out from losing duty station is the date used to determine your waitlist placement.

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