

UPH Office Use Only:

Control Number

Date:

# ADVANCED BAH / BAH REQUEST FORM

(SUBMIT TO UPH ADMIN for FINAL APPROVAL then SUBMIT TO PSD CUSTOMER SERVICE)

Name: (last, first) \_\_\_\_\_ Rate/Rank: \_\_\_\_\_ SSN: \_\_\_\_\_

Command (Parent): \_\_\_\_\_ Dept/Div: \_\_\_\_\_ W #: \_\_\_\_\_ Cell #: \_\_\_\_\_

To Apply for either Advanced BAH or BAH, the following must be submitted to UH Office, Bldg 288, with this form:

- ( ) A current LES statement
- ( ) For all E-4 and below, a copy of Financial Counseling (page 13)
- ( ) Frocking Letter for those that just made E4 - shipboard Sailors must also be E4 over 4 years in service

TO APPLY FOR ADVANCED BASIC ALLOWANCE FOR HOUSING, ADD THE FOLLOWING:

- ( ) A copy of Rental/lease/Mortgage Agreement (for advanced BAH only)

Yes \_\_\_\_\_ No \_\_\_\_\_ Requesting Advanced BAH \_\_\_\_\_

I understand a lump sum repayment of my advance BAH will be taken immediately upon early termination of the housing for which the advance was made. However, any balance of an advance not returned by the landlord may be liquidated in monthly installments if desired for a period over the balance of the months remaining on the existing loan repayment schedule. Members Signature: \_\_\_\_\_

## BASIC ALLOWANCE FOR HOUSING (BAH)

**Statement of Understanding:** All E-4 and above personnel will be approved to receive Basic Allowance for Housing (BAH). Shipboard sailors must be E4 with over 4 years of service. Any E1 thru E3 requesting BAH will go on a wait list if occupancy is below 95%. Occupancy is verified weekly & posted at the front desk of Bldg 288. Eligibility is based on paygrade and BAH Entitlement. BAH requests must be approved & signed through your chain of command with final approval coming from the Unaccompanied Housing (UH) Director or UH Complex Manager. Do not enter into a lease agreement until after you receive final approval. PSD will start BAH effective the date of final approval from the UH Director / Complex Manager or the date of check-out whichever occurs later.

To conduct business in the UH Office, you must be in uniform of the day.

You may be eligible for an advance housing allowance. See your admin office for details & the appropriate request form.

### Required Information:

- Yes No Residing in UH BLDG: \_\_\_\_\_ Room: \_\_\_\_\_
- Yes No Previously received BAH without Dependent
- Yes No Previously received BAH with Dependent
- Yes No Married to another service member
- yes No Special Circumstances (attach justification)
- yes No Pregnancy (attach documentation)

Members Signature: \_\_\_\_\_

Approval/Recommendation:

Signature:

Date:

- Yes No LPO/CPO \_\_\_\_\_
- Yes No Division Officer \_\_\_\_\_
- Yes No Department Head \_\_\_\_\_
- Yes No Dir SEL \_\_\_\_\_
- Yes No Director for Admin (DFA) \_\_\_\_\_

Reason for approval: \_\_\_\_\_

Percentage rate for Advanced BAH \_\_\_\_\_

Final Approval (UH): \_\_\_\_\_

OR:

S. Costello, Installation Site Director  
Eric Cheairs, Complex Manager  
NSA HR, Portsmouth Unaccompanied Housing