

**GENERAL HOUSING INFORMATION AND APPLICATION INSTRUCTIONS
for Marine Corps University Students**

Family housing is administered by the Marine Corps Installations National Capitol Region - Marine Corps Base Quantico (MCINCR-MCBQ) in a Public/Private Venture (PPV) with Lincoln Military Housing, and is available on a first come first serve basis. Per the MCINCR-MCBQ Housing Order, incoming MCU students will be assigned priority housing, based on availability **from 1 May through 31 Jul**. The housing assignments are generated in the priority in which housing applications are received. **The Housing Office will not accept student applications prior to 15 April. Any application received prior to 15 April will not be processed. Applications must be received no later than 15 May.** If you request housing after 15 May, you will lose student priority status and will be placed on a general wait list. Applications must be submitted to and approved by The Military Housing Office before homes are assigned by Lincoln Military Housing (LMH). Please provide a current phone number and/or email address.

Applications may be **faxed** effective 0001, 15 Apr 2016 to 703-784-5958 or **emailed** at 0001, 15 Apr 2016 to mcbq_fhb_application@usmc.mil. **If you receive a mail box full notification please fax complete package along with the mail box notification to 703-784-5958 within 24 hours. Confirmation of receipt is the responsibility of the applicant and can be verified with the points of contact identified below.**

[Housing Application](#) [Sex Offender Disclosure](#) [Pet Disclosure](#) [Privacy Act Statement](#)

You must be detached and have checked in with IPAC. Pets must be vaccinated, micro chipped and registered with PMO at the Russell-Knox Visitor Control Center. All pet documents must then be provided to the Family Housing Office before house keys will be issued.

STUDENT APPLICATIONS RECEIVED PRIOR TO 0001 15 APRIL 2016 WILL NOT BE PROCESSED, APPLICATIONS RECEIVED AFTER 15 MAY 2016 WILL LOSE STUDENT PRIORITY STATUS.

Points of contact are Garrett Baker 703-784-5955 or Gloria Koluch 703-432-0067.
Applications may also be mailed to:

Family Housing Branch (B 044)
3250 Catlin Ave
MCB Quantico, VA 22134-5001

LMH cannot assure a home will be available to all students. However, every effort will be made to accommodate families whose applications are received by 15 May. Provide a date in which you are able to accept housing on your application. Homes are assigned, based on availability, to coincide with your arrival date. If your date should change, please notify LMH immediately. If the home is not readily available, you will need to make other arrangements until one becomes available. **Do not call LMH for availability status prior to 1 June. LMH will contact all students who have been assigned a home.** To secure your home, you will be required to sign and return a lease to LMH no later than 1 July. If the lease is not returned, you will lose priority status. If you fail to occupy the home by the commencement date on your lease, and do not prearrange delayed occupancy, you will incur a \$250 lease break fee. **Keys can be picked up Monday thru Friday between 0730 and 1530.** Only the service member can pick up the keys, unless prior arrangements have been made with LMH.

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Please do not have phone service activated prior to lease commencement. You may schedule to have it activated after your lease commencement date. Please also ensure that the post office does not deliver mail until you have picked up your keys.

If you occupied government or PPV housing at your last duty station, you will need your **DISPOSSESSION VOUCHER** as proof you have vacated your home. Acceptance of PPV housing for Marine Corps University Students will authorize your BAH (Basic Allowance for Housing) to be paid to LMH effective the day you pick up keys to your home.

Housing assignments are based on the following:

EWS – Housed in neighborhoods, Thomason Park, McHugh Woods and Masters Hill (Bearss Loop).

C&S, MCWAR, SAW – Housed in Masters Hill neighborhood (Lejeune Road, Floyd Street and Portions of Neville Road).

NOTE: Due to limited inventory, Field Grade housing availability may be minimal.

All homes have the following:

Gas stove, family-size refrigerator, built-in microwave, dishwasher, wall to wall carpet and/or vinyl floors, 1 or 2 car garages, central A/C & heat, and washer and dryer **hookups only**. *Note-Dryer hookups have four prong plugs.

LMH requires service members living in family housing to vacate upon execution of PCS orders. If you receive orders (PCA) within the National Capitol Region, you may be allowed to remain in your home. LMH does require a copy of your orders to be eligible to remain in housing. Therefore, students expecting accompanied orders away from MCINCR-MCBQ should plan to vacate immediately after graduation. Administrative Action (AA) forms can be obtained through your admin section (S1) to request an extension. AA forms must be initiated by you and endorsed by your chain of command. All AA forms must be submitted to Head, Family Housing Branch, Code (B 044) and are reviewed on a case by case basis. Requests for extensions are not generally approved. **You are required to provide LMH a 30 day written notice to vacate as stated in the lease agreement.**

For those who do not desire to reside on base, or are not assigned housing, the Family Housing Office has a Housing Referral Program. Referral Counselors will make every effort to assist you in finding a home or apartment to live in. Please stop by the Family Housing Office, 13201 Perkins Street, to obtain a listing of homes and/or apartments in the local community. If interested, a list of homes share/room rentals may be available for single service members and geographic bachelors.

Direct all questions to the MCB Quantico Housing Office at 703 784-2711, DSN 278.

Housing Referral: Please call 703-784-2291 for housing referral information.

See MCBO 11101.1B for more information at:

<http://www.quantico.marines.mil/OfficesStaff/Adjutant/Orders/11000SeriesFacilitiesandActivitiesAshore.aspx>