

APPENDIX B

VISITOR REQUEST FORM

PRIVACY ACT STATEMENT - Authority: 5 USC 5911 & 5912. Principal Purpose: To identify resident needs for assistance and housing requirements. Routine Use: To initiate housing office action for visitors. Disclosure: Mandatory. Failure to provide information may result in disciplinary and/or administrative action, including, but not limited to, termination of assignment to Army Housing.

FROM: _____
Name/Rank _____ Quarters Address _____
Duty # _____ Home # _____ Unit/Company _____

TO: Chief, Housing Division
SUBJ: Request Permission to Allow Visitors to Stay in Quarters for More Than 30 Days

1. It is requested that _____ be permitted to allow my visitor(s) to stay in quarters for more than 30 days.

NAME: _____ RELATIONSHIP: _____
REASON _____

LENGTH OF STAY: FROM _____
TO _____

2. I understand and agree to inform the Housing Office if my visitor(s) stay longer than the specified amount of time indicated. I fully understand that I am responsible for the actions of my guests, as well as any damages caused by them. I further understand that the Housing Office may revoke this approval, for cause, at any time. I also acknowledge that a Housing representative may contact me after the NTE date to verify my guest's departure.

_____ Date _____ Signature _____

INTERNAL USE: Property Management and /or A&T recommendation/comments.
Submission date to HOUSING: _____ Response Date: _____

Approval/Disapproval (circle one) Property Manager _____
Comment(s): Please annotate on reverse side if necessary.

_____ Date: _____
FROM: Chief, Housing Division TO: _____

Approved/Disapproved Approval NTE: _____ Chief, Housing Division