



# Your Service Family Accommodation

## Paper form 1132 Application Process Flowchart (UK)

### New or changing requirement

More... [SFA Entitlement](#)

Your circumstances are changing and this affects your family accommodation requirements. For example you are:

- being assigned and you have your Assignment Order/Date
- getting married
- expecting another child

If you already live in UK SFA - you should notify the Housing Allocations Service Centre (HASC) that you have been assigned within 14 days of receiving your Assignment Order.

### Submit an application

More... [Applying for and allocation of SFA](#)

If you are entitled/eligible to apply for SFA then you need to complete and submit MOD Form 1132 (Application to Occupy Service Family Accommodation). The electronic version of 1132 form (e-1132) is the preferred method of submitting your application (<http://apps01.domis.r.mil.uk/e1132/>) – however – personnel deployed on operations or without access to the Defence Intranet can submit a paper MOD Form 1132. **NB:** You need to complete your form carefully as illegible or incomplete forms will be returned to you to correct and your allocation will be delayed.

**Timing** - If you submit your 1132 within 4 months of your Assignment Date, the HASC will aim to make you a provisional offer within 15 working days. You need to specify the date you require the SFA - this is known as your Required Date - and can be any date you choose as long as it is within 28 days either side of your Assignment Date.

### Acknowledgement and Review

The HASC staff will acknowledge receipt of your paper 1132 application, and check and review it. They will either Approve or Reject it.

### Approved

The HASC will email or post an Offer Letter setting out the details of your allocated SFA.

### Rejected

If for any reason your application is rejected, the HASC will email/write to you explaining why your application has been returned. If appropriate, you can amend/revise your application and then re-submit it.

### Offer letter

When you receive your Offer Letter, you need to check the details of the SFA that you have been allocated. You can either Accept or Refuse the Offer. If appointments can be made at this stage the letter will also confirm the date and time of your Move In Appointment with the local Housing Officer (HO). You will also receive a Licence to Occupy which covers the terms and conditions of occupation.

**Availability:** The HASC will confirm the offer and address of the SFA 28 days prior to your Required Date if a provisional offer was made. If the SFA you have been offered is not available when you wish to move in, and the HASC is unable to confirm the original offer - you will be offered either alternative SFA, Substitute SFA (SSFA - but only in exceptional circumstances) or, the option to remain on the waiting list.

### Accept the Offer

If you accept your offer, you should also sign and return the Licence to Occupy the SFA to the HASC as soon as possible.

### Move In

More... [Move In leaflet](#)

You will attend the Move In appointment on the day/time provided by the HASC. The Housing Officer will meet you at the property, show you around and formally hand over the keys and Welcome Pack. If you are unable to attend your Move In, you can arrange a Proxy Move In. Only Service personnel or a Spouse/Civil Partner can be nominated to act as a Proxy.

### Refuse the offer

**Entitlement:** If you refuse the offer because it is not to your correct entitlement, the HASC will try and make you a further offer within the original 15 working days.

**Personal reasons:** If you refuse the offer for personal reasons, you will be placed on the refusal waiting list. There is no guarantee of when, or indeed if, a future offer will be made. **Please note:** You are not likely to be granted permission to retain your SFA at your old duty station – so you may need to make your own arrangements for accommodation whilst you wait to see if a second offer can be made.

**If you are moving from one SFA to another, don't forget:**

- Arrange your change of address details and have your mail redirected.
- To organise your removals.
- Read the Pre Move Out Advisory leaflet