

## **DD FORM 1607/CHECKLIST INSTRUCTIONS**

- Q: The DD Form 1607 only pertains to individuals who are affected by BRAC. Is there an updated form?  
A: Not yet. We are currently waiting on our directive from higher headquarters and are hoping a new form will be issued then. The current DD Form 1607 is acceptable for those who are PCSing, Wounded Warriors, and Surviving Spouses.
- Q: I am not affected by BRAC. What do I do with the sections of the DD Form 1607 which pertain to BRAC?  
A: Place "N/A" in those sections which do not pertain to your situation, and include in the "Remarks" Section V which does pertain: "PCSing Service Member," "Wounded Warrior," or "Surviving Spouse."

### **DD FORM 1607, NOV 2008 (DRAFT) INSTRUCTIONS**

5. EMAIL ADDRESS: Required for expedited correspondence.
8. INSTALLATION OR ACTIVITY ANNOUNCED FOR CLOSURE OR REDUCTION IN SCOPE OF OPERATIONS: This was the installation or unit you were assigned to at the location of the home you're requesting assistance of, please include the zip code of the installation.
9. DATE OF CLOSURE OR REDUCTION ANNOUNCEMENT: Unless you were affected by BRAC 05, place "N/A" in this block.
10. EMPLOYMENT OF SERVICE AT INSTALLATION NAMED IN ITEM 8: This information is needed regardless of what you put in items 8 or 9. This includes those who are PCSing, Wounded Warriors and Surviving Spouses.
- 10.a. This was the installation or unit you were assigned to at the location of the home you're requesting assistance of.
- 10.e. For civilian personnel, place which pertains to you: "career" or "career conditional". For military personnel, place "active duty."
- 10.g. Accepted phrases include: "realignment," "PCS," "medical transition," "medical retirement," "return to HOR" (home of record, for surviving spouses).
11. REASON FOR DESIRING ASSISTANCE: This information is mandatory.
- 11.b.(3) RETIRED OR SEPARATED ON: For BRAC 05 affected military personnel only.
13. PERIOD OF OWNERSHIP/OCCUPANCY a. FROM: Date you moved in.
13. PERIOD OF OWNERSHIP/OCCUPANCY b. TO: Date you moved out. If you have not moved out, leave blank.
16. DATE OF PURCHASE: Date you closed on your home.
17. PRICE: Price you paid at closing for purchase.
18. DEED RECORDED IN: This information is found in rubber stamp format on the deed you received in the mail after purchase of your home. If the county you reside/resided in updated their technology to replace the rubber stamp with a bar code, then this information is probably not available. If that is the case, write "bar coded" over items 18.a. & 18.b. If you do not have this information, you need to contact the county.

18.c. DEED RECORDS OF: The county you reside/resided in.

19. APPROXIMATE DISTANCE FROM RESIDENCE TO WORK: Distance from the home requiring assistance to the job site you worked at before PCSing or being BRACed. This would not apply to wounded warriors or surviving spouses.

20. LIST MAJOR IMPROVEMENTS MADE BY YOU DURING YOUR OWNERSHIP: Include an itemized list of all major improvements you made to your home, including the price paid. These improvements will be included in both the prior and current fair market value (FMV) appraisals regardless of the date you installed them in order to give you the best possible HAP benefit.

24.a. IF YOU PLAN TO ASK THE GOVERNMENT TO PURCHASE YOUR DWELLING, LENDER NAME: If your loan was sold or transferred, we need the current lender.

22.d. IF DWELLING WAS SOLD, DEED RECORDED IN: This information is found in rubber stamp format on the deed your buyers received in the mail after you sold your home. If the county you reside/resided in updated their technology to replace the rubber stamp with a bar code, then this information is probably not available. If that is the case, write "bar coded" over items 18.a. & 18.b. If you do not have this information, you need to contact the county.

25. POINT OF CONTACT TO ALLOW GOVERNMENT CONTRACT APPRAISERS TO GAIN ACCESS TO YOUR DWELLING: This can be your realtor, or whoever has keys to the property.

26. POINT OF CONTACT THAT KNOWS YOUR WHEREABOUTS AT ALL TIMES: Someone who does not live with you. This can be your realtor, or whoever can contact you successfully and quickly.

27.a. I APPLY FOR HOMEOWNERS ASSISTANCE IN THE FOLLOWING CATEGORY: Choose which benefit will be the best for you in your situation. Until the final directive and funding is given to the Army Corps Districts (ETA mid- to late-May 2009), HAP personnel cannot counsel you as to what price you can sell your home or which benefit you can receive. The current instruction is: try to sell your home at the best price you can.

27.b. The DD Form 1706 with ORIGINAL signatures must be the document which is sent to the Army Corps District handing your application. Copies/faxes/scans are unacceptable.

SECTION IV - VERIFICATION OF EMPLOYMENT OR SERVICE (To be completed by a Personnel Officer): This can be anyone in your chain of command which has access to and control of your personnel records: Orderly, Unit Administrator, Personnel Office, NCOIC, OIC, S/G-1 Personnel. If personnel files are not readily available, documentation, e.g., permanent change of station (PCS) orders, discharge orders, SF50s, or other official documents may be used to establish eligibility; however, the application will be considered incomplete if this section is not filled and signed by an appropriate individual.

SECTION V – REMARKS: **If you were not affected by BRAC 05**, and are a PCSing Service Member, Wounded Warrior, or Surviving Spouse, indicate this in this Remarks section. This is referring to the reason why you are placing "N/A" in items 8 & 9. Use this format for this purpose:

- Item 8 & 9: PCSing Service Member
- Item 8 & 9: Wounded Warrior
- Item 8 & 9: Surviving Spouse

## APPLICATION CHECKLIST INSTRUCTIONS

1. APPLICATION - Complete DD Form 1607 with **original** signatures by you and a Personnel Officer (Parts III & IV). **Please include an email address on the application.**
2. ORDERS TO - Orders to the location of the home requiring assistance indicated by PCS orders or History of Assignments; Civilians must provide a SF 50 or other personnel action.
3. ORDERS OUT - Orders leaving the location of the home requiring with date and destination indicated. If you have not received PCS orders yet, write "pending" in the line. Your application will be suspended until the district receives your orders.
4. DEED - Shows ownership of property (when your home was acquired) with recording information such as the book, page #, and recording date of deed. This information is found in rubber stamp format on the deed you received in the mail after purchase of your home. If the county you reside/resided in updated their technology to replace the rubber stamp with a bar code, then this information is probably not available. If that is the case, write "bar coded" over items 18.a. & 18.b. If you do not have this information, you need to contact the county.
5. PROOF OF OCCUPANCY - This may be a statement of Service from a utility company in applicant's name with property address and indicating the period of time you had the utility put in your name, and the period of time you had the utility transferred out of your name.
6. COPY OF BILL OF LADING or Do-it-yourself (DITY) - Provide copies of your receipts/evidence for move of household goods out of the home needing assistance. If you have not moved out yet, place "pending" on the line. Provide these documents as soon as you can thereafter.
7. PRIVACY ACT STATEMENT - Provided with the application. Please read, sign and return.
8. CERTIFICATE OF ENTITLEMENT AND DECLARATION OF FILING - Provided with the application. Please read, sign and return. This is mainly for civilian personnel who would normally receive closing costs benefits in a regular PCS transfer. If you wish for your closing costs to be paid out of your NORMAL PCS funds, then check "I am NOT claiming closing costs under the Homeowners Assistance Program. I am filing or filed for authorized reimbursable closing costs for the sale of my residence with my Permanent Change of Station (PCS) orders." If you prefer for HAP to pay your closing costs, then please check "I am filing for reimbursable closing costs benefits under the HAP Program." For military personnel who do not receive closing cost reimbursement under NORMAL PCS circumstances, it is recommended you check "I am filing for reimbursable closing costs benefits under the HAP Program."
9. RIGHT OF ENTRY (IF YOU HAVE NOT SOLD YOUR PROPERTY) - Provided with the application. Please read, sign and return. Please leave a key to your property with your Realtor or with a Point-of-Contact (POC) before you depart the area.
10. Provide the name and telephone number in Section II of the application of a POC. Your POC should be someone who does not live with you that will know your whereabouts at all times. This can be your realtor, or whoever can contact you successfully and quickly. **Please contact the HAP office to update changes in your POC and your address immediately when necessary.**
11. POWER OF ATTORNEY (POA) (if closing by POA) - Original POA must be recorded and a copy provided to HAP. You only need a power of attorney in this instance: you and your spouse (or someone else) are dual owners of the home. You (or your spouse) are unable to attend closing, in which you will need to go to your local JAG/attorney's office and request a POA so that your spouse (or you) can sign for you (or your spouse) at closing. The HAP needs a copy filed with your application, the original *must* be brought to closing. This is necessary for private sale, private sale augmentation, and government acquisition.

As of 5/15/2009; 8:57:07 AM

This information is taken from the PROPOSED EC 405-3-18, Real Estate Community of Practice, HOMEOWNERS ASSISTANCE PROGRAM, 1 March 2009. All information provided in this FAQ is subject to change. This FAQ was prepared by the Fort Worth District HAP personnel. References to external, non-USACE websites are for informational purposes only and not intended as an endorsement of the website or the organization it represents.

12. PRIVATE SALE (This applies only if you have already sold your home. If you have not sold your home, place "N/A" on the line) – Provide these documents:

- A copy of signed **Closing Statement**
- A copy of signed **Sales Contract**
- A copy of signed **Deed of Transfer to Purchaser**
- A copy of signed **Power of Attorney** (if used)
- In the case of an assumption of an existing mortgage, provide a copy of the **Release of Liability** from the Lender, VA or FHA.

13. PRIVATE SALE AUGMENTATION - When you are unable to sell your property for the outstanding mortgage balance(s) and wish to use HAP benefits to complete the sale. A copy of all mortgage (promissory) notes and the signed Authorization and Release of Mortgage Information form should be forwarded with your application when applying for Private Sale Augmentation. Until the final directive and funding is given to the Army Corps Districts (ETA mid- to late-May 2009), HAP personnel cannot counsel you as to what price you can sell your home or which benefit you can receive. The current instruction is: try to sell your home at the best price you can.

14. PROOF OF ATTEMPT TO SELL - Real estate listing agreement or newspaper/website advertisement. Newspaper/website advertisement must be accompanied with receipt from newspaper company/online listing company showing period of advertisement.

15. AUTHORIZATION AND RELEASE OF MORTGAGE INFORMATION - Sign the attached two copies of the Authorization and Release of Mortgage Information. Make copies of the Authorization and Release of Mortgage Information form if applicable for additional mortgages. **After the final directive has been published (ETA mid- to late-May 2009)**, send a copy to each mortgage holder. **To do so before then would result in a premature mortgage payoff statement, which would prove useless to the HAP.** Send one copy to the U.S. Army Corps of Engineers with this application package. **You will not receive a HAP APPLICATION NUMBER until after HAP personnel are assigned to your application. This will happen after the publication of the final directive and funding (ETA mid- to late-May 2009).**

16. COPY OF ALL MORTGAGE (PROMISSORY) NOTES. You can call your mortgage company to provide you with this information if you did not receive a copy in your closing documents. Typically, a promissory note includes information for Terms of Repayment, Payable on Demand, Late Fees, Place of Payment, Prepayment, Default, Acceleration of Debt, Joint and Several Liability, Modification, Transfer of the Note, Severability of Provisions, and Choice of Law.

17. REFINANCED MORTGAGES - If you refinanced your home after the realignment/closure announcement, you are required to provide one copy of the refinance closing HUD-1 form, a copy of the payoff statement for your original loan, and/or a copy of the mortgage note from the ORIGINAL purchase. The mortgage note should contain the interest rate, term, and principle of your ORIGINAL loan. If you have a second mortgage on your home, please provide a copy of the promissory note.

18. MOBILE HOMES -If you are requesting HAP benefits for a mobile home, you must provide evidence that the mobile home has been permanently affixed to the land. Include 1 copy of the Bill of Sale when you originally acquired the mobile home and 1 copy of the title and proof of land ownership.

## HAP CONTACT INFORMATION

HAP FIELD OFFICES - For questions, more information or correct mailing address to expedite your application, please use the below map to find the correct HAP Field Office that covers the territory in which your property resides.

### HAP Field Office, Sacramento

U.S. Army Engineer District,  
Sacramento  
1325 J Street  
Sacramento, CA 95814-2922  
**916-557-6850**  
**800-811-5532**



### HAP Field Office, Fort Worth

U.S. Army Engineer District, Fort  
Worth  
P.O. Box 17300  
Ft. Worth, TX 76102-0300  
**817-886-1112**  
**888-231-7751**



### HAP Field Office, Savannah

U.S. Army Engineer District,  
Savannah  
Attn: RE-AH  
P.O. Box 889  
Savannah, GA 31402  
**800-861-8144**

