



LANL Housing Office Housing Request Form

Please see Housing Office website at <http://financial.lanl.gov/housing> for customer service hours and general information.

Mailing Address: Los Alamos National Laboratory, P.O. Box 1663, Housing Office, MS C325, Los Alamos, NM 87544
Email: housing@lanl.gov Phone: (505) 665-2626 Fax: (505) 665-6701

Instructions: Read carefully and sign as indicated by the **arrow**. **Please provide all requested information - incomplete or unsigned applications will not be processed.**

Name (last, first, middle)		Social Security Number	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address		City	State	Zip Code	
Message Phone	E-mail Address	Fax Number	Are you 18 years of age or older? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you a returning student/employee? Yes <input type="checkbox"/> No <input type="checkbox"/>			If yes, please provide your Z number and group name:		

To be considered for LANL housing you **MUST** be affiliated with LANL. Our apartments are not available to the general public. Dates of occupancy **MUST** coincide with dates of employment. Applicant will be eligible for an apartment assignment after completing the 3-step Application Process detailed below:

The completed Housing Application consists of the following:

1. Completed and signed the HOUSING REQUEST form (Form 1814) which may be faxed to Housing Office.
2. APPLICATION FEE – This is a \$50.00 non-refundable fee, which must be paid to the LANL Cashiering Office. When paying this fee remember to designate the payment for Housing and include the Applicant's name. Please Contact the Cashiering Office at cashiers@lanl.gov or (505) 667-4090 to coordinate payment.
3. PROOF OF LANL EMPLOYMENT – LANL Employment/Affiliation Confirmation form (Form 1848). Must be completed by an appropriate Laboratory sponsor who is required to be a LANS employee. This form cannot be signed by a Contractor employee. (Housing Office is not responsible for obtaining this information)

General Information:

- Rental rate(s) and contract(s) vary.*
- Damage Deposit and Rent are due upon check-in.*
- No pets allowed.
- Apartments are smoke-free.

* Please see housing website at: <http://financial.lanl.gov/housing> for more information.

Housing is assigned on a first come, first served basis. Once an apartment assignment is made, changes in arrival and departure dates are highly discouraged and will be reviewed on a case by case basis. There is no guarantee that changes in arrival and departure dates can be accommodated. **Apartment assignments will be held until the close of business on the scheduled arrival date. If the applicant has not contacted the Housing Office by that time, the Housing Application will be null and void, and the Application Fee will not be refunded. Please notify Housing Office of any special needs or requests.**

Type of Apartment Requested: _____ Arrival Date: _____ Departure Date: _____
(weekend arrivals cannot be accommodated)

Applicant's Signature: _____ Date: _____



The section below is to be completed by Housing Office staff

Date Housing Request received in Housing Office: _____ Date Confirmation Form received in Housing Office: _____
Housing Assignment: _____ Date fees received from CFO-1: _____
Notification of Assignment: _____ Lease/Rate Type: _____