



**LANL Housing Office
Housing Request Form**

**Business hours are: 8:30AM to 12:30PM and 2:30PM to 4:30PM Monday through Thursday
8:30AM to 12:30PM and 2:30PM to 4:00PM Friday**

Address: Los Alamos National Laboratory, Housing Office, 400 Trinity @ Central, Los Alamos, NM 87544
Email: housing@lanl.gov Phone: (505) 661-2626 Fax: (505) 665-6701

Instructions: Read carefully and sign as indicated by the **arrow**. **Please provide all requested information - incomplete or unsigned applications will be returned.**

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. When a **completed** housing application is submitted to the Housing Office the applicant will be eligible for an assignment.

A complete Housing Application consists of the following:

1. Completed and signed HOUSING REQUEST form (may be faxed to Housing Office).
2. APPLICATION FEE/SECURITY DEPOSIT – *Effective 2/1/04* - payment must be made to the CFO-1, Cashiering Office. Payments made in person may be delivered to CFO-1, Cashiering Office, TRK Building, 195 East Rd., Los Alamos, NM. Payments mailed should be sent to the following address: Los Alamos National Laboratory, Attn: CFO-1, Cashiering Office, MS-P234, P.O. Box 1663, Los Alamos, NM 87545. *Please be sure to specify that your payment needs to be credited to the Housing Office and give the name of the applicant.* Questions regarding payment procedures should be directed to the Cashiering Office at 505-667-4090.
3. PROOF OF LANL EMPLOYMENT – LANL Employment/Affiliation Confirmation form (form 1848). Must be completed by appropriate Laboratory sponsor (may not be completed by Contract or Limited-term employees). (*Housing Office is not responsible for obtaining this information*)

General Information:

- There is a one-month minimum rental required on all apartments. If the rental period is longer than one month, rent will be prorated on a daily basis as described in the rental agreement. Rent for the departure month must be paid in full at the beginning of the month and refunds will be made at the prorated rate when the rental agreement is terminated.
- Maximum occupancy is 2 occupants per apartment. It is the tenant's responsibility to secure a roommate if desired. There will be only one rental agreement with the Housing Office per apartment.
- No pets allowed.
- These are smoke-free apartments.

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 of the scheduled arrival date. If 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: _____

Applicant's Signature: _____ Date: _____

The section below is to be completed by Housing Office staff:

Date Housing Request Received in Housing Office: _____ Date Deposit Notification Received from CFO-1: _____

Housing Assignment: _____ Notification of Assignment: _____