



Defence  
Infrastructure  
Organisation

## Your Service Family Accommodation

### e-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.

#### Complete and submit your electronic e-1132 application:

<http://apps01.domis.r.mil.uk/e1132/>  
MOD systems only

If you are entitled/eligible to apply for SFA you need to complete an application form. **All Service Personnel are expected\* to use the electronic version of 1132 form (e-1132) (MOD systems only to protect your information).** You will be required to create an account, you can fill out the online form in stages. The e-1132 allows you to save your application and go back into it until it's complete and ready to submit it.

\* Personnel deployed on operations or without access to the Defence Intranet can submit a paper MOD Form 1132.

#### System calculates entitlement and display properties

Once your application is submitted - and while you are still online - the e-1132 system will automatically review it, calculate your entitlement and display any available properties that match your entitlement - and that can be prepared in time for your Requirement Date.

#### Express your preferences

The system will display basic information on the properties for you to view, including a floor plan and photographs if these are available. You can then review the displayed properties and express a preference for up to three of them. Once you have selected and submitted your preferences, you will receive confirmation of your selections both on screen and by email. You can view the status of your application at anytime when online.

#### Making an Offer

The HASC will review your preferences and make you a formal offer. They will send you an email confirming that offer. **Please note: that there is no guarantee that you will be offered/allocated the property or properties that you selected.** When online, you need to check it - and you can either Accept or Refuse your Offer (please see guidance below).

#### Accept the Offer

If you accept your offer you will be able to view a copy of the Licence to Occupy and agree it on screen straightaway.

#### Book Move In and Move Out online

You should then book your Move In and a Move Out (if appropriate) online using the electronic diary system - again ideally straightaway.

#### Confirmation

Once you have accepted your offer, agreed the Licence to Occupy and booked your Move In/Move Out, you will receive on screen confirmation of the property you have been allocated and be sent an email.

#### Move In

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

You will attend the Move In appointment on the day/time that you set up online. 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 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, the HASC will try and make you a further offer within 15 working days. Depending on availability however, this could be the same property. You are not likely to be granted permission to retain your SFA at your old duty station.

#### 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](#)