The following procedures should be followed when requesting an exception to policy for housing related needs. However, due to the nature of some requests, further review by senior Pinnacle management and the Residential Communities Liaison Office (RCLO) may be necessary. We ask for your patience during this sensitive process.

**Submitting a Request for an Exception to Policy**
The Exception to Policy Request Form is located on The Villages at Belvoir website (www.thevillagesatbelvoir.com) under the Document Center link on the home page. Current residents of The Villages at Belvoir may also request the form from their Community Management Office.

Current residents of The Villages at Belvoir should submit their completed Exception to Policy Request Form to their Community Management Office. The request will be reviewed first by the Community Manager who will then make a recommendation to the Investment Manager. Further review or input from RCLO will be requested if required. Once all reviews are complete, the Pinnacle response will be shared with RCLO for concurrence and then provided to the resident who submitted the request.

Incoming service members should submit their completed Exception to Policy Request Form to the Family Housing Welcome Center through the Leasing Consultant working with them on their housing assignment. The request will be reviewed first by the Marketing Director who will then make a recommendation to the Investment Manager. Further review or input from RCLO will be requested if required. Once all reviews are complete, the Pinnacle response will be shared with RCLO for concurrence and then provided to the service member who submitted the request.

**Medical Related ETP/EFMP**
If a current resident of The Villages at Belvoir or incoming service member submits a request for exception to policy for a medical related issue or informs housing of EFMP status, the Pinnacle representative will not inquire as to the nature of the condition. Rather, they will ask that service member obtain a letter from a military physician to verify the condition and its relation to the exception to policy/EFMP request. If the information from the physician needs to be discussed, the EFMP Program Manager will communicate with the physician on behalf of the partnership. Once the EFMP Program Manager has reviewed the information, they will draft a formal recommendation letter to Pinnacle. Once all reviews are complete, the Pinnacle response will be shared with RCLO for concurrence and then provided to the service member who submitted the request.
Exception to Policy Request Form

Service Member Name: ___________________________ Rank: ______________
Address: ______________________________________
Daytime Telephone 1: ___________________ Daytime Telephone 2: ___________________

Please indicate the nature of this request by checking on the boxes below:

☐ Housing Area Change  ☐ Pets  ☐ Bedroom Qualification
☐ Other (please explain): __________________________

Please provide details on your exception request. If you need more space or have supporting information you would like to be included in the review, please feel free to attach additional documents to this form.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

The Villages at Belvoir will review this request and notify you of the decision in writing.

Office Use Only

☐ Approved  ☐ Not Approved

Date of Resolution: ___________________ Date of Service Member Notification: ______________
Pinnacle Signature: ___________________ Print Name: ___________________
RCLO Signature: ___________________ Print Name: ___________________

Pinnacle Recommendation: ______________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

If additional documents are attached, please note how many pages here: ________