

Table 9 Housing Address Format Rules

Please help us manage the huge volume of individual housing addresses that must be tracked efficiently to administer the military base housing renovation payment authority. Individual addresses reported on Table 9 must be consistently formatted to permit automated tracking. Please use the following rules.

- Spell out **Drive, Street, Boulevard, Way, Court, Avenue**, etc. Do not abbreviate
- Spell out **Fort**. Do not abbreviate
- Use **AFB** for Air Force Base
- No double spaces
- Put one space between each component of the address, and a space between the house number and the unit designation, for example:

4281 A Fern Street

NOT

4281A Fern Street

- Do NOT enter multiple addresses as a range on one line. Properties must be separated so that only one housing unit is entered on each line.
- If the **street name** includes a number, **do not** spell out the number, for example:

235 5th Cavalry Drive

NOT

235 Fifth Cavalry Drive

- Spell out the direction if it's part of the address, such as **North, Northwest, East, Southeast**, etc.