

# SUPPORTING DOCUMENTS CHECK SHEET

**(Please read everything carefully - missing documents may delay processing)**

## **REQUIRED DOCUMENTS - all docs (#1-6) must be received before being placed on housing list:**

- \_\_\_ 1. A "Certified" copy (front **AND** back) of Orders to Malmstrom (with dependents listed) and any amendments ~ *If mil-to-mil - we will need copies of both members' orders.*
- \_\_\_ 2. (If applicable) A "Certified" copy of Orders for "Unaccompanied/Dependents Restricted Remote Assignment" sending you to the remote location **in addition to** orders to Malmstrom
- \_\_\_ 3. DD Form 1746, *Application for Assignment to Housing*, blocks 2-15 & 21-23 completed & signed (**w/pen or digital w/certs**) ~ blocks 1, 16, 17, 25, 26 **DO NOT** need to be filled in
- \_\_\_ 4. Housing Referral Eligibility sheet - completed & signed (**w/pen or digital w/certs**)
- \_\_\_ 5. Malmstrom AFB Homes Application (Balfour Beatty Communities) - signed (**w/pen or digital w/certs**)
- \_\_\_ 6. AF Form 4422, *Sexual Offender Disclosure and Acknowledgement*, signed (**w/pen or digital w/certs**) for all military members (if mil-to-mil both members need to sign)

## **OTHER DOCUMENTS** (that may be needed):

- 7. Marriage certificate (if your spouse is **not** on your orders **OR** if you are Mil-to-Mil and joint spouse assignment is not indicated on orders)
- 8. Proof of Pregnancy (with expected due date) signed by your Doctor or OB/GYN

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Please return the completed packet and supporting documents (listed above) to the Military Housing Office (MHO), Bldg 130, Room 4, during duty hours or email:

Monday – Friday: 0800 – 1700

DSN – 632-3056 or 632-2272

Comm – 406-731-3056 or 406-731-2272 or

Email: [341ces.housingmanagementoffice@us.af.mil](mailto:341ces.housingmanagementoffice@us.af.mil)

***NOTICE:*** Once Malmstrom AFB Homes offers you a home, *immediately* contact our office to see if you're eligible for a Moving Expenses Authorization to move you and your family into housing (this is a 1-time government-paid local move authorized to the military member).

# HOUSING REFERRAL ELIGIBILITY

**(PLEASE NOTE: If mil married to mil - ranking member's info is required on all forms)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Gov't Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

**\* CHECK ALL THAT APPLY:**

- Key & Essential Personnel - specify position (Gp/Sq CC, Command Chief, 1st Sgt, etc): \_\_\_\_\_
- Returning from Remote/Dependent Restricted assignment (***MUST attach orders sending you to remote or unaccompanied location***). Date left your previous base to go to the remote location: \_\_\_\_\_
- Pending Marriage date: \_\_\_\_\_
- Expectant Mother due date: \_\_\_\_\_
- Lease/Rent on the local economy; lease/rent expiration date: \_\_\_\_\_
- Deploying & reapplying for on-base housing - return date from deployment: \_\_\_\_\_

1. Have you **previously** lived in Malmstrom AFB Government/Privatized quarters to include Dorms? Yes  No   
If currently living in the dorms: Bldg \_\_\_\_\_ Rm \_\_\_\_\_ Are you assigned a room but living off base? Yes  No
2. **IMPORTANT!** For reimbursable moves into base housing, report to the Housing Office (Bldg. 130) **immediately** upon receiving housing offer. The MHO will determine if you qualify for a Government Funded Move Authorization. Physical moves performed prior to receipt of authorized orders could result in denial of payment. Non-Temp Storage (NTS) may be authorized for excess furniture when moving into housing, please see MHO for more info. **I have read and understand the statement above concerning authorized moving orders: Initials: \_\_\_\_\_**
3. **Housing recommends you speak to your insurance agent to obtain renters insurance for on- or off-base housing. Malmstrom AFB Homes does not provide renters insurance for on-base housing. Initials: \_\_\_\_\_**
4. **Air Force Pet Policy** (per AFI32-6000, para 2.21.1.) specifies that "Residents may not board dogs of any breed (including a mixed breed) that are deemed "aggressive" or "potentially aggressive," unless the dog is a certified military working dog that is being boarded by its handler/trainer with written approval of the Defense Force Commander or approval is obtained by the Installation Commander in writing. For purposes of this policy, aggressive or potentially aggressive breeds of dogs are defined as: Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman pinscher, Chow, and wolf hybrids. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior, to include having the following type of behaviors: Unprovoked barking, growling or snarling at people approaching the animal or Aggressively running along a fence line when people are present or Biting or scratching people or Escaping confinement or restriction to chase people." Furthermore, Malmstrom Air Force Base Homes (our privatized partner) **ALSO** prohibits **Akitas and Perro de Presa Canario** breeds in their lease pet addendum. There is a **limit of 2 pets** per household. **Acknowledgement: I have read and understand the AF & MAFB Homes policy regarding pets in privatized housing. Initials: \_\_\_\_\_**

**Certification of Applicant:** I hereby certify that my responses contained herein are true and correct. I understand that the omission of any material fact may result in denial of my application for housing, or possible removal from housing if the omission is discovered after assignment. I elect to be referred to Privatized Housing and give my consent for my information (including PII) to be released to the Private Owner (MAFB Homes):

ALL signatures on ALL forms must be digitally signed using CAC with certificates showing, or with an ink pen!

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**THIS BOX FOR HOUSING OFFICE USE ONLY**

MHO Initials & Date: \_\_\_\_\_

DD1746  Orders  AF4422  Marriage Certificate

Notes: \_\_\_\_\_

MAFB HOMES: Waitlist Priority: \_\_\_\_\_ OET Cat: \_\_\_\_\_ Eligibility Date for Applicant: \_\_\_\_\_

## Military Application for Housing

SPONSOR					
Name:		SSN:		DOB:	
UIC / Squadron:		Date Of Rank:	Branch of Service:		Rank:
Installation Assignment:			Arrival Date:		
Duty Phone:		Personal Email:			
Cell Phone:		Military E-Mail:			
Duty Location (if different):		Duty Zip Code:	Last Assignment:		
Current Address:				Own: <input type="checkbox"/>	Rent: <input type="checkbox"/>
Previous Address:				Own: <input type="checkbox"/>	Rent: <input type="checkbox"/>
MILITARY SPOUSE (IF APPLICABLE)					
Name:		SSN:		DOB:	
UIC:		Date Of Rank:	Branch of Service:		Rank:
Installation Assignment:			Arrival Date:		
Duty Phone:		Personal Email:			
Cell Phone:		Military E-Mail:			
Duty Location (if different):		Duty Zip Code:	Last Assignment:		
Current Address:				Own: <input type="checkbox"/>	Rent: <input type="checkbox"/>
Previous Address:				Own: <input type="checkbox"/>	Rent: <input type="checkbox"/>
FAMILY MEMBERS					
Name:		DOB:	Relationship:		
VEHICLE					
Make:		Model:	Year:	Color:	Tag #
MISCELLANEOUS					
Do you own a pet? Y - N	Number of Pets?	Type(s): Dog Breeds:			
Have you or any family member ever been evicted or asked to leave housing? Y - N					
Explanation:					
EMERGENCY CONTACT (Other than spouse)					
Name:		Address:		Phone Number:	Phone Work:
THE UNDERSIGNED AGREES THAT ALL INFORMATION THAT HAS BEEN PROVIDED IS ACCURATE.					
Signature:				Date:	
Co-applicant Signature:				Date:	

**SEX OFFENDER DISCLOSURE AND ACKNOWLEDGEMENT**

***Attach to application for military, government-managed and privatized housing***

I, (print name), \_\_\_\_\_, have read and understand the policy. By signing this document, I certify under a penalty of perjury that neither I nor any person living in my household is a registered sex offender or required to register as a sex offender. I understand I am required to notify the installation housing office immediately if circumstances change so that this certification is no longer true. I understand the policies, procedures and consequences below apply to those persons who will reside with me, all of whom are listed on the DD Form 1746, ***Application for Assignment to Housing.***

**POLICIES**

Air Force Installations requires full disclosure from persons applying for military, government-managed or privatized housing who are sex offenders or who intend to have dependents who are sex offenders reside with them.

If you, or an authorized dependent who will reside with you, are found to be registered or are required to register as a sex offender under the laws of any state, you could be denied residency in Air Force military, government-managed and privatized housing.

If you, anyone living in your household or visitor is found to be a sex offender after you take occupancy, you may be subject to eviction and/or barment from the Installation.

Installation Commanders are authorized to approve or disapprove applications from persons for residency in military, government-managed and privatized housing when they or another prospective resident of the home is a sex offender.

**PROCEDURES**

Applicants who cannot sign this form because they or a dependent who will reside in the home with them is a sex offender will be required to submit written information and documentation, which may include but is not limited to the following, in order to be considered for housing by the Installation Commander:

1. Whether the sex offender is the military member, civilian or dependent
2. Nature and circumstances of the offense
3. Exact criminal statute or law under which the person was convicted
4. State or jurisdiction where the offense occurred and was adjudicated
5. Elapsed time since the offense was committed
6. Age of the offender at the time the offense was committed
7. Age of the victim at the time the offense was committed
8. Evidence that tends to demonstrate offender's rehabilitation, exemplary conduct, or other commitment to obeying the law
9. Whether the conviction requiring registration has been reversed, vacated, or set aside, or if the registrant has been granted unconditional pardon of innocence for the offense requiring registration
10. Conditions of parole/probation or monitoring, if any

**CONSEQUENCES**

Falsification of this form or any other information pertaining to your criminal history or sexual offenses will result in immediate denial of your application for or retention of military, government-managed or privatized housing.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date