

HOUSING ELIGIBILITY/APPLICATION PROCESS

HOUSING DOCUMENTS

Tenant Referral / Eligibility. The MHO (Military Housing Office) determines and validates the eligibility of all Privatized Housing Tenants. Once the MHO has gathered all necessary documents and determined the applicants are eligible, we will refer eligible military members to the privatized owners - "Malmstrom AFB Homes" (BBC). MAFB Homes will place the applicant on the housing list and provide further information about available privatized homes which fits each applicant's pay grade and bedroom entitlement.

What makes you eligible for base housing? Listed below are the most common ways:

If you are:

- a. New Arrival to Malmstrom or already stationed here - married & accompanied by dependents
- b. Married to another military member
- c. Pending marriage within the next 30 days (must show proof of marriage before accepting a housing unit)
- d. Single expectant mother (expecting in the next 30 days) must show proof of delivery date from a doctor
- e. Key & Essential personnel (Group CC, Squadron CC, Command Chief, First Sergeant)

"Target Tenants" are active duty military members of a Uniformed Service and their families assigned to duty at this Installation, including those individuals designated by the Government as "Key and Essential" personnel. If there is doubt about your position, please contact the MHO to verify if your position is K&E. The following personnel will also be considered Target Tenants:

- (1) two military members married to each other, without dependents;
- (2) service members on Independent duty*;
- (3) foreign military personnel authorized to reside on the Installation;
- (4) recruiters; and
- (5) families of service members serving on UDR (Unaccompanied Dependents Restricted) tour and who have received approval to leave their dependents at the losing or follow-on installation.

* **Independent Duty** defined (a member operating and subsisting far enough away from the parent Service to preclude reasonable expectation of facilities (including housing) support by the parent Service).

Application

If you received orders to Malmstrom, just arriving to Malmstrom, or if you have been stationed here a while, you can come by the Military Housing Office and see our Military Housing Assistants to complete an Application for Housing or you can apply find it on our main page under HELPFUL LINKS/HOUSING DOCUMENTS. The Application for Housing must be completed and signed by the military member (if mil-to-mil the ranking member will need to complete/sign forms) before Privatized Owner (MAFB Homes) can offer the applicant a housing unit. In the HELPFUL LINKS/HOUSING DOCUMENTS, there's a document that has helpful instructions on how to complete the forms, if needed.

Housing Application Process

1. MHO sends out Referral Packet to each newly projected inbound member. There's a helpful Supporting Documents Check Sheet page within the application that specifies what needs to be sent back to MHO.
2. Member completes and signs:
 - Housing Referral Eligibility form (MHO form);
 - DD1746;

Active Duty Service Member Application for Housing (MAFB Homes form);
AF4422

Then sends them back to the MHO organizational email account: 341ces.housing@us.af.mil (along with a copy of your PCS orders and any other necessary documents as stated on the Supporting Documents Check Sheet page).

3. MHO receives the complete packet and determines your eligibility for family housing.

4. Completed applications are then processed over to Privatized Owner (MAFB Homes) who establishes bedroom entitlement (2, 3 or 4 bedroom) and what neighborhood you are eligible for. The MHO office sends a confirmation email back to you to let you know we have verified the application and it has been forwarded to MAFB Homes.

5. MAFB Homes will place you on the waiting list based on your eligibility date. For inbound personnel this will be the date you outprocess your current duty station, for walk-ins it will be the date application is completed and dropped off at the MHO or emailed to above email address.

** Number of bedrooms will be based on one dependent per bedroom, excluding the spouse, where inventory allows. Eligible applicants will be offered available housing units for which they qualify based on their military pay grade, family size and housing category. Applicants will not be permitted to wait for a particular home or area when others are available. Upon signing a Tenant Lease, residents will not be authorized to move from one area to another, except for a change in family size, composition or change in rank. Refusal to accept the available housing will result in the applicant's name being moved to the bottom of the waiting list.