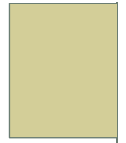


INSTRUCTIONS FOR APPLICATION FORMS

HOUSING DOCUMENTS



Should you wish to submit your application for on-base housing in advance, print and complete **all** forms. Return them via email to 341ces.housing@us.af.mil along with a certified copy of orders (all pages and any amendments). Upon receipt, we will verify your eligibility and info, then send your referral information to Malmstrom AFB Homes (Privatized Owners) so they can add you to the waitlist. Please include required supporting documentation (listed below).

ALL Signatures need to be either "Digitally Signed with your CAC" or "Wet Signed with a Pen"... if digitally signed, certificates from Sponsor's CAC need to be visible for verification purposes.

"Military Housing Referral Eligibility" Form (Military Housing Office)

- If this is a mil-to-mil application - the higher ranking individual will need to put their information on this form.
- Full Name and Rank at time of application (put a note if you have an upcoming promotion & effective date)
- Government Email & Personal Email - please write legibly - will be used to notify you of an available house
- Check all boxes that apply:
 - PCS'ing to Malmstrom - if you received orders to PCS to Malmstrom ensure you enter your final outprocessing date in space provided
 - Already stationed at Malmstrom - enter the date you arrived at Malmstrom
 - Key & Essential - Please note in space provided if you are a Squadron or Group Commander, Command Chief, or First Sergeant, etc. and what squadron you're assigned to (ie. 341 CES/CC or 341 MSFS/CCF)
 - Remote/Dependent Restricted returnee - Fill in the date you left your last duty location before the remote (we'll need both sets of orders - ones sending you from the base prior to the remote as well as a copy of the remote orders sending you to Malmstrom)
 - Married mil-to-mil - we'll need a copy of the orders from both members
 - Pending Marriage - member can submit application any time prior to marriage date but won't be eligible for housing until 30 days prior to marriage date - NOTE: must submit marriage certificate before being offered a housing unit
 - Single Expectant Mother - expecting in the next 30 days (must submit proof of delivery date signed by your doctor) - can submit application earlier but you'll be in a hold status until you are 30 days from delivery date
 - Lease/Rent/Mortgage in Local Community - specify date when lease is complete or if month-to-month
 - Exception Family Member Program (EFMP) - if you or a member of your family is on the EFMP please list any housing accommodations needed (Privatized Owner may require additional documents)
- Questions 1-4 - Please answer and initial each question/statement appropriately
- Complete form by signing and dating

DD Form 1746 (Application for Assignment to Housing) &

AF Form 4422 (Sexual Offender Disclosure & Acknowledgement Form) These 2 forms are kept on file only with the MHO office per AF132-6000, and will not be forwarded to the Privatized Owner (Malmstrom AFB Homes).

Active Duty Service Member Application for Housing (Malmstrom AFB Homes)

SECTION 1 (SERVICE MEMBER/SPONSOR)

Military member's information (if mil to mil then the higher ranking member's info goes in this section)

Line 1. Name/SSN/DOB - Self-explanatory

Line 2. UIC - squadron you are assigned to here at Malmstrom

Date of Rank - date you put your current rank on

Branch of Service - Self-explanatory

Rank - current rank

Line 3. Installation Assignment - Malmstrom

Arrival Date - approximate date you will arrive to Malmstrom

Line 4. Duty phone - if known

Personal email - Self-explanatory

Line 5. Cell Phone - Self-explanatory

Military email - Self-explanatory

Line 6. Duty Location - Base you're at currently

Duty Zip Code - Where you are

Last Assignment - Where you were before where you're stationed now

Line 7. Current Address - Self-explanatory

Line 8. Previous Address - Self-explanatory

SECTION 2 (MILITARY SPOUSE) - ONLY fill this section in if you're mil to mil - lower ranking member will go in this section. Same information as above

SECTION 3 (FAMILY MEMBERS)

List all dependents that will be residing with you, date of birth, and relationship to member. If married mil-to-mil the lower ranking person will be listed here as well (this determines your bedroom number)

SECTION 4 (VEHICLE)

List all vehicles that you will have at the residence

MAKE: Brand of car

MODEL: Type of car

YEAR: Self-explanatory

COLOR: Self-explanatory

TAG #: can leave this blank

STATE- where it's currently registered

SECTION 5 (PET)

NAME: Name of Pet

TYPE: Dog or Cat, etc

BREED: What kind of dog/cat is it (lab, Pekinese, domestic short hair, Maine coon cat, etc.)

COLOR: Self-explanatory

GENDER: Self-explanatory

WEIGHT: Self-explanatory

AGE: Self-explanatory

SECTION 6 (MISCELLANEOUS)

Self-explanatory

SECTION 7 (EMERGENCY CONTACT)

List someone other than your spouse

SECTION 8 (SIGNATURES)

Line 1. Self-explanatory - must be with digitally signed with a CAC or signed with ink pen

Line 2. Co-applicant signature is only needed if military married to military