

REFERRAL - WAITLIST PROCEDURES

ON-BASE HOUSING INFO

Waitlist Process

1. The Privatized Owner (PO) enters your application into their database, determines your bedroom entitlement, and places you on the appropriate waitlist.
2. PO places you on the appropriate waitlist based on your eligibility date. Your eligibility date can be determined by one of the following:
 - 1) date you outprocess your current duty location;
 - 2) walk-in date;
 - 3) 30 days prior to a marriage; or
 - 4) 30 days prior to the birth of a new dependent (other circumstances might apply).
 - a. If you are in a lease downtown - PO will place your application in a "lease hold", this means you will still work your way up the list but won't be called until your lease is within 30 days of expiring.
 - b. If you are going to deploy you can either: 1) be on the list but will be skipped over until your return date, or 2) your spouse can accept the unit and move in (if they have a power of attorney).
3. PO posts a copy of the waitlist on the bulletin board inside the front door of the Malmstrom AFB Homes Management Office (Bldg 130), this list is updated twice per week (Tues & Fri). Should you need to contact them their number is 406-315-2262 - DSN is not available.
4. Once housing becomes available, if you are at the top of the waiting list, you will be notified by MAFB Homes by telephone and/or email that a housing unit is available. If you have not provided a current phone number and/or email, messages will be left with your Unit Commander or First Sergeant.
 - a. Houses will be reserved for only two (2) business days after notification of a housing offer, and if no response is received by you within this period (i.e., either accepting or declining the offer), the next prospective resident on the waiting list will be offered the home. If you or your spouse fails to contact MAFB Homes within five (5) business days of a notification, you could be removed from the waiting list.
 - b. Refusal to accept the available housing unit will result in your name being placed at the bottom of the waiting list, or removed completely from the waiting list if you request to do so.
5. Once PO notifies you of a home offer, contact the Military Housing Office (military side of housing) to determine if you are eligible for a government paid move into your new home. The MHO office is located in the same building as MAFB Homes (Bldg 130) & their phone number is (406) 731-3056/2272 or DSN 632-3056/2272.
6. Move in day: Meet your MAFB Homes representative at your new on-base residence at the time and date scheduled. They'll walk through the house with you, go over information that applies to living on base, explain the lease and then have you sign. The house is now ready for you to move in to it and enjoy!