

HOLLOMAN AFB MILITARY HOUSING MANAGEMENT REFERRAL

Copy of Orders MUST be attached

Name	Rank	Date of Current Rank	
Duty Phone		Time in Service (yrs/mo)	
Cell/Home Phone		Work Email	
		Personal Email	
	Yes	No	
Active Duty Assigned to HAFB ?			
Are you currently assigned to the DORMS at HAFB? Do you have 6 months or more of retain-ability at HAFB?		Explanation if <6 mo of retain-ability	
Married?			
Mil to Mil?			
Accompanied by Dependents?		Number of Dependents:	
Single Parent with at least 50% Custody?			
Pregnant?		Expectant Delivery Date:	Physician's statement to certify pregnancy and anticipated delivery date to be attached
Pending Marriage within 60 days?		Expectant Date of Marriage:	Marriage License, or memo from superior must be attached
Projected date of Out Processing from last base			

Initial Housing Choice: Military members have freedom of choice in selecting where they want to live. However; there are service members who **MUST** reside on base: Key/Essential personnel and Unaccompanied Enlisted members E4 and below with less than 3 years in service.

Initial Local Moves to Privatized Housing (PH): Active duty members assigned to Holloman AFB are authorized a **ONE-TIME** government paid move form the local community into PH after PCS-ing to Holloman.
* Proceed to the Military Housing Office (MHO) for moving orders once you accept a home from Soaring Heights so you have sufficient time to schedule your move with TMO. MHO **must** issue moving orders **BEFORE** you proceed with your carrier or duty move or reimbursement cannot be issued.
Any subsequent moves are not funded by the Air Force.

Initial * A move from one privatized home to another is a voluntary move and is paid for the military member and NOT the Air Force.

Initial Storage of Excess Household Goods (insufficient space)
* Active duty members assigned to Holloman moving into PH are authorized to store items that are unusable due to design configuration or insufficient space in the housing unit. **Authorized items:** Furniture Items. **NOT Authorized:** Accessory household items, ie: vacuum cleaners, other minor appliances and machinery, trash cans, car parts, building materials, suitcases, clothes, linens, books, boxes, small rugs, toys and other assorted small items. The member must submit a list of authorized items to be stored within 30 days after housing assignment. MHO has final approval of items to be stored IAQ AFI 32-6000, and they will prepare orders for the member to submit to TMO for storage at government expense. If member vacates PH prior to PCS, separation or retirement, storage costs will no longer be funded.

Initial MHO and the Housing Referral Office (HRO) provide other services to assist active duty members which include off-base housing referral, dispute resolutions, housing discrimination complaints, and assistance for unique housing concerns or issues.

Initial Per the lease, it will be mandatory for you to obtain renter's insurance no later than your move in day and to retain renters' insurance unless you have moved out/cleared housing.

Initial MHO Brief: I understand it is required to receive a privatized housing briefing by the Military Housing Office (MHO) before move in.

By signing this form, I give the Holloman Housing Referral Office (HRO) permission to release private information to the privatized partners, Soaring Heights

Applicant's Signature:

Date:

****MILITARY HOUSING OFFICE USE ONLY****

Priority:

Bedroom Qualification:

Elgibility Date:

Accompanied:

Unaccompanied:

Housing Rep Signature:

Date:

Time:

Notes: