# HOLLOMAN AFB MILITARY HOUSING MANAGEMENT REFERRAL

**Copy of Orders MUST be attached**

Name _____ Rank AB 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? | ☐ | ☐ | Explination if <6 mo of retain-ability _____ |
| Married? | ☐ | ☐ | |
| If married, are you Mil to Mil? | ☐ | ☐ | |
| Accompanied by Dependents? | ☐ | ☐ | Number of Dependents: _____ |
| Single Parent with at least 50% Custody? | ☐ | ☐ | *Copy of court orders must be attached. If there are no court orders, a copy of an affidavit through local legal office.* |
| Pregnant? | ☐ | ☐ | Expectant Delivery _____ ***Physician's statement to certify pregnancy and anticipated delivery date to be attached*** |
| Pending Marriage within 60 days? | ☐ | ☐ | Date: 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.

* 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 singing 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: _____

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

Priority: ☐ Bedroom Qualification: ☐ Elgibility Date: _____

Accompanied: ☐ Unaccompanied: ☐

Housing Rep Signature: _____ Date: _____ Time: _____

Notes: _____

Updated 09/19/25