

## Getting into a Home:

- 1) Fill out an application at [www.kirtlandfamilyhousing.com](http://www.kirtlandfamilyhousing.com). This gets you on the list for available homes. Please list any preferences. Official orders are not required at this step
2. You will be contacted by one of our leasing specialists within 48 hours of your submitted application via phone and email to confirm application is complete and that you have been placed on the wait list.
- 3) Once a home becomes available for you, one of our leasing specialists will contact you with the offer letter and schedule an appointment depending on when you arrive.
- 4) We will require the following documents before signing the lease:
  - a. Completed Application
  - b. Copy of Orders
  - c. Copy of a current LES
  - d. Copy of driver's license
  - e. Paper Referral from Housing Management office (505-846-8217) They are able to do advanced referrals so please contact them once you receive your offer to get the process started and see what paperwork will be required. They are located in the consolidated support building (Building # 20245)
  - f. You may also be required to provide the following documents:
    - i. Photos of any pets
    - ii. Shot records of any pets (the present veterinarian can fax to 505-255-0155)
    - iii. Birth Certificates or Marriage Licenses for anyone not on orders (we can make a copy, and you can keep the original)
- 5) The day of your appointment:
  - a. We will make sure that we have all of your paperwork
  - b. You will receive a key and work through forms. Once all paperwork is received and checked your Resident Relations Specialist for your community will take you to the home to complete a move in inspection prior to you signing your lease agreement.
  - c. Once you return, we will go over the lease and you will receive the second key. We will email you a scanned copy of the lease along with a welcome packet with relevant information to making your experience at KFH successful.
  - d. Depending on your move-in date, we will either take the pro-rated rent amount plus the pet fee (if applicable) from the allotment, or we can take check or credit card.
- 6) A couple of tips:
  - a. Don't hesitate to ask questions before, during and after. You can call 505-232-2049, or send an email to your leasing specialist that you have been working with.
  - b. Our neighborhood schools and our local school liaison are admirable in their dedication to military students including access to gifted programs and support for special-needs. You can contact the school liaison at 505-846-6477.
  - c. On-base qualified childcare is available. Contact the coordinator, Judith Hesters, at 505-846-1802.