

MOVE PREPARED



The following information has been prepared with intentions of helping you through the process of applying for a residence at Kirtland Family Housing and making your transition a little easier and stress-free.

You may attain the Application on line via our website. Once you have completed the application, it is time to submit your supporting documents. These documents include:

- ▶ Orders bringing you to our community
- ▶ Copy of Military ID

If Kirtland AFB is your first permanent duty station, please include a copy of your orders from Basic Training, and AIT so that you may be given the correct eligibility date.

You may submit your Orders by faxing them to (505) 255 -0155. Until your orders are received, you will not be placed on the Wait List. Please make a courtesy call to our office to inform us that you have faxed your orders and you need your application reviewed. Until we received your orders, your application will state that it is "un-reviewed". It will state "reviewed" once the application has been reviewed. When you are added to the Wait List, it will give you a sequence number. The effective date is by eligibility date (the date we received your application).

Once you have completed your application and submitted the proper documentation, you will notice that your Wait List position will appear where you submitted an Application. You may use this to track your Wait List status, or you can call us anytime to check on your position.

Once you arrive at the base and check in with your command, please proceed to the Kirtland Family Housing Leasing Office located at 1012 Golden Smoke Drive, Albuquerque, NM 87116 .

A Leasing Agent will meet with you and show you housing units that are available.

The following information is provided for your convenience:

- ▶ Once you have arranged phone, service please provide our office with the number.
- ▶ Renter's Insurance: additional renter's insurance is recommended.
- ▶ Heat, Hot water, Electric, and Trash Pickup: included in your BAH.
- ▶ Move in Day: Move -in orientations are usually scheduled in advance during normal business hours. Please call our office at (866) 566 -9156 to reserve a move-in time that would be most convenient for you. Allow 45-60 minutes to review and sign all the necessary paperwork.
- ▶ Please remember that we will prorate the month you move in and that all monies for that month are due at move in and must be paid by CERTIFIED FUND or CREDIT CARD. (i.e. cashier's check, money order or bank draft) The allotment option can only be started on the 1st of the month and will be withdrawn twice from your LES on the 15th and 1st of every month as allotments are paid in arrears.
- ▶ Lease Agreement: Lease is for 12 months. Please do not hesitate to ask one of our Leasing Agents, assisting with your orientation about anything you do not fully understand.
- ▶ Box Disposal: After unpacking your boxes, please remember to flatten them and dispose of them with your recyclables.