

**KIRTLAND FAMILY HOUSING LLC**  
1012 Golden Smoke Drive SE  
Albuquerque, NM 87116  
(505) 232-2049

## **WAIT LIST APPLICATION FORM**

Kirtland Family Housing LLC (KFH) will manage and maintain the housing waiting list of qualified Target Tenant military personnel (active duty military with dependents) who express an interest in residing at the property.

Military members are eligible for inclusion on the appropriate wait list not more than 60 days prior to: (a) their projected arrival date at Kirtland Air Force Base (b) the end of a current off base lease or (c) the closing date of the sale of a home owned off base. Inclusion on the wait list requires completion of this form, submission of the KFH Resident Information Form and issuance of a Referral Form by KAFB HMO. Placement will be in accordance with the following: Military rank, number of bedrooms required and date of receipt of this Wait List Application Form

Military members of the appropriate grade on the housing waiting list will be considered to fill projected housing vacancies and KFH will offer the unit to the appropriate grade individual at the top of the waiting list. A military member, who is under obligation to give their current landlord thirty days notice of their intent to vacate, shall be allowed to sign a lease with KFH at least 30 days prior to the effective date of the lease.

### **Offer of Available Housing**

KFH shall make available any vacant homes to the appropriate grade individual *at the top* of the waiting list. Acceptance or rejection of the available homes will be the sole decision of each military member. Rejection of all offered homes (minimum of 3 homes offered) will cause the service member to fall to the bottom of the waiting list. In the event a military member rejects all offered homes, the next military member meeting the housing requirement will be offered the homes. This will continue until such time as the home is leased or the list of available military members meeting the demographic requirement is exhausted.

*It is the responsibility of each military member on the wait list to ensure the contact information on file with KFH is current and correct. If KFH is unable to make contact with a member on the waiting list after at least three telephonic and two email attempts, over a span of three business days, KFH has the right to remove them from the waiting list.*

### **Non Availability of Grade Appropriate Housing**

In the event Grade Appropriate Housing is not available, Military members may be given the opportunity to rent excess housing units designated for other grade categories, provided no military member of appropriate grade is on the wait list for such unit, until such time as Grade Appropriate Housing is available. Military members may elect to rent off base until Grade Appropriate Housing is available. In this case, they will remain on the wait list and progress accordingly. However, they must agree to:

1. provide the expiration date of the off base lease and KFH will not contact the individual to offer a home until 60 days prior to the expiration date or
2. break the off base lease when Grade Appropriate Housing is available. KFH will contact the individual as Grade Appropriate Housing becomes available.

Military members that elect to purchase homes will be removed from the waiting list.

### **Exhausted Waiting List**

In the event the waiting list for the desired category has been exhausted, KFH may elect to hold the unit vacant awaiting an appropriate ranking military member or offer the unit to a military member from a higher or lower category. If the offer is to a military member from a higher category, the monthly amount due shall equal the BAH with dependent rate being received by the member. If the offer is to a military member from a lower category, the monthly amount due shall equal the BAH with dependent rate of the lowest rank, category appropriate member of the category unit being offered.

By signature below, I acknowledge I have read, understand and agree to the above terms and conditions for inclusion on the KFH Wait List.

\_\_\_\_\_  
Name (Please print clearly)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Work Phone