APPLICATION CHECKLIST | ACTIVE-DUTY MILITARY

KIRTLAND FAMILY HOUSING
HUNT MILITARY COMMUNITIES

HUNT MILITARY COMMUNITIES APPLICATION

Thank you for your interest in Kirtland Family Housing. To apply for a home, please follow these steps.

STEP 1 Gather the Documents Needed for Your Application

- All applicants must provide proof of Move Date with one of the following: ☐ *Orders* ☐ *RIP* ☐ *Memo*
- All applicants must present a current Leave Earning Statement (LES) to confirm current rank.
- If all dependents (spouse/kids) are **not** listed on orders, you must provide the following documents: ☐ *Marriage certificate or DD1172* ☐ *Birth certificates for every person under 18*

  **If all dependents are listed on your orders, no additional documents are needed.*
- If you have pets, you must provide all of the following: ☐ *Shot records of each pet* ☐ *Photo of each pet*
- If you are filing the information on behalf of your active-duty spouse, you need a power of attorney (POA).
- If you are dual-military, you must provide both orders. One family member must be on another's orders; if not, you will need to provide a marriage certificate or DD1172.

STEP 2 Complete the HMC Application

Complete the Hunt Military Communities Application by visiting **KirtlandFamilyHousing.com**, selecting **prospective residents**, and then application. Click "**apply now**" and choose **active duty** to enter the application portal.

THE APPLICATION PORTAL MAY NOT BE SUPPORTED ON GOVERNMENT COMPUTERS OR MOBILE DEVICES. A NON-GOVERNMENT DESKTOP COMPUTER IS RECOMMENDED FOR A SMOOTHER EXPERIENCE.

*Any individual over the age of 18 who will be residing in the home but is **not** a dependent must also complete an application and note on the application with whom they will be residing. If they are a civilian, they must select the non-active duty application.

STEP 3 Complete Your MHO Referral **Information is subject to change*

After Hunt approval, you will be provided a link via email from a Hunt Staff member to complete your Military Housing Office (MHO) referral at **www.homes.mil/heat.** You can also reach the MHO by phone at (505) 846-8217 or email at 377MSG.Kirtland.MHO@us.af.mil. MHO will issue a referral once you are **60 days out from RNLTD** listed on your orders to Kirtland Air Force Base.

Documents **needed for MHO referral:**

- A copy of your orders.
- If your dependents are not listed on those orders, you are required to include a DD1172 form as proof of dependents.

You'll need to complete the following forms, which will be emailed to you by the MHO.

- ☐ *Referral Certificate of Eligibility*
- ☐ *AF Form 4422: Sex Offender Disclosure and Acknowledgment Form*
- ☐ *Release of Information Authorization Form*
- ☐ *DD1746: Application for Assignment to Housing*
- ☐ *Pre-brief for Privatized Housing Residents*

STEP 4 Waitlist Placement and Move-In Requirements

Once the Military Housing Office (MHO) sends Hunt your referral, you will be placed on a waitlist for homes that you qualify for until you are offered a home. You will receive confirmation once you are placed on the waitlist.

At move-in, you'll need a state-issued ID for every person in the household who is 18 or older.