APPLICATION CHECKLIST | CIVILIAN/NON-ACTIVE DUTY

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 show proof of income through a pay stub showing a full month's income equal to at least 3x the market rent (not reduced or promotional rent). If applicable, the monthly rent qualifier for a guarantor is 5x the market rent. Please note that an income qualifier is based on gross monthly income (excluding commissions, tips, or child support).
- If desiring on-base housing, proof of Military/DoD affiliation is required.
- If you have pets, you must provide all of the following: ☐ *Shot records of each pet* ☐ *Photo of each pet*
- A state-issued ID for every person in the household who is 18 or older.

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**," choose **non-active duty**, and complete the following items to enter the application portal:

a) Download, review, and sign the screening authorization for credit and criminal screening. It must be signed by all parties over the age of 18 and submitted in your application.

b) Download and review the application rental criteria. Enter your name and email address in the designated fields to access the application portal. You will need to upload this document in your application.

Any individual over the age of 18 who will be residing in the home must submit an application and note on the application with whom they will be residing.

IF YOU ARE NOT MILITARY-AFFILIATED, PLEASE SELECT KIRTLAND-MAXWELL PLACE WHEN REGISTERING.

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

After Hunt approval, **you must request** a referral from the Military Housing Office (MHO). You can reach the MHO by phone at **(505) 846-8217** or email at **377MSG.Kirtland.MHO@us.af.mil.**

Additional documents that may be needed for the referral:
- NCIC check for each person living in the home.
- DoD employees must provide a job offer letter.
- Retirees must provide a DD214.

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.