

# INSTRUCTIONS FOR APPLICATION AND REFERRAL TO PRIVATIZED HOUSING AT SHEPPARD AFB TEXAS

**Balfour Beatty  
Communities (BBC)**

Privatized Housing property  
owner and property manager

**Housing Management  
Office (HMO)**

On and off base referral,  
dormitory management and  
FMO

- **COMPLETE THE FOLLOWING FORMS:**

**Application for Assignment to Housing** DD Form 1746

Complete #1 thru #15, #21, sign at #22 and date at #23.

Instructions are located on this form.

**Sex Offender Disclosure and Acknowledgement** AF Form 4422

Read and sign form.

**BBC Application for Housing**

This is the property owner's application. Complete entire form.

**Privatization Lease Counseling**

Read and both military member and spouse (if applicable) initial.

**Privatization Authorization**

Complete #1 thru #3

- **FAX OR E-MAIL APPLICATION TO THE HMO**

Include all the above forms and a copy of your orders with any amendments

*You must have orders in hand for a referral*

Confirm all your dependants are listed by name on your orders. If not, please provide additional legal documentation showing dependents reside with you (DEERS, Court Orders, Birth Cert etc).

- **THE HMO WILL PROCESS YOUR PACKAGE**

The HMO will refer complete packages to BBC

BBC will place your name on the waiting list.

To learn more about the privatized housing communities at Sheppard or to inquire about waiting list status go to BBC's website at

[www.sheppardfamilyhousing.com](http://www.sheppardfamilyhousing.com) or phone them at (940) 613-0709.

Call the HMO with any questions!  
(940) 676-1840 or DSN 736-1840