

INSTRUCTIONS – APPLICATION FOR FAMILY HOUSING

The application to the wait list is a 2 step process, the Housing Management Office Requirements and the Balfour Beatty Communities requirements:

1. Housing Management Office (HMO) Requirements

- a. Complete this referral form, including the AF Form 4422
- b. Copy of the PCS orders to Lackland AFB. If the PCS orders do not include all dependants, additional documents are needed:
 - For Children – copy of the birth certificate OR copy of the DD Form 1172 (Request for Dependent ID card from DEERS)
 - For a Spouse – Copy of the Marriage License
- c. Supporting documentation for special medical consideration if any are any special situations identified on the referral form. Medical documentation for pregnancy must be attached for consideration of an additional bedroom.

Please forward the documents to the Ms Elvira Martinez, the Housing Referral Specialist, elvira.martinez@us.af.mil, phone (210) 315-7853 or fax (210) 671-3472/ DSN 473-3472.

The HMO will determine eligibility and forward the documents to BBC. Please allow up to 5 days to process the paperwork. Incomplete applications will not be processed. The standard on base is one bedroom per child. The largest house is a 5 bedroom unit.

The effective date of application:

Advanced Application - The date the applicant departs the losing installation (including members with TDY enroute) or the date ordered to active duty. The effective date of application may not predate the date of entry on active duty.

Walk-in Applications - The effective date for a member who walks into the gaining installation Housing Management Office is as follows:

- If within 30 days of arrival, the application date will be the departure date from the losing installation.
- If more than 30 days after arrival, the application date will be the date of the walk-in.
- If the date of application is the walk-in date and dependents have not arrived on the installation or arrival is more than 30 days; the application date will be the date member's dependents arrive on the installation.

2. Balfour Beatty Communities (BBC) Requirements:

- a. Complete the Balfour Beatty Communities on-line application (found under Forms and Guides at www.lacklandfamilyhousing.com)
- b. Copy of the PCS orders to Lackland AFB.
- c. Current copy of LES

Please forward the documents to BBC (see the contact phone number and e-mail at <http://www.lacklandfamilyhousing.com/subpage.aspx?cid=20&k=contactus>) and for information about estimated wait time please contact BBC directly at 1-877-385-0076 or (210) 674-9366.

The Base Lodging Office reservation line is 1-888-235-6343 for temporary lodging arrangements.

Personnel with a CAC card access can find the Lackland Welcome Package on the e-DASH site <https://eis.af.mil/cs/edash/aetc/lackland/Pages%20%20Program%20Areas/Housing%20Referral.aspx>. Individuals without CAC access should contact Ms Elvira Martinez, the Housing Referral Specialist, elvira.martinez@us.af.mil, to request a Welcome Package.

ASSET MANAGEMENT REFERRAL CHECKLIST

Last Name _____ **First Name** _____ **Rank** _____

Government Email Address (Mandatory) _____

Alternate Email Address (Optional) _____

Duty Station	Service Branch	Organization of Assignment
____ Lackland AFB	____ USAF	_____
____ Ft Sam /PA Program	____ USA	Duty Phone (Mandatory) _____
____ Ft Sam/Other	____ USN	Cell Phone _____
____ Randolph AFB	____ USMC	Other Phone _____
____ Brooks City-Base	____ USCG	

Married

____ Accompanied by # ___ dependents
 ____ # dependents ___ Spouse
 ____ Married to Military w/ # ___ dependents

____ # ___ dependents arriving:

Single

____ Parent w/custody ____ # dependents
 (documentation required)
 ____ Pregnant (physician certification w/estimated
 date of delivery)
 ____ Marriage plans w/in 60 days (marriage
 license required)
 ____ Dorm Resident (BAH approval letter required)
 ____ Unaccompanied, live off base
 ____ Other: _____

Check any that apply:

____ Single pregnant military member (no other dependents) applying for housing 60 days before expected delivery date.

____ Single military member with marriage pending on (Date) _____ applying for family housing prior to marriage. A copy of the marriage certificate will be provided on (Date) _____

____ **Effective Rank Date (Date pinned on current rank)**

____ **Active Duty Service Computation Date (Date first entered the service)**

____ **Time Remaining on Active Duty**

____ **Effective Change in Duty Station (Date out-processed the losing installation)**

____ **Report Date (Report NLT date from PCS orders or actual report date to Lackland if reporting early)**

____ **Estimated Family Arrival Date**

****I, _____, GIVE THE LACKLAND HOUSING OFFICE AUTHORITY TO RELEASE MY PRIVACY ACT INFORMATION TO THE PROPERTY OWNER.

Special Consideration (Medical/ Physical, etc.):

Military members have freedom of choice in selecting where they want to live; however, there are persons who must reside on base: Key or Mission Essential and unaccompanied Enlisted members E-4 and below with less than 3 years in service.

Accepted referral to BBC. _____	Date _____
(Signature)	
Elected to live off base _____	Date _____
(Signature)	
Undecided at this time _____	Date _____
(Signature)	

Copy of PCS orders and proof of dependents not listed on the orders must be attached for the referral to be accepted

FOR ASSET MANAGEMENT USE ONLY								
Priority	1	2	3	4	5	6	7	8
	K&E	AD-LAFB	AD-Non LAFB/Guard/ Reserve/Unaccompanied	FCS	Retiree	Retired FCS	DoD Contractors	General Public
ORDERS/DEERS								
Category Bdrm Entitlement: _____				Verified by: _____				
Application Forwarded to BBC: _____				Effective Date of Application/ Date placed on the waiting list: _____				

Privatized Housing (Balfour Beatty Communities-BBC)

PLEASE INITIAL

Lease. Occupant must sign a one-year lease (which has a military clause) and agree to give BBC 30 days written notification of termination. Please carefully review the lease and special addendums prior to signing.

Rental Rate/Payment. Rental rate is the amount of the BAH at the “with dependent” rate **for both accompanied and unaccompanied** military members. For mil-to-mil families, BAH is based at the senior member’s BAH rate. Your rate is paid by an allotment and will automatically change when BAH rates change and as promotion occurs. Talk with BBC regarding Renters Insurance offered.

Utilities. During the initial development period, BAH includes rent and utilities. Homes are expected to be individually metered in approximately 3 years.

Incentives. BBC provides landscape maintenance (grass cutting *outside fenced areas*, shrub trimmings, etc.) recycling, trash collection, entomology, and routine maintenance/repair service. No security deposit is required if paying by allotment; no pet deposit is required. Military police and fire protection in this gated community is provided by LAFB.

Pets. Pets are limited to TWO per household and are subject to breed and size restrictions. Please refer to the BBC lease and resident guidelines.

Gov-Paid Local Move. If currently residing off-base, you are authorized a Government –paid move into privatized housing. Immediately upon acceptance of privatized housing, visit the Asset Management Office for TMO moving orders. The government will only authorize one paid move per household into privatized housing.

Storage Orders. You are authorized Government-paid storage *of furniture items only* if reporting to Asset Management Office within 30 days of moving into privatized housing. We require a complete list and appropriate weight of furniture items in order to process TMO documents.

Landlord/Tenant Complaints (Off Base and Privatized Housing). All Off/On Base landlord/tenant complaints must be submitted in writing to 802 CES/CEAH. Please provide name, house address, date, current duty phone number, home/cell phone number, organization, email address and the nature of the complaint. Complaints about maintenance issues should also include work order numbers, if known. (See attached form)

Resident Comment Cards/Feedback. Resident feedback is important. Comment cards/forms and survey let us know when you are and are not satisfied with the services provided. Comment Cards/Forms are available at the customer service desks, Balfour Beatty events and when maintenance service is provided. If you don’t receive a comment card or form, please ask for one!

Virtual out Processing(VoP)/Change of status (on base housing residents). Residents living in base housing should notify BBC when there is a change in status (rank, family separation, divorce, marriage, # dependents, deployment, PCS, retirement, etc.). The HMO advises BBC whenever an on base housing resident’s name appears in VoP.

Off-base Referral:

_____ Customized referral package w/handout, maps, etc., provided.

_____ Information and assistance on Fair Housing may be obtained through the Asset Management Office if discrimination is perceived.

_____ Mediation assistance can be provided if situation warrants.

_____ Active Duty military assigned to a San Antonio area serviced by San Antonio Water Systems (SAWS), Grey Forest Utility Company, City of Leon Valley Utility Company and City Public Service (CPS) are eligible to obtain a waiver for deposits for utilities under the Utility Deposit Deferral Program. Form requires your account Number(s).

FOR ASSET MANAGEMENT USE ONLY:

When processing utility deferral, please cross-check w/referral checklist.

SEX OFFENDER DISCLOSURE AND ACKNOWLEDGEMENT

Attach to application for military, government-managed and privatized housing

I, (print name) _____, have read and understand the policy. By signing this document, I certify under a penalty of perjury that neither I nor any person living in my household is a registered sex offender or required to register as a sex offender. I understand I am required to notify the installation housing office immediately if circumstances change so that this certification is no longer true. I understand the policies, procedures and consequences below apply to those persons who will reside with me, all of whom are listed on the DD Form 1746, *Application for Assignment to Housing*.

POLICIES

Air Force Installations requires full disclosure from persons applying for military, government-managed or privatized housing who are sex offenders or who intend to have dependents who are sex offenders reside with them.

If you, or an authorized dependent who will reside with you, are found to be registered or are required to register as a sex offender under the laws of any state, you could be denied residency in Air Force military, government-managed and privatized housing.

If you, anyone living in your household or visitor is found to be a sex offender after you take occupancy, you may be subject to eviction and/or barment from the Installation.

Installation Commanders are authorized to approve or disapprove applications from persons for residency in military, government-managed and privatized housing when they or another prospective resident of the home is a sex offender.

PROCEDURES

Applicants who cannot sign this form because they or a dependent who will reside in the home with them is a sex offender will be required to submit written information and documentation, which may include but is not limited to the following, in order to be considered for housing by the Installation Commander:

1. Whether the sex offender is the military member, civilian or dependent
2. Nature and circumstances of the offense
3. Exact criminal statute or law under which the person was convicted
4. State or jurisdiction where the offense occurred and was adjudicated
5. Elapsed time since the offense was committed
6. Age of the offender at the time the offense was committed
7. Age of the victim at the time the offense was committed
8. Evidence that tends to demonstrate offender's rehabilitation, exemplary conduct, or other commitment to obeying the law
9. Whether the conviction requiring registration has been reversed, vacated, or set aside, or if the registrant has been granted unconditional pardon of innocence for the offense requiring registration
10. Conditions of parole/probation or monitoring, if any

CONSEQUENCES

Falsification of this form or any other information pertaining to your criminal history or sexual offenses will result in immediate denial of your application for or retention of military, government-managed or privatized housing.

Signature of Applicant

Date