

INSTRUCTIONS – APPLICATION FOR FAMILY HOUSING

The waitlist application package consists of the DD Form 1746 Application to Housing, AF Form 4422 Sex Offender Disclosure and Acknowledgement, Referral Checklist, PCS orders and supporting documentation (as needed). Applying for housing is a 2 step process, the Housing Management Office Requirements and the Balfour Beatty Communities requirements:

1. Housing Management Office (HMO) Requirements

- a. Complete the DD Form 1746, click on the paperclip left hand side of the form and complete the Referral Checklist and 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 must be provided. Medical documentation for pregnancy must be attached for consideration of an additional bedroom.

Please forward the documents to the Ms Elvira Martinez, elvira.martinez@us.af.mil, phone (210) 375-5149 or Ms Tana Waits, tana.waits@us.af.mil, phone (210) 375-5148 or fax (210) 375-5150, 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.

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 an end of the month 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.

If on-base housing is not immediately available upon your arrival, the “Welcome Package” on the Air Force Housing Website contains the off base housing information.

Please note for an advance referral application the date the Housing Office receives the referral form is not the date you are place on the waitlist.

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.

Note: Military personnel coming to Lackland following an Unaccompanied Dependent Restricted Tour (UDR) should provide a copy of the PCS orders for the UDR Tour and the PCS orders to Lackland.