

Welcome to Malmstrom AFB

On behalf of our Military Housing Office (MHO) team, we welcome you to “Big Sky Country” and extend our congratulations on your assignment to Montana.

Before arriving, please check out our website <https://www.malmstrom.af.mil/Resources> to find information about on-base privatized housing, downtown rentals, local area info and much more. You could also stop by the Military Housing Office when you arrive at Malmstrom. The Military Housing Office (Bldg 130) is located at 6945 Goddard Drive, which is the first building on the left as you enter Malmstrom AFB via the 2nd Ave North gate (across from the 819 RED HORSE Squadron).



Duty hours: 0800-1700 - Monday through Friday (closed on federal holidays)
Phone: (406) 731-3056/2272/4625 or DSN: 632-3056/2272/4625

If you wish to submit your application for on-base housing and have orders, complete the attached Housing Application forms, then return to us via email: 341ces.housing@us.af.mil. Upon receipt, we will verify all documents and information before referring your application to Malmstrom AFB Homes.

Malmstrom homes were built between 1999 and 2012 and are divided into 6 neighborhoods with most of the units being duplexes. All homes come equipped with stoves, refrigerators, dishwashers, hookups for washer and electric or gas dryer, air conditioning, and a storage area. Malmstrom AFB Homes, our privatized partner owns and operates all homes at Malmstrom. Co-located with the MHO in building 130 MAFB Homes hours of operation:

Lobby hours: 0800-1700 - Monday, Tuesday, Thursday & Friday (closed on official holidays)
0800-1800 - Wednesday
Phone: (406) 315-2262 Email: malmstromafbhomes.com

NEIGHBORHOODS

- Atlas Village:** E-1 thru E-6
2-bedroom 4/6 multiplexes units
E-9
3 & 4 bedroom units
- Peacekeeper Park:** E-4 thru E-7
O-1 thru O-5
2, 3 & 4 bedroom units
- Minuteman Village:** E-4 thru E-7
2, 3 & 4 bedroom units
- Matador Manor:** E-4 thru E-6
3 & 4 bedroom units
- Jupiter Village:** E-4 thru E-6
2 & 4 bedroom units
- Titan Village:** JNCO and Officer 2
3 & 4 bedroom units

We look forward to meeting you and your family! We hope you have a safe and smooth transition to Montana. If we can provide you with any further information, please don't hesitate to contact us.

Sincerely,
The Military Housing Office Staff

MILITARY HOUSING REFERRAL ELIGIBILITY

****NOTE: If married Mil-to-Mil - ranking member's info is required on the top of all forms**

Last Name: _____ First Name: _____ Rank: _____

Gov't Email: _____ Personal Email: _____

*** PLEASE CHECK ALL THAT APPLY:**

- ☐ PCS'ing to Malmstrom - what is your final out-processing date (at MPF at losing base): _____
- ☐ Already stationed at Malmstrom - what was your arrival date: _____
- ☐ Key & Essential position → list squadron (or gp) & office symbol (CC/CCF/CCC, Gp Chief, etc): _____
- ☐ Returning from Remote/Dependent Restricted assignment (**MUST attach orders sending you to remote or unaccompanied location**). Date left your previous base to go to the remote location: _____
- ☐ Married mil-to-mil - we will need orders from BOTH members
- ☐ Pending Marriage date: _____ **OR** ☐ Expectant Mother due date: _____
- ☐ Lease/Rent on the local economy; lease/rent expiration date: _____
- ☐ A member of your family is on the Exceptional Family Member Program (EFMP). If that member requires any special accommodations, please specify: _____

1. Have you **previously** lived in Malmstrom AFB Government/Privatized housing (including Dorms)? Yes ☐ No ☐

If currently living in the dorms (mil to mil fill in both): Bldg ____ Rm ____, Bldg ____ Rm ____

Renters Insurance is required for on base housing, per lease. It is recommended you speak to your insurance agent to obtain renters insurance for off-base housing. **Initials:** _____

2. **Air Force Pet Policy** (per AFI32-6000, para 2.21.1.) specifies that "Residents may not board dogs of any breed (including a mixed breed) that are deemed "aggressive" or "potentially aggressive," unless the dog is a certified military working dog that is being boarded by its handler/trainer with written approval of the Defense Force Commander or approval is obtained by the Installation Commander in writing. For purposes of this policy, aggressive or potentially aggressive breeds of dogs are defined as: **Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman pinscher, Chow, and wolf hybrids.** Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior, to include having the following type of behaviors: unprovoked barking, growling or snarling at people approaching the animal or aggressively running along a fence line when people are present or biting or scratching people or escaping confinement or restriction to chase people. There is a **limit of 2 pets** per household. Privatized universal lease states **Masiff and Alaskan Malamutes** as additional prohibited breeds. **Acknowledgement: I have read and understand the policies regarding pets in privatized housing.** **Initials:** _____

4. **For Eligible Reimbursable moves** into base housing, report to the Housing Office (Bldg 130) to receive a Moving Authorization **immediately** upon receiving housing offer and **PRIOR** to making any arrangements for the move. **I have read and understand the statement above regarding moving authorizations:** **Initials:** _____

Certification of Applicant: I hereby certify that my responses contained herein are true and correct. I understand that the omission of any material fact may result in denial of my application for housing, or possible removal from housing if the omission is discovered after assignment. By signing below, I elect to be referred to Privatized Housing and give my consent for my information (including PII) to be released to the Privatized Owner (MAFB Homes)

ALL signatures (ALL forms) must be digitally signed using CAC with certificates showing, or with an ink pen!

Applicant's Signature _____

Date _____

THIS BOX FOR HOUSING OFFICE USE ONLY

MHO Initials & Date: _____

DD1746 ☐ Orders ☐ AF4422 ☐ Marriage Certificate ☐

Notes: _____

MAFB HOMES: Waitlist Priority: _____ OET Cat: _____ Eligibility Date for Applicant: _____

PRIVACY ACT STATEMENT; AUTHORITY: 5 USC 5911 & 5912

PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements

ROUTINE USE: None; DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to

Active Duty Service Member Application for Housing

SERVICE MEMBER/SPONSOR											
Name:				SSN:			DOB:				
UIC:		Date of Rank:		Branch of Service:			Rank:				
Installation Assignment:					Arrival Date:						
Duty Phone:					Personal Email:						
Mobile Phone:					Military Email:						
Duty Location (if different):				Duty Zip Code:			Last Assignment:				
Current Address:						Own: <input type="checkbox"/>		Rent: <input type="checkbox"/>		Govt: <input type="checkbox"/>	
Previous Address:						Own: <input type="checkbox"/>		Rent: <input type="checkbox"/>		Govt: <input type="checkbox"/>	
MILITARY SPOUSE (IF APPLICABLE)											
Name:				SSN:			DOB:				
UIC:		Date of Rank:		Branch of Service:			Rank:				
Installation Assignment:					Arrival Date:						
Duty Phone:					Personal Email:						
Mobile Phone:					Military Email:						
Duty Location (if different):				Duty Zip Code:			Last Assignment:				
Current Address:						Own: <input type="checkbox"/>		Rent: <input type="checkbox"/>		Govt: <input type="checkbox"/>	
Previous Address:						Own: <input type="checkbox"/>		Rent: <input type="checkbox"/>		Govt: <input type="checkbox"/>	
FAMILY MEMBERS											
Name:				DOB:			Relationship:				
Name:				DOB:			Relationship:				
Name:				DOB:			Relationship:				
Name:				DOB:			Relationship:				
VEHICLE											
Make		Model		Year		Color		Tag #		State	
PET											
Name		Type	Breed		Color		Gender		Weight		Age
MISCELLANEOUS											
Veterinarian Name:				Veterinarian Phone:							
Have you or any family member ever been evicted or asked to leave housing?								Yes: <input type="checkbox"/>		No: <input type="checkbox"/>	
Explanation:											
Do you have a Home Based Business?								Yes: <input type="checkbox"/>		No: <input type="checkbox"/>	
Explanation:											
EMERGENCY CONTACT:											
Name:			Relationship:			Phone:			Email:		
THE UNDERSIGNED AGREES THAT ALL INFORMATION PROVIDED IS ACCURATE											
Signature:								Date:			
Co-applicant Signature:								Date:			

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

SUPPORTING DOCUMENTS CHECK SHEET

(Please read everything carefully - missing documents will delay processing)

REQUIRED DOCUMENTS - Items 1-6 must be received before being placed on housing list:

- ___ 1. Orders - "certified" copy (front **AND** back) of your orders to Malmstrom (with dependents listed) **and** any amendments ~ if mil-to-mil - we will need a copy each member's orders
- ___ 2. Military Housing Referral Eligibility form - completed/signed (**w/pen or digital w/certs**)
- ___ 3. Active Duty Service Member Application for Housing form - completed/signed (**w/pen or digital w/certs**) ~ if mil-to-mil both members need to sign
- ___ 4. DD Form 1746, *Application for Assignment to Housing*, blocks 2-15 & 21-23 completed/signed (**w/pen or digital w/certs**) ~~ blocks 1, 16, 17, 25, 26 do NOT need to be filled in
- ___ 5. AF Form 4422, *Sexual Offender Disclosure and Acknowledgement*, signed (**w/pen or digital w/certs**) for all military members ~ if mil-to-mil both members need to sign
- ___ 6. If you are on a remote assignment and coming to Malmstrom ~ we will need a "Certified" copy of "Unaccompanied/Dependents Restricted Remote Assignment" orders sending you to the remote location **as well as** your orders to Malmstrom

OTHER DOCUMENTS - that might need to be included:

- 7. Marriage certificate (if your spouse is **not** on your orders **OR** if you are Mil-to-Mil and join spouse assignment is not indicated on orders)
- 8. Proof of Pregnancy (with expected due date) signed by your Doctor or OB/GYN

Please return the completed packet and supporting documents (listed above) to the Military Housing Office (MHO), Bldg 130, Room 4, during duty hours or email:

Monday – Friday: 0800 – 1700

DSN – 632-3056 or 632-2272

Comm – 406-731-3056 or 406-731-2272 or

Email: 341ces.housing@us.af.mil