

<b>APPLICATION FOR ASSIGNMENT TO HOUSING</b> <small>(Before completing form, read Privacy Act Statement and Instructions on reverse)</small>				<b>1. TYPE SERVICE DESIRED</b> <i>(X one or both)</i>	
				<input type="checkbox"/> a. MILITARY HOUSING	<input type="checkbox"/> b. HOUSING REFERRAL
<b>SECTION I - APPLICANT INFORMATION</b>					
<b>2. NAME OF SPONSOR</b> <i>(Last, First, Middle Initial)</i>		<b>3. PAY GRADE</b>	<b>4. SSN</b>	<b>5. DOD COMPONENT</b>	
<b>6. ADDRESS</b> <i>(Street, City, State, Zip Code)</i>		<b>7. TELEPHONE NUMBER</b>		<b>8. STATUS OF APPLICANT</b> <i>(X one)</i>	
		a. HOME <i>(Area Code)</i>	b. DUTY <i>(DSN)</i>	<input type="checkbox"/> a. MILITARY MEMBER	<input type="checkbox"/> c. CIVILIAN
				<input type="checkbox"/> b. MILITARY SPOUSE	<input type="checkbox"/> d. FOREIGN NATIONAL
<b>9. MARITAL STATUS</b>		<b>10. I AM SEPARATED FROM MY DEPENDENTS</b> <i>(X one)</i>			
				<input type="checkbox"/> a. VOLUNTARILY	<input type="checkbox"/> b. INVOLUNTARILY
<b>11. I REQUEST HOUSING FOR</b> <i>(X one)</i>			<b>SECTION II - MILITARY CAREER INFORMATION</b> <i>(Civilians skip to Item 15.)</i>		
<input type="checkbox"/> a. SELF ONLY	<input type="checkbox"/> b. SELF AND DEPENDENTS		<b>14. DATES</b> <i>(Enter in YY-MM-DD order)</i>	<b>MILITARY APPLICANT</b>	<b>MILITARY SPOUSE</b>
<b>12. INSTALLATION/ORGANIZATION TRANSFERRED FROM</b>			a. EFFECTIVE RANK/RATE DATE		
			b. ACTIVE DUTY SERVICE COMPUTATION*		
<b>13. INSTALLATION/ORGANIZATION TRANSFERRED TO</b>			c. TIME REMAINING ON ACTIVE DUTY		
			d. EFFECTIVE CHANGE IN DUTY STATION		
			e. REPORT DATE		
			f. ESTIMATED FAMILY ARRIVAL DATE		
<b>SECTION III - DEPENDENT DATA</b>					
<b>15. DEPENDENTS RESIDING WITH ME</b> <i>(If more space is needed, continue on plain paper.)</i>					
a. NAME <i>(Last, First, Middle Initial)</i>	b. DATE OF BIRTH <i>(YY-MM-DD)</i>	c. SEX	d. RELATIONSHIP	e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>	
<b>SECTION IV - HOUSING DATA</b>					
<b>16. COMMUNITY HOUSING DESIRED</b> <i>(X as applicable)</i>					
<input type="checkbox"/> a. PURCHASE HOUSE	<input type="checkbox"/> d. RENT HOUSE	<input type="checkbox"/> g. RENT MOBILE HOME SPACE	<input type="checkbox"/> j. ROOM AND BOARD		
<input type="checkbox"/> b. PURCHASE CONDOMINIUM	<input type="checkbox"/> e. RENT APARTMENT	<input type="checkbox"/> h. SHARE	<input type="checkbox"/> k. SUBLET		
<input type="checkbox"/> c. PURCHASE MOBILE HOME	<input type="checkbox"/> f. RENT MOBILE HOME	<input type="checkbox"/> i. RENT ROOM	<input type="checkbox"/> l. TRANSIENT		
<b>17. AMENITIES DESIRED</b> <i>(X as applicable. Write number in d. and e.)</i>			<b>18. DATE HOUSING NEEDED</b> <i>(YY-MM-DD)</i>		<b>19. PRICE RANGE</b> <i>(Community Housing)</i>
<input type="checkbox"/> a. FURNISHED	<input type="checkbox"/> e. NO. BATHS				
<input type="checkbox"/> b. UNFURNISHED	<input type="checkbox"/> f. PETS <i>(Allowed)</i>				
<input type="checkbox"/> c. AIR CONDITIONING	<input type="checkbox"/> g. OTHER <i>(Explain)</i>	<b>20. LOCATION PREFERENCE</b> <i>(Community Housing)</i>			
<input type="checkbox"/> d. NO. BEDROOMS					
<b>21. REMARKS</b>					
*Box 14B- Date Entered Military Service					
Government Email:			Pending Entitlements: Ex: Promotion, Marriage, etc		
Personal Email:					
<b>22. SIGNATURE OF APPLICANT</b>				<b>23. DATE SUBMITTED</b> <i>(YY-MM-DD)</i>	
<b>SECTION V - DISPOSITION</b> <i>(To be completed by the Housing Office.)</i>					
<b>24. MILITARY HOUSING</b>					
a. APPLICATION RECEIVED <i>(YY-MM-DD and time)</i>	b. APPLICATION EFFECTIVE <i>(YYMMDD)</i>	c. DD FORM 1747 PROVIDED <i>(YY-MM-DD)</i>	d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i>		
e. APPLICANT PLACED ON WAITING LIST	f. EFFECTIVE PLACEMENT <i>(YYMMDD)</i>	g. BEDROOMS REQUIRED	h. DATE UNIT ASSIGNED <i>(YY-MM-DD)</i>		
<b>SECTION VI - HOUSING REFERRAL CERTIFICATE</b>					
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
			<b>25. SIGNATURE OF APPLICANT</b>		

**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 barmment 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



MEMORANDUM FOR HOUSING APPLICANT

FROM: 99 CES/CEIH

SUBJECT: Privacy Act Release

1. Thank you for your interest in Nellis Family housing! The application for Assignment to Housing, DD Form 1746, that you signed requesting family housing at Nellis AFB authorizes the Air Force to maintain records of your application.
2. These forms contain information required by Hunt who manages the housing waiting list for privatized housing at Nellis AFB. Your signature below authorizes the Air Force to transmit your information. This signature is strictly voluntary, however, failure to sign this letter authorizing the transfer may result in providing duplicate information to Hunt Management Company.

Angel Soeprapto Digitally signed by Angel Soeprapto  
Date: 2023.06.12 15:11:26 -07'00'

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ANGEL SOEPRAPTO, GS-12  
Housing Element Chief  
NELLIS AFB

A copy of this release will be maintained at the Housing Management Office.

My signature constitutes written consent, under Privacy Act, 5 USC 552a (b), for Nellis AFB Housing Management Office to release the housing records maintained at their office to Hunt Management Company and/or authorized subcontractor for the purpose of managing housing at Nellis AFB.

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Signature/Date

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Print Name

*Enable Success through Innovative Base Support*

## **Military Housing Office (MHO) Incoming Service Member (SM) Briefing**

The Military Housing Office (MHO) is the office of primary responsibility for installation housing programs and an advocate on behalf of all military members and families for safe, affordable, and quality housing. We provide local oversight of the privatized housing companies operations on behalf of the Installation Commander and assist in the mediation of complaints by members associated with privatized or community housing. We are the first point of contact for all complaint resolution issues if the project owner is not responsive.

In our oversight role we have inspected the home prior to your lease and will attend the pre-lease walk through with you, if requested. We also conduct quality assurance inspections on the privatized owner's activities to include maintenance and leasing operations. If you have questions please feel free to contact us.

### **Military Housing Office (MHO) Contact Info**

4601 Richard Kisling Dr, Las Vegas, Nevada 89115

Phone Number: DSN: 682-1840

COMM: 702-652-1840

Email: [99CES.CEIH.HousingManagement@us.af.mil](mailto:99CES.CEIH.HousingManagement@us.af.mil)



### **Tenant Bill of Rights**

Providing our military families with quality, safe and healthy homes and communities is a top Air Force priority. We have worked with the privatized owners to establish a Tenant Bill of Rights that formalizes rights you have as a tenant. Please take a moment and read over these rights. Feel free to ask any questions.

### **Tenant Responsibilities**

It is not just the Privatized Owner that has obligations, you as a tenant also have certain obligations and responsibilities as a party to the lease. In addition to paying your rent, you are expected to notify maintenance when for anything that breaks in the home, keep the home clean, maintain the grounds around your home, keep walkways clear, and abide by pet and noise policies. Additionally, you are not permitted to make modifications to the home without written permission from the privatized owner and are expected to pay for any damages to the home that are not fair wear and tear to include any damages caused by your family, guests or pets. Hunt will go through the lease, they will point out those responsibilities in more detail. Additionally,

the leasing team for the privatized housing will provide you a resident's guide outlining these responsibilities. Leases can be very confusing. They are legal documents and as such are often full of legalese that you may not understand ensure you ask questions to be fully aware of your lease.

### **Renters Insurance**

We highly advise you to obtain renter's insurance. This insurance is fairly inexpensive, but important to protect you should any damage occur through negligence such as unattended cooking causing a house fire. Policies also generally cover damage to your possessions from acts of God such as tornadoes or hurricanes. While the project owner has insurance to cover repairing the premises, they generally do not cover your possessions or damage caused by tenant negligence. Most policies also provide liability insurance should a guest be injured on the property or your pet causes injury. Some policies even cover pet damage to the premises.

### **Utility Allowance Program (Currently under review until further notice)**

The Utility Allowance Program is designed to ensure residents of privatized housing pay for their actual usage of utilities. The UA is set based on average consumption of homes with similar characteristics. If you use more than the average consumption of your group, you will be required to pay, if you use less, you will receive a refund. The payments or refunds are always based on your actual usage. Due to concerns over the accuracy of the metering, the program was suspended effective Jan 31, 2020. The Air Force plans to restart the utility allowance program on an installation basis as soon as it can meet the OSD standards for recertification.

### **Pets**

Pets must be approved by the Project Owner and will require a pet addendum. Some breeds may not be permitted in the housing area. If you obtain a pet after lease signing, you must still notify the landlord of the pet and complete the pet addendum. You are responsible for the conduct of your pets and any damage they cause.

Two pets are allowed (cats and/or dogs). Check with Hunt for type of pets allowed, and other information (pet registration, pet policies). **Pit Bulls, American Bulldogs, Dogo Argentino, Tosa (Tosa Inu), American Staffordshire Terrier, Canary Dog, Brazilian Mastiff, Staffordshire Bull Terrier, Cane Corso, Presa Mallorquin (Ca de Bou), Doberman Pinchers, Great Danes, Rottweilers, Wolf Hybrids, Chows or any other breed with dominant traits of aggression are not allowed. PETS OVER 100LBS ARE NOT PERMITTED.**

### **Work Orders**

As mentioned earlier it is the lessee's responsibility to call in maintenance issues to: 725-527-3211 as soon as the problem is evident. Failure to call could result in member's liability for damages. Please read and understand the Permission to Enter (PTE) form that is included in your lease. The form explains the process for the Project Management maintenance team to enter the home to do repairs etc. You can also input work request electronically through the project owner's on-line portal. That information can be found in your resident's guide.

## **Hunt Maintenance (includes Self-Help Store)**

Location: 5040 Brown Lane, Las Vegas NV 89115

Phone Number: 702-527-3211

Email: nellismaintenance@huntcompanies.com

## **Dispute Resolution Resources**

While we always hope your tour will go without any issues with your landlord, disputes do occur. Our role along with others in the Nellis AFB housing team is to resolve these disputes quickly at the lowest level without costly litigation. We have provided a Trifold for you that outlines resources to assist in resolving Disputes often go through ever increasing levels of elevation until resolved.

In general the when you are having an issue and are not satisfied:

- 1) Raise the issue to the Privatized Owner's Property Management Office
- 2) Elevate dispute to the Community Director
- 3) Submit dispute to Nellis MHO
- 4) Elevate dispute through Chain of Command to include Resident Advocate and Legal Office
- 5) Elevate to Air Force 1-800 Helpline
- 6) Seek Independent Legal Counsel

Steps 3 and 4 in the process may seem lengthy as it may invoke a formal dispute resolution process which may include the withholding of rent from the project owner and a series of demand letters.

## **Resident Advocate Contact Information – Tracy Hollingsworth**

**Location:** 99ABW Headquarters, Bldg 7, Nellis AFB, Nv 89115

Phone number: **DSN:** 652-2425 **COM:** 702-652-2425

The resident advocate assists military members and their families residing in privatized housing in developing solutions to unresolved problems, concerns and needs. They will provide consultation on landlord/tenant rights as contained in laws, privatization agreements, DoD and AF regulations when requested and take a proactive approach to ensure the concerns of military members and their families regarding privatized housing are addressed and elevated to the appropriate levels within the chain of command.

## **Legal Assistance Office**

The Legal Assistance Office is also available to provide assistance and counsel with regards landlord/tenant rights as contained in laws and privatization agreements and assist in resolving disputes with the landlord short of actual litigation. If the issue goes to litigation, you would need to retain outside counsel.

Location: 4428 Bldg 18, England Ave, Nellis AFB, NV 89191

Phone number: DSN: 652-2479  
COMM: 702-652-2479

Email: <https://www.nellis.af.mil/Resources/Legal/>

### **Air Force Housing Call Center**

In addition to these resources, the Air Force established a housing call center within the Program Management Office to help resolve resident concerns where local resources have not been able to assist or the resident feels uncomfortable approaching the local resources.

Phone number: 1(800) 482-6431

### **Environment, Safety and Occupational Health (ESOH) Call Center Contact Information**

If at any time you are having health concerns in your home, please contact your health care provider. If you feel your home may be contributing to your symptoms, please ensure you contact the maintenance call center for the Project Owner, our office and the Air Force ESOH call center. The ESOH call center will aid in connecting you with medical assistance while we work closely with the project owner to identify and correct any issues with the home.

Phone number: 1-888-232-ESOH (3764)

Email: [esoh.service.center@wpafb.af.mil](mailto:esoh.service.center@wpafb.af.mil)

## Window Fall Prevention

Window falls can be prevented, make sure residents are aware of the risks of window falls and follow the window fall prevention measures:

- Secure windows – keep windows closed and locked when children are present in the room.
- Screens keep out bugs, not kids – Fiberglass screens are not designated to be leaned on and cannot support the weight of a child.
- Keep furniture away – Furniture should not be placed alongside of windows that children can climb and gain access to, even those at high heights.
- Monitor children at all times – Kids are curious and constant supervision is required. Do not leave kids unattended, especially in rooms where windows are open.
- Window fall prevention devices can be effective, however they should not be relied on as the sole mechanism for preventing falls. Devices that do not account for quick emergency egress should also be avoided. For questions or assistance with fall prevention, please contact the Project Owner team.

## 6 Months Retainability

Personnel must have 6 months retainability on the installation after accepting Privatized Housing on base.

## Plain Language Brief

Military Housing Office provide a plain language brief to all residents 15, 30, 60 days after move-in.

MHO Briefing

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant Name (print)

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Housing Management Counselor



This checklist when populated contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.


## Military Housing Office (MHO)

### Itemized Briefing Acknowledgement

NELLIS AFB

MHO Services and Contact Info – **Initial on each line.**

Additional Informational Handouts are located at:  
<https://www.housing.af.mil/Home/Units/Nellis/>

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- Resident Advocate role and contact information
  - Legal Assistance Office role and contact information
  - Medical concerns and contact information
  - Tenant Bill of Rights
  - Review Tenant Responsibilities (including how to report complaints, including health hazards)
  - Dispute Resolution Trifold
  - Confirm current status and explain Utility Allowance Program (if applicable)
  - Brief procedures for submitting work orders
  - Review Lease Terms (Confirm Tenant read standard Lease Materials)
  - The occupant must sign a one-year lease (month to month after initial year) and must provide 30 days written notification for termination of quarters due to PCS, Separation, Retirement or Deployment orders. For voluntary move-off after expiration of lease, member must provide 30 days' notice on the 1<sup>st</sup> of the month. No security deposits or application fees will be required for Active Duty Military Personnel; however, the
  - Occupant is still responsible for any all damages beyond fair wear and tear.
  - Review information regarding additional fees
  - Bypassing Provision does not apply to personal situations such as home sale or vacation. Member will be offered the first available unit meeting their pay grade and bedroom entitlement and have one duty day to accept or decline the offer. The member must be
  - Willing to occupy the unit within 30 days.
  - Advise to obtain Renters Insurance
  - Pets
  - EPA Guidance on reducing exposure to lead
  - Window Fall Prevention
  - 6 Months Retainability
  - Military Housing Office provide a plain language brief to all residents 15, 30, 60 days after move-in.



**A Brief Guide To Mold, Moisture, and your Home.**



**Mold Frequent questions**



**Tenant Resources for Resolving Disputes in Privatized Housing**



**MHPI Tenant Bill of Rights**



**Protect your family from Lead**

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