



DEPARTMENT OF THE AIR FORCE
4TH FIGHTER WING (ACC)
SEYMOUR JOHNSON AIR FORCE BASE NC

MEMORANDUM FOR Inbound Service Member

FROM: Military Housing Office (MHO) 4 CES/CEIH
600 Kenly Rd
Seymour Johnson AFB NC 27531-2468

SUBJECT: Welcome and congratulations on your assignment to Seymour Johnson Air Force Base (SJAFB),
"THE FOURTH--BUT FIRST"

1. The Military Housing Office (MHO) staff are here to support your housing needs. Upon arrival, please visit us to obtain a required briefing (if you have not already emailed it to us).
2. If you've decided to reside on the installation, complete the DD 1746 and AF 4422. Then FAX/email the DD 1746, AF 4422, and a copy of your orders to us. FAX: DSN 722-0365/ Comm (919)-722-0365. If your email is encrypted, you may safely email your documents to the military housing representative that sent you this email. We will verify your eligibility, complete a verification of eligibility (EV) form and forward it, along with your PCS orders, to our Privatized Partner ([Corvias](#)). Due to the Privacy Act, we ask that you provide us permission to securely release your Personal Information to Corvias by signing the release on the DD 1746. Corvias will add you to the waiting list once they receive all documents. **IMPORTANT:** Corvias may contact you after we verify eligibility, but may not offer you housing until 30 days prior to your arrival, which you may accept or decline. The agreement to accept the house is not binding until you sign into the installation and you and a Corvias representative sign their lease. Again, you are not obligated without being signed into the installation; thus, you may change your decision about residing on base. Air Force Instruction states you must be signed into the base prior to obligating your BAH for a Privatized Housing Rental Lease/ Resident Occupancy Agreement (ROA).
3. For off base rental assistance and area information, review the "[Featured Documents](#)" on the Military Housing Public Website at: <http://www.housing.af.mil/seymourjohnson/>. **IMPORTANT:** Since pictures of rental properties can be deceiving, we recommend that you do not decide on a specific residence until you sign into Seymour Johnson AFB. The rental properties currently inspected and approved by the Military Housing staff for the SJAFB commuting area may be viewed at the OSD supported website at: <https://www.homes.mil>. You may also link to the **NEW "Housing Early Assistance Tool (HEAT)"**, which is located on the [HOMES.mil](#) website and our Military Housing Public Website at <http://www.housing.af.mil/seymourjohnson/>
4. To speak with one of the Military Housing Specialists, call DSN 722-0362/0363/0364 or Commercial 919-722-0362/0363/0364.

MILITARY HOUSING OFFICE

7 Attachments:

1. DD 1746
2. AF 4422
3. Housing Briefing Sheet
4. Service Member's Civil Relief Act
5. Commander's Off Limits Establishment Order
6. Commander's Welcome Letter
7. Mold & Mildew Trifold