

MOVE PREPARED



The following information is provided for your convenience:

- ▶ You can complete an application online by visiting <http://www.housing.af.mil/Units/Nellis/>
- ▶ There is a section in the middle of the screen under "Privatized Housing" which lists the steps and the documents required. All forms can be emailed to: Housing.Management@us.af.mil

If you are already stationed at Nellis or Creech AFB, you will need to physically walk in to the Military Housing Office located at 4601 Richard Kisling Drive to submit an application along with the required documents.

Once the application process is complete, the MHO will email you confirmation and provide our office with a Referral. Once we receive a referral, you will be added to the waitlist no more than 45 days from RNLTD. Should you need to contact the Military Housing Office to follow up on your paperwork or with general questions regarding your application, they can be reached at 702.652.1840.

Should you have any other questions, please don't hesitate to contact our Leasing Specialists at 702.677.3660
Thank you & have a great day!

- ▶ Move in Day: Move-in orientations are scheduled in advance during normal business hours. Our Leasing Specialist will contact you to schedule your move in day.
- ▶ Please allow 45-60 minutes to review and sign all the necessary paperwork.
- ▶ Please remember that we will prorate the month you move in and that all monies for that month are due at move in and must be paid by CERTIFIED FUND or MONEY ORDER only.
- ▶ The allotment option can only be started on the 1st of the month and will be withdrawn twice from your LES on the 15th and 1st of every month as allotments are paid in arrears.
- ▶ Lease Agreement: Lease is for 12 months. Please do not hesitate to ask one of our Leasing Specialists, assisting with your move in briefing about anything you may not fully understand.
- ▶ Box Disposal: After unpacking your boxes, please remember to flatten them and dispose of them with your recyclables. If they don't all fit, please neatly tie them in bundles for next scheduled Bulk Pick Up. You will be provided Bulk Pick Up calendar upon your move in.