

MOVE PREPARED



The following information has been prepared with intentions of helping you through the process of applying for a residence at Nellis Family Housing and making your transition a little easier and stress-free.

You may attain the Application on-line via our website. Once you have completed the application, it is time to submit your supporting documents. These documents include:

- ▶ Orders bringing you to our community
- ▶ Copy of Military ID

You may submit through email your orders and application to one of our Leasing Agents. This documentation will help anticipate your arrival and determine what home you will qualify for. If Nellis AFB is your first permanent duty station, please include a copy of your orders from Basic Training, and AIT so that you may be given the correct eligibility date. You will not be placed on the wait list prior to your arrival.

Once you arrive at the base and check in with your command, please proceed to the Nellis Family Housing Welcome Center located at 4601 Richard Kisling Drive, Las Vegas NV 89115. You will be referred to our office by Military Housing Office with proper documentation and completed housing application. At this time you will be added to the Wait List you are Eligible for. You may track your Wait List status on our website, or you can call us at anytime to check on your position.

A Leasing Agent will meet with you and show you housing units that are available.

The following information is provided for your convenience:

- ▶ Once you have arranged phone service, please provide our office with the number.
- ▶ Renter's Insurance: Included in your BAH; however, additional renter's insurance is recommended.
- ▶ Move in Day: Move-in orientations are usually scheduled in advance during normal business hours. Please call our office at (702) 677-3660 to reserve a move-in time that would be most convenient for you. 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 The allotment option can only be started on the 1st of the month and will be withdrawn twice from your LES on the 15th and 1st of every month as allotments are paid in arrears.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 Agents, assisting with your orientation about anything you do not fully understand.
- ▶ Box Disposal: After unpacking your boxes, please remember to flatten them and dispose of them with your recyclables.