



## **Hickam Communities and JBPHH Housing Management Office (HMO)- Information for In-Bound Families**

1. Those wishing to submit an Advance Application for housing at Hickam Communities should visit: <http://www.hickamcommunities.com/Become-a-Resident/Become-a-Resident/Apply-for-a-Home/Application> and fill out the on-line application.

Required documents are:

- PCS orders with Hawaii duty station
- Amendments (if any)
- For Navy personnel: include page 2

By submitting an advance application prior to arrival you will be placed on the Hickam Communities waitlist. However, eligibility date is based on the date of departure from your last duty station.

2. Contact the NGIS Royal Alaka'i to make TLA hotel reservations at (808) 260-1200 or 448-5974. If lodging is not available, contact NGIS Navy Lodge at (808) 440-2290 and if there is no availability, you must report to the Navy Lodge upon arrival to get your Certificate of Non-Availability. If there is no availability on base, TLA information and a list of approved TLA hotels can be found on the Hickam Communities website at: <http://www.hickamcommunities.com/Become-a-Resident/Planning-Your-Move/Lodging>

You **must** report to the Housing Management Office (HMO) located at 210 Kokomalei Street on JBPHH (Hickam Field) to be eligible for arrival TLA even if you:

- Purchased a home or plan on buying one
- Found a place to rent
- Live with family or friends
- Arrive non-concurrently and in advance of family

Your initial appointment will answer your questions regarding TLA, and provide you with a government referral necessary for eligibility for Hickam Communities' housing.

3. If your family travels in advance, from a CONUS or OCONUS location, you must have authorization for early reporting to Hawaii and authorization for station allowances and TLA allowances approved prior to arrival. Contact the Housing Management Office (HMO) at (808) 448-0856/6887, for more information.

### **PRIOR TO INITIAL APPOINTMENT**

Bring a copy of the following to your appointment, if you haven't sent one in advance:

- PCS Orders and any amendments
- \* If recently married, need a copy of Marriage Certificate & Command Sponsorship
- \*\* If pregnant, need a copy of Pregnancy Certificate

Please arrive on time to your appointment. If you arrive 10 minutes late or more, your appointment may be rescheduled to another day.

### **INITIAL APPOINTMENT - Expectations**

During your initial appointment with your Housing Management Office Counselor, the following are some points that will be discussed:

- Verify eligibility and collect paperwork (listed above)
- Arrival TLA briefing and guidance (Temporary Lodging Allowance)
- BAH (Basic Allowance for Housing) [BAH Calculator](#)
- Intra-Station Move policy
- Loaner Furniture Program
- Private Market Homefinding Assistance to include area orientation
- **Hickam Communities and the Referral Process:**
  - All housing applicants must be referred to Hickam Communities by the Housing Management Office (HMO).
  - Once the referral is provided, applicants will meet with a Hickam Communities leasing consultant to discuss the availability of homes.
  - For information about Hickam Communities' wait list policy go to:  
<http://www.hickamcommunities.com/Become-a-Resident/Become-a-Resident/Apply-for-a-Home/Waitlist>
  - Homes are offered to applicants based on availability and eligibility date.

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For Hickam Communities' "Frequently Asked Questions" (FAQs) go to:

<http://www.hickamcommunities.com/FAQ.aspx?SectionID=20>