

REQUIRED PAPERWORK TO SEND TO AURORA FOR REFERRAL:

1. DD1746 (application for housing)– completed and signed by SM
2. AF Form 4422 – (Sex Offender Disclosure) – completed and signed by Service Member (SM).
3. Leave Form
4. Orders with Command Sponsorship (CS) or SM must provide evidence of application for command sponsorship – *DA form 4187*
 - a. If SM provides application document, make notation on application in remarks, ***“Need CS before assignment to housing”***.
 - b. In addition, provide one signature
 - i. Aurora will come to housing to get additional signature and assign accordingly when CS is in hand.

NOTE: If SM is in a lease, please note on *application “must fulfill lease obligation & provide 30 day notice to vacate”*.

Again, only one signature if SM is in a lease and must give 30 day notice & does not have CS.

JBER-Richardson Housing email:

jber.rich.housing@elmendorf.af.mil