



Hickam Communities and JBPHH Housing Management Office (MHO)- 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 RED/DA (Formerly 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, Navy Gateway Inns and Suites, at (808) 800-2330 front desk press 6 to make TLA hotel reservations. If lodging is not available, contact the Navy Lodge @ Ford Island (808) 440-2290 and if there is no availability, the Navy Lodge will provide you a Statement of Non-Availability. If there is no availability at the Navy Lodge, you may then make reservations with any hotel on the TLA Approved Hotel List.

You must report within 3 business days to the Housing Management Office (MHO) located at 200 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.

Please provide the following documents for TLA upon reporting to MHO:

- PCS Orders and Any Amendments
- Flight Itinerary
- * If recently married, need a copy of Marriage Certificate & Command Sponsorship
- ** If pregnant, need a copy of Pregnancy Certificate

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 Military Housing Office (MHO) at (808) 312-0199 or (808) 590-1402 or email at jbphh.mho@us.navy.mil for more information.

INITIAL APPOINTMENT – Expectations

During your initial appointment with your Military Housing 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)
- Intra-Station Move Policy
- Loaner Furniture Program
- Private Market Home Finding Assistance to include Area Orientation
- **Hickam Communities and the Referral Process:**
 - All housing applicants must be referred to Hickam Communities by the Military Housing Office (MHO).
 - 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>
 - Homes are offered to applicants based on availability and eligibility date.

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