

Luke AFB Unaccompanied Housing Sponsorship Form

The following information is required for UH to issue out a room for inbound Airmen. This form along with **a copy of the Airmen's orders must be brought to UHMO (Bldg. 635) at least 2 weeks prior to the Airman's arrival** to secure a room. UH will only issue out the room key(s) within **48 hours** of the member's arrival. A **SrA or higher** must be present to receive the key(s) and accept the room condition.

Hours of Operation: Tue/Thu 0800-1545 Mon/Fri 0800-1500 (PT) Wed 0845-1545 (PT)

In-Processing: Tue/Thu 1000 or 1300

Office #: 856-7841

Sponsor Information:

Rank & Full Name	
Organization	
Cell Phone #	

Inbound Airman Information:

Rank, Last, First		
DOB		
DoD ID #		
Gender		
Expected Date of Arrival		
Cell Phone #		
Last 4 SSN		
Date of Rank		
Organization		
Vehicle License Plate # & State		
Vehicle Make & Model		

Y / N Is the inbound Airman Married or projected to be? (Mil-Mil / Mil-Civ)

Y / N Does the Airman have dependents?

Y / N Is this the Airman's first duty station?

Y / N Does the Airman put on SrA within the next 60 days and have at least 3 years TIS?

Sponsor Signature Date

ADL Signature Date