

## **APPLICATION INSTRUCTIONS**

Dear Applicant:

First things first—thank you for choosing to apply at Jefferson County Housing Authority (now referred to as JCHA) for your housing needs. This packet may seem long and tedious, but if you need any assistance, a member of our staff will be available to assist you. *A single person with disabilities or a family that includes a person with disabilities may request a reasonable accommodation at any time during the application or occupancy process.* Let's get started:

**What is needed:** An application is attached. Please fill it out completely. If the question doesn't apply to you, write "NONE" or "N/A". The application must be completed and signed by all household members age 18 and older. All of the attached forms are highlighted where all adults must sign. You may apply for either our Public Housing program (to live in one of our communities, including the hi rise in which our office is located) or the Section 8 program, which provides rental assistance to participants who reside with private landlords)

**Additional info needed:**

- Social Security card for each household member
- Photo ID/driver's license for each adult household member
- For each minor:
  - Original proof of relationship and right to live in the household (birth certificate, baptismal certificate, adoption decree, foster parent agreement, custody agreement, etc.)
- Income information (SS or SSI benefit award letter, 4 weeks of pay stubs, etc.)
- Pension, retirement or 401 K income information
- Child Support documentation
- Two (2) months of bank statements
- Information on CD's, IRAs, life insurance
- Real estate owned—copy of deed and tax information
- Military form DD-214—for those claiming veteran's preference
- Name, address and phone number of current and previous Landlords

There are various other forms attached for your signature. If you do not understand any of these forms, please hold them until your interview, which should occur when your application is completed, and a staff member will answer your questions at that time.

If you do not have all of the required information listed above with you today, please make every effort to get that information to our office within seven (7) days of the date of your application. Our waiting list is relatively small, so depending on the bedroom size you are applying for, we could have a unit available within the next couple weeks, or your wait may be as long as several months. It is difficult for staff to know when units may be becoming vacant, but you are welcome to call in and check on your application.

***Once you have completed your application, it is extremely important that you keep us notified of a current address and phone number, along with any changes to your household.***

We look forward to working with you!

Management staff

