

**NOTE:**

Starting March 3, 2014, applicants with a total of 3 household members can apply for 3 bedroom units, **IF** there are two youth in the household, both over the age of 6.



## PUBLIC HOUSING APPLICATION CHECKLIST

### **REQUIRED DOCUMENTS (Applications will NOT be accepted without these documents)**

- Fully-completed Public Housing Application (all sections must be fully completed or the application will be returned to you and NOT processed)
- Current Picture I.D. for Adults (18 years & older) - **provide a clear copy of each**
- Birth Certificates (all household members) - **provide a clear copy of each**
- Social Security Cards (all household members) OR recent printouts from the Social Security Administration that are no older than 60 days- **provide a clear copy of each**
- Fully-completed Authorization of Release Form for **ALL** Adults (18 years & older)
- Proof of Income (Award letters for TANF, SS/SSI, Pension, Unemployment, VA, Child Support, last four (4) paycheck stubs, statement of contributions, etc.) – **cannot be older than 60 days**

### **For Incentive Site Applicants Only (see application for Incentive Sites) (In addition to Documents listed above:)**

- Letter from employer (must state hourly wages, work hours per week and hire date on company letterhead) - **cannot be older than 60 days**
- Self-Employed Applicants** – must provide most recent tax transcripts (provide a clear copy)

**NOTE: The documents listed above are required in order for Huntsville Housing Authority to accept your Public Housing application submission. If you submit an application without ALL the documents listed above, it will not be processed and will be discarded, and you will have to REAPPLY.**

### **REQUIRED DOCUMENTS FOR PREFERENCES (Applications with a preference checked will NOT be accepted without the required documents listed below)**

#### Involuntarily Displaced Preference

- Natural Disaster** - Written verification by the displacing or declaring unit or agency of government, or by a service agency such as the Red Cross
- Code Enforcement/Eminent Domain** - Statement/Certification form code enforcement agency or governmental entity responsible for displacement
- Witness Protection** - Certification of threat assessment by a law enforcement agency; Written recommendation from a law enforcement agency or HUD
- Domestic Violence** - written verification from the police (not just a police report), a social services agency, the court, a clergyperson, a physician, and/or a public or private facility giving shelter and/or counseling to victims. The documentation must verify that the family has been displaced as a result of fleeing violence in the home or they are currently living in a situation where they are being subjected to or victimized by violence in the home, and identify when the actual or threatened physical violence against the applicant last occurred.
- Youth Aging Out of Foster Care** – documentation from Madison County of Human Resources, Harris Homes for Children or other social service organization (youth must be eligible for a rental assistance program from the referring agency and must be receiving case management services)

#### Working Family Preference

- Employment** - Third party verification from the employer(s) stating the start date (and any end dates) of applicant's employment; most recent paycheck stub indicating working member works at least 20 hours per week
- Disability** – Award letter or other proof of eligibility for SSDI or SSI; completed HHA Verification of Disability form

#### Homeless / Veteran Preference

- Homeless** - Written certification by public/private facility providing shelter, police department, or social services agency
- Veteran** - Copy of DD-214 as proof of veteran status. For widow/er of a Veteran, in addition to the Veteran's DD-214 submit a copy of marriage certificate and the Veteran's death certificate.

#### Education/Training Preference

- Education / Training** – On the institution's letterhead, statement/transcript from the agency or institution providing the education or training which identifies if the applicant is a current full-time or part-time student.

### **SUGGESTED DOCUMENTATION**

- Receipt of Debts Owed to any Housing Authority
- Childcare Expenses
- Student status / Expenses
- Statement of Assets (Bank Accounts, Certificates of Deposit, etc.)
- Medical Expenses