# PRE - APPLICATION PACKET CHECKLIST

#### PLEASE DO NOT REMOVE FROM PACKET

Instructions: Use this checklist to assist in determining if your pre-application is complete. If any are marked "No" re-check your pre-application for missing information or required documentation.

#### \*\*ONLY PHOTOCOPIES WILL BE ACCEPTED\*\*

For	FOR OFFICE USE ONLY
Applicant's	NAME OF APPLICANT:
Use	PRE-APPLICATION REVIEWED AND ACCEPTED BY DATE:
	Is the pre-application complete to include all required signatures?
☐ Yes ☐ No	□ Yes □ No – Explain:
	Has the applicant provided local preference documentation?
☐ Yes ☐ No	☐ Yes ☐ No – Explain: ☐ GA, ☐ SS/SSI, ☐ VA/PENSIONS, ☐ Letter from employer that states the date of hire, hourly wage and hours worked per week, ☐ Self-Employment, ☐ Class schedule/transcript, ☐ Bank Statements, ☐ Other:
□ Yes □ No	Has the applicant provided a Picture ID (head of household, spouse or co-habitant only), Proof of Birth, SS cards / Proof of Citizenship, Proof of Eligible Immigration Status, Marriage/Divorce Documents for all family members and pregnant single person doctor certification?   Yes  No – Explain:
□ Yes □ No	Have all family members (listed on pre-application) 18 years and older signed the Authorization for Release of Information, Form HUD-9886 and any additional applicable release forms?  □ Yes □ No - Explain:

\*\*NOTE\*\* this is your receipt – DO NOT LOSE IT! <u>You will be notified by mail once your pre-application has been processed and recorded. You will also be notified by mail regarding any offers for housing assistance.</u>

It is your responsibility to report to our office in writing within 10 days, any changes in address, family size, and displacement or local preference.

Revised 1/2012

### PLEASE ALLOW UP TO

## 4 - 6 WEEKS PROCESSING TIME

# ONCE YOUR PRE-APPLICATION HAS BEEN ADDED TO OUR WAITING LIST, AN ELIGIBILITY LETTER WILL BE MAILED TO THE ADDRESS ON FILE

Do you want to know your status on our Waiting List?

You can reach our Waiting List Automated System 24 Hours a Day by calling

764-3989

PLEASE ALLOW ONE WEEK FROM RECEIPT OF YOUR ELIGIBILITY LETTER BEFORE CALLING