



Understanding the Waiting List and Application Process

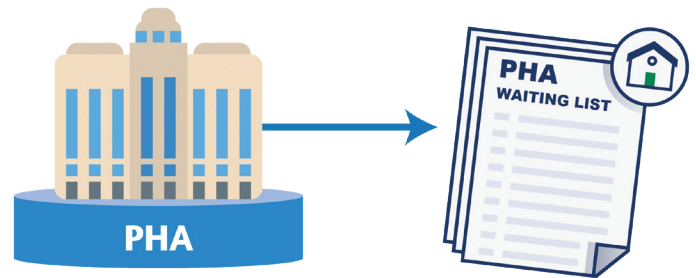


This flyer explains what an applicant might expect from the public housing agency (PHA) application and waiting list process.

Q What is a PHA waiting list?

A PHA waiting list determines the order for selecting applicants and determining eligibility.

A PHA may have many waiting lists. Certain developments may also have individual waiting lists.



The PHA must offer to place you on all open waiting lists with units suitable for you.

Q How will I know when a closed waiting list opens?

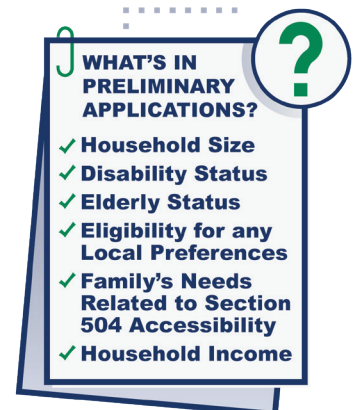
A PHA may keep a waiting list open or it may open it for short periods of time. If a waiting list opens, the PHA must let the public know when it opens. The PHA typically provides waiting list information on the PHA website or if you ask. Watch for waiting list information in local newspapers, on the PHA's social media and website, or at social service organizations.

Q Can I only apply to housing programs at my local PHA?

You may apply to any housing programs for which you are eligible at any PHA. But YOU must reach out to each PHA for information. PHAs are allowed to have a residency preference but a PHA **cannot** deny you admission solely because you are not a resident of a specific area. PHAs are allowed to have a residency preference, but they cannot deny you admission solely because you are not a resident of a specific area. Applicants who are working or have been hired to work in a residency preference area must be treated as residents of that area.

Q How do I apply for a housing program at my PHA?

Typically, you complete a preliminary application for the waiting list. The preliminary application requires information about household size, disability status, elderly status, eligibility for any local preferences, the family's needs related to Section 504 accessibility, and your household income.



Q How do I turn in the (preliminary) application?

Check with the PHA to find out how you can submit a housing application.

PHAs must provide meaningful access for families with disabilities and families with Limited English Proficiency. A PHA must accept an application through an alternative method as a reasonable accommodation for a disability.

Q If I am on a waiting list, does that mean I am eligible for assistance?

Being placed on the waiting list does not guarantee your eligibility for assistance. The PHA will use the information in your application to determine preliminary eligibility. Your eligibility will be verified when a unit or a voucher is available. You must be eligible for housing assistance at the time a unit or voucher is offered to you.

Q What is eligibility based on?

Eligibility for housing assistance is based on your family's gross annual income, total family assets, and citizenship or eligible immigration status, as defined by HUD. Income limits may differ based on program, location, PHA, and family size. Certain criminal background or student status may make an applicant ineligible.



Q What are waiting list preferences?

Preferences may help meet housing needs. Common preferences include Elderly, Disabled, Working Families, and Veterans. Preferences establish the order in which applicants are selected from the waiting list. Your PHA's website should list any preferences. A PHA may not reject you just because you do not meet local preference requirements; however, your order on the waiting list may be impacted.

Q How does a PHA manage a waiting list?

PHAs add applicants to the waiting list differently. They may add eligible applicants based on the day and time they apply. The PHA may open the waiting list to receive applications for a specific time period. If they receive a very high number of applications, the PHA may use a lottery where they randomly select a certain number of applications. The PHA will let you know if your application was selected.

Q How do I stay current on a waiting list?

To stay on the waiting list, answer all communication sent by the PHA in the time frame requested. Check the list periodically to make sure you are on the list. Contact the PHA if your information has changed.



Contact your local PHA at <https://www.hud.gov/contactus/public-housing-contacts> for more information.