

## How to Apply for Housing

### Where and When:

Applications are accepted online, by mail or on a walk-in basis at our office. Appointments are not necessary!

Applications are accepted on Monday thru Thursday from 8:00 a.m. to 5:00 p.m. and on Friday from 8:00 a.m. to 4:30 p.m.

### Required Information:

The following documents will be required.

- **Birth Certificates** for all household members who were born in the United States.
- **I-94 or Permanent Resident cards** for household members who are not U.S. Citizens.
- **Naturalization Documents**
- **Social Security cards** for all members of the household.
- **Income** information such as but not limited to employment pay stubs, Social Security award letters, Child Support, tax statements, assistance from Health and Human Services such as ADC or General Assistance and pensions. *We ask you report gross yearly income before any deductions.*
- **Assets** information such as but not limited to bank statements for savings and checking accounts, retirement plans, certificate of deposits, savings bonds and etc.
- **Residency information for the last five years.** The addresses of all the places you and your household members for the last five (5) years. Make sure to include the names, addresses and telephone numbers of each landlord. Remember this information must be provided for each household member.
- **Proof of disability** such as a Social Security disability award letter. If disability payments have not been awarded, you may also provide the name and address of a medical provider then we will send a form to determine disability status.

### **What you can expect during your visit:**

Applicants will be asked to fill out a generic application used for both our subsidized housing programs and/or LHA owned or managed rental properties. The applicant will be required to provide income information for all programs and properties. A five (5) year rental history and lifetime criminal history must be provided for all properties and some programs. The applicant will meet with an Application clerk who will explain the various housing options LHA offers. Applicants will be asked to sign additional form authorizing release of information and certifying information provided is correct. The applicant will receive a receipt showing your application was received and indicating which programs or properties the applicant has applied for.

### **How long will the Application Process take in the office?**

The length of time varies upon the applicant's needs and how busy we are with other customers. On the average, it takes about 30 minutes but applicants should allow one hour so they are not rushed.

### **What if the Person Applying Does Not Speak English?**

Because of the confidential nature of the information discussed during the application process, most applicants bring a trusted friend or family member to translate for them. The Housing Authority will provide a translator on an appointment basis. If LHA arranges for the service then LHA will pay for it. If the applicant arranges for a translator than the applicant is responsible for any payments to that person.

### **Can I Apply by Mail?**

Yes, mail applications are accepted.

### **What are all the housing choices?**

LHA owns and/or manages over 1400 rental housing units within Lincoln. Applicants may be eligible for some, but not all, of LHA's housing choices depending upon family size, age and income. LHA also administers the Section 8 Housing Choice Voucher program which assists income eligible families in renting properties owned by private landlords. The Section 8 voucher can also be used in LHA managed or owned units. It is possible for an applicant to be eligible for the voucher program, but not eligible for LHA rental properties. It is also possible for an applicant to earn too much income for the voucher program, but qualify for other LHA properties. LHA would be happy to discuss housing options to the applicant and assist with determining the options which might best suit their needs.

## **How Does an Applicant Know if their Application is Approved?**

Applicants are notified in writing whether or not their application is approved with regard to each program and property they applied for. If the application is denied, the notification letter will state the reasons for the denial. Applicants received separate notifications for the Section 8 Housing Choice Voucher program and the LHA rental applications. All Section 8 Housing Choice Voucher applicants who appear to meet the eligibility guidelines are placed on the waiting list. The Application Clerk will provide the applicant a written statement of any additional information needed.

LHA rental property applications are extensively screened; this process can take from one week to two months before an applicant is approved and added to the waiting list. We check landlord references, credit history, criminal history and in some cases, conducts an in-home interview (called a "Pre Housing Visit) prior to determining whether to rent to a particular applicant. The Housing Authority reviews an applicant's past rental history to determine whether we can reasonably expect the applicant to pay rent and other charges on time, take good care of the property, get along with neighbors, refrain from criminal activity and comply with reasonable rules and requirements. Usually a long screening process is due to scheduling a "Pre Housing" appointment and/or difficulty obtaining previous landlord references.