

## SECTION 8 WAIT LIST APPLICATION

*This application is for the Housing Choice Voucher Program.*

### APPLICATIONS ARE ACCEPTED BY MAIL ONLY!!!

**Mail form to: Housing Authority of Maricopa County, 2024 N. 7th Street Suite 101 Phoenix AZ 85006**

**Notice:** Incomplete or unsigned applications will **NOT** be accepted. Complete all areas of the application. **LEAVE NO BLANKS.** Print N/A if an item is not applicable or doesn't apply to you. Use blue or black ink. **Please carefully follow instructions on the back of this form!**

**APPLICATIONS ARE ACCEPTED BY MAIL ONLY!!!** (Mail Services Include: U.S. Postal Service, UPS, Fed-X, DHL, etc.)

#### 1. Applicant Information

Applicant Name (Head of Household): \_\_\_\_\_

Home address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### 2. Household Information (Start with the Head of Household and list all members who will be living with you.)

Last, First, Middle Initial (include aliases, maiden names)	Social Security #	Birth Date	Gender (Male/Female)	Race	Ethnicity (Hispanic/Non-Hispanic)	Relationship to Head of House
						Head

*Use a separate sheet of paper if additional space is needed.*

**3. Income Information:** Income received by those who will be living in the assisted unit, must be counted to determine eligibility for the program.

**Estimate Total Gross Annual Income \$ \_\_\_\_\_ of all income sources & persons living in the unit.**

**4. Criminal Record:** Have you or any of the intended occupants been convicted of a crime? Yes\_\_\_ No\_\_\_ Date: \_\_\_\_\_ State: \_\_\_\_\_

**5. Previous Housing Assistance:** Has anyone in your household ever received benefits from a federal housing program? Yes\_\_\_ No\_\_\_

**6. Local Preferences:** Please check all that pertain to you:

- Jurisdiction (Live in Maricopa County jurisdiction ONLY—*Do not mark if you live in Phoenix, Glendale, Tempe, Scottsdale, Chandler.*)
- Elderly (Head of household, spouse, or co-head is at least 62 years of age or older)
- Disabled (Head of household, spouse, or co-head is disabled as verified through Social Security Disability or a doctor's statement.)
- Veteran (Head of household, spouse, or co-head is a former or current member of the U.S. Military.)

**7. Certification & Authorization for Release of Information:** I/we understand that the information contained in this application will only be used by the Housing Authority of Maricopa County (HAMC) to determine my/our eligibility for rental assistance. Eligibility activities may include, but are not limited to, verification of household: income, assets, criminal records, credit reports, prior rental assistance history, and/or DMV records. Further, I/we understand that it is a criminal offense to willfully make false statements or misrepresentation to any department or agency of the United States government as to any matter within its jurisdiction, and that any material misrepresentations may result in prosecution and/or fines and my/our application may be denied and/or my/our tenancy may be terminated. I/we hereby swear to the best of my/our knowledge the information contained in this document is true and complete. I/we authorize HAMC to make applicable inquiries to verify program eligibility. **All adult members of the household must sign below (use separate sheet of paper if necessary):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Housing Authority of Maricopa County (HAMC) does not discriminate on the basis of race, ethnicity, color, religion, gender, national origin, age, physical or mental disability, or any other protected class that is determined to be "protected" by federal, state, or local laws. Disabled persons requesting a Reasonable Accommodation should make the request in writing and submit to HAMC, 2024 North 7th Street Suite 101 Phoenix AZ 85006 or by email at [info@maricopahousing.org](mailto:info@maricopahousing.org). Customer Service (602) 744-4528.



See reverse side of page for applicant and program admission requirements. ►

**THIS APPLICATION WILL BE ACCEPTED BY MAIL ONLY!!!**

**Steps to Apply for Section 8 Housing Choice Voucher Program**

March 7 - 11, 2011 (Postmark Date)

1. Complete the Section 8 Wait List Application form. (Do not leave any blanks; use black or blue ink.) All household members 18 years of age or older must sign the application. Use a separate sheet of paper to list additional household members, if necessary.
2. **The envelope containing the completed and signed application must be postmarked between March 7 and 11, 2011 to be accepted.** Mail the application to: **HAMC, 2024 North 7<sup>th</sup> Street Suite 101 Phoenix AZ 85006.** Applications will be accepted through the United States Postal Service (or other postal carrier) ONLY! Faxed, hand-delivered, or emailed applications **WILL NOT** be accepted. Only applications mailed in envelopes postmarked **March 7, 8, 9, 10, or 11, 2011** will be accepted.
3. **A receipt will be mailed to the Mailing Address provided on the application no later than June 30, 2011.** Do not call during this time period to inquire about the status of your application.
4. Immediately report changes in Mailing Address or Preference(s) on a *Section 8 Wait List Change Report* form available on the website [www.maricopahousing.org](http://www.maricopahousing.org), or at HAMC's Section 8 office. Communication will be conducted in writing and correspondence will be sent to the current mailing address on file.

*(Disclaimer: HAMC is not responsible for any failure of the U.S. Postal Service, or other mail carrier service, to fulfill its obligation to postmark and/or deliver items mailed to and/or from HAMC.)*

**Program Admission Requirements Before Voucher Issuance**

Program eligibility **WILL NOT** be made at the time of application. Eligibility for the Section 8 Program will be determined when the applicant's name reaches the top of the Wait List. Program admission requirements for the Housing Authority of Maricopa County's (HAMC) Section 8 Housing Choice Voucher Program Wait List include, but are not limited to, the following:

1. Total **Gross Household Income** must be at, or less than, the Very Low Income (VLI) Limit (50% of Median Income):

<b>Number of Persons in Household &amp; Income Limit</b>							
<b>1 Person</b>	<b>2 Persons</b>	<b>3 Persons</b>	<b>4 Persons</b>	<b>5 Persons</b>	<b>6 Persons</b>	<b>7 Persons</b>	<b>8 Persons</b>
<b>\$23,350</b>	<b>\$26,650</b>	<b>\$30,000</b>	<b>\$33,300</b>	<b>\$36,000</b>	<b>\$38,650</b>	<b>\$41,300</b>	<b>\$44,000</b>

2. Head of Household must be at least 18 years of age or older at the time of admission (not application) to the program.
3. At least one household member must have U.S. citizenship or legal immigration status.
4. All household members must provide Social Security Cards and birth certificates (or equivalent). Household members 18 years of age and older must provide a valid state or federally issued picture identification.
5. Household members cannot have been evicted or terminated from any federal housing assistance program due to a violation of program rules/regulations/policies, or have a history of negative tenancy (damages) in a federally owned or subsidized public housing or project housing community.
6. Household members who are: (a) required to register as a sex offender, and/or (b) have been convicted of methamphetamine production are permanently banned from receiving federal housing assistance.
7. Household members 18 years of age or older must pass criminal background screening. Individual household members with a history of violent criminal activity and drug-related criminal activity may be denied admission to the program if the conviction and/or date of offense are/is less than three years at the time of eligibility determination. Household members who have been convicted of drug-related criminal activity, violent criminal activity, or other criminal activity (other than persons convicted of methamphetamine production and registered sex offenders) will be evaluated on a case-by-case basis to determine if the conviction and/or date of offense is within the criteria for admission to the program.
8. Household members must repay any outstanding debt owed to a Public Housing Authority or any federal housing assistance program before admission to the program. Household members cannot have engaged in, or threatened abusive or violent behavior toward, Public Housing Authority personnel within the last 3 years.
9. **Jurisdiction Preference:** Households claiming a verifiable Preference will be housed first. The housing authority's jurisdiction **DOES NOT** include Phoenix, Glendale, Tempe, Scottsdale, and Chandler. The housing authority's jurisdiction **DOES** include Maricopa County islands in Mesa, Apache Junction, and Queen Creek. All other cities/towns in Maricopa County, except those noted above, are in the housing authority's jurisdiction.