



## Application Instructions

**Thank you for applying to the Lake Metropolitan Housing Authority, Housing Choice Voucher Program (formerly Section 8). Please make sure to follow these instructions carefully.**

- The application must be completely and correctly filled out. Once completed and signed, it **must be mailed** to Lake MHA, **P.O. Box 1490, Painesville, Ohio 44077.**
- The envelope containing the application must be postmarked no later than 4/26/2018.
- Any applications submitted in person, or fax or mailed directly to the housing authority **will not be accepted.**
- After the closing date, a random selection of 1000 applications (verified as complete) will be placed on the waiting list. Individuals who do not make the waiting list may reapply when the list re-opens in the future.
- If you have a disability and require assistance with completing your application, questions may be directed to (440) 354-3347 ext. 23. TDD/TTY 711 or 800-750-0750.
- You must be at least 18 years old to apply.

### Household Composition Section:

- List all family members who will be living with you, including all requested information.
- Carefully select any/all preferences that apply to the **head of household ONLY.**

### Authorization Section:

- All adult family members are required to sign, date and supply their Social Security number.
- The head of household submitting the application must also sign, date and supply their social security number at the bottom of the application form.
- Applications containing duplicate family member information will not be accepted. Only one application per household is allowed.

### After submitting the Application:

- Once the 1000 applications are processed, you may verify placement on the waiting list by checking the Lake MHA website, [www.lakehousing.org](http://www.lakehousing.org) after **June 15, 2018.** **Click on the link that says: "Waiting List Status and Position Lookup."** Enter your social security number to view your confidential position on the waiting list. If you are not in the waiting list look-up, you did not make the waiting list. Due to the volume of calls we expect to receive and for confidentiality, please do not call the office for position look-up, as we will not be able to take your social security number over the phone.
- While on the waiting list, you are responsible for notifying Lake MHA, in writing, of any changes to your application information, including address and phone number changes.
- Periodically, you will receive communication to update your information for Lake MHA, as well as when you are selected from the waiting list. Please respond to the communication promptly as instructed.

***Please keep this form for your records***