

## Tips When Applying for Low Income Housing

When applying for low income housing it is important to include all of the information and items listed below. It is also very important to follow each rental company's specific set of application directions, as things may differ slightly depending on the rental agency. Applications submitted without following ALL of the directions have a higher likelihood of denial.

- State photo IDs for ALL adults in the household
- Birth Certificates for ALL household members under the age of 18
- Social Security cards for ALL household members
- Income verification for ALL household members (this may include pay stubs, social security awards letters, etc.)
- Housing history for the past three years
  - If this housing history includes time spent in emergency shelter, or time spent living with family or friends, include the addresses and contact information for the organizations or individuals who can verify these periods of housing history (that may be a case manager, shelter staff, or the specific friend or family member)

### PLEASE NOTE:

- In some cases, it may be beneficial to include a letter explaining certain portions of your household's application for housing. Letters may be an especially useful tool for applicants who would like to address aspects of their housing history or other details in their housing application that they believe a landlord may find concerning.
  - Examples of these may include but are not limited to: evictions, low credit scores, criminal history, or in domestic violence or other safety situations which require the rental agency to send mail to an address that is *different* than the primary address on record
- Unless otherwise stated, usually applications must be sent to each specific property that an applicant/household is applying for.
- If a household's mailing address or other contact information changes after submitting an application/while on housing waitlists, contact *each property* applied for to notify appropriate management of the new information. Keep a record of each property applied for, and if possible, keep a copy of each application submitted.
- If application directions are unclear or the information provided seems incorrect or confusing, always contact the property of interest directly for clarification. ***When in doubt ask!***