«LetterDate»

«wlcode»

Date of Name Placement: «dtapplied»

«ToName»

«MailAddress»

Dear Pre-Applicant:

Your name is approaching the top of the waiting list, and the Housing Authority is ready to accept your application for a Section 8 Housing Choice Voucher. **Please complete and sign the enclosed application, and submit the completed application packet to the Housing Authority by «ApptDate».**

The length of time between receiving your completed application packet and actually reviewing your eligibility for rental assistance can vary greatly. The Housing Authority will contact you when we are ready to schedule an eligibility interview. Please note that you may not hear from us for several months before your eligibility interview is scheduled, depending on the number of people ahead of you in the application process, and the rate at which current families leave the program.

When you are invited to an eligibility interview, you will be required to provide current original documentation of your income, assets, and any other factors that impact program eligibility. Therefore, we recommend that you begin to save all paystubs, benefit letters, action notices, and award letters for any income you receive, bank statements detailing your assets, and any other documentation of income and assets including your most recent federal income tax return. If you start setting aside these documents now, you will be ready when you are invited to the eligibility interview. However, please keep in mind that the Housing Authority is required to review documentation that is no more than 60 days old at the time we issue you a voucher. Therefore, we may need to request the same documentation more than once, if it is no longer current. We appreciate your patience with this process.

**If we do not receive your application packet by «ApptDate», we will assume you are no longer interested in receiving rental assistance, and we will remove your name from the waiting list.** While your application is in process, you must continue to report all changes of address to the Housing Authority in writing within 30 days of the date of change. Also, if you do not respond to Housing Authority requests for information or appointment letters by the due dates in the letters, or if at any time letters sent to you are returned to the Housing Authority as undeliverable, no further attempts to contact you will be made, and your application will be cancelled.

We are anxious to assist you and want to be sure that you are given every opportunity to succeed in the program. If you need assistance in completing your application, you may call our Property Management Call Center at (831) 454-5977.

Sincerely,

Housing Authority of the County of Santa Cruz

Initial Application – Intake Unit

*If you have a disability which precludes you from complying with this letter, please call (831) 454-5955, Monday through Thursday between 8:00 AM - 4:30 PM. The office is closed on Fridays.*

*Si desea una traducción en español, por favor llame al (831) 454-5955, entre 8:00 AM - 4:30 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada.*