

## **1801      PRE-APPLICATION**

- 1801.1 For purposes of this section, the term “pre-application” means a prescribed form required to be completed by each person seeking admission to the Tenant Assistance Program. Each pre-application shall be signed by the applicant and mailed to DCHA.
- 1801.2 The pre-application form shall provide to DCHA the information necessary to allow a preliminary determination of eligibility, unit size needed, and preferences in accordance with §§ 1803, 1810 and 1813.
- 1801.3 DCHA shall receive and process pre-applications in a way that treats all applicants fairly and consistently.
- 1801.4 DCHA shall review each pre-application based only on the data contained in the signed pre-application. This review shall be for completeness of all items on the prescribed pre-application form and for eligibility for admission based on pre-application information alone.
- 1801.5 The review for eligibility shall be based on applicant statements as to family size, family income and other information, without any independent verification.
- 1801.6 Illegible or incomplete pre-applications shall be rejected.
- 1801.7 Based on the review, DCHA shall make a preliminary finding of eligibility in accordance with the eligibility criteria described in § 1810, and assign a unit size to the family.
- 1801.8 A preliminary finding of eligibility shall be considered conditional, and eligibility determinations shall only be considered final after verification of information and a personal interview has occurred, as described in § 1812.
- 1801.9 DCHA may establish an expiration date for all pre-applications received during a pre-application time period. The effect of the expiration date shall be that any pre-application not elected and funded under the program prior to the established date shall expire and have no status for consideration under the program.

SOURCE: Notice of Final Rulemaking published at 33 DCR 4396, 4404 (July 25, 1986); as amended by Notice of Final Rulemaking published at 36 DCR 4472, 4476 (June 23, 1989).