



IMPORTANT INFORMATION

Thank you for completing an application for housing assistance with us. We will do all we can to assist you.

PLEASE READ THIS CAREFULLY AS IT CONTAINS VALUABLE INFORMATION.

- ∞ Your application will be processed to verify the information you supplied. An inquiry will be conducted as to your rental history, criminal background and all other information required by the SMHA screening procedures.
- ∞ You will be notified by mail as to whether your application has been approved or denied. **It WILL take an average of THREE to FIVE months before we are able to determine whether your application has been approved or not.** You are unable to check your progress on our waiting list. If your application is approved, you will be placed on our waiting list. If your application has been denied, you will have 10 days to request an informal hearing regarding the denial.
- ∞ **APPLICANTS ON THE WAITING LIST WILL NOT HAVE A WAITING LIST NUMBER. The only way you will know when you are due to receive a housing offer is when you receive your offer in the mail. Unfortunately, due to many variables, we are unable to accurately predict when you will receive an offer of housing assistance.**

PLEASE DO NOT CALL THE OFFICE INQUIRYING AS TO WHERE YOU ARE ON THE WAITING LIST OR WHEN YOU WILL RECEIVE A HOUSING OFFER! AS STATED ABOVE, WE ARE UNABLE TO ACCURATELY PREDICT WHEN YOU WILL RECEIVE HOUSING OFFER(S). DUE TO THE HIGH VOLUME OF CALLS WE RECEIVE REGARDING WAITING LIST QUESTIONS, IT WILL BE DIFFICULT FOR US TO RETURN PHONE CALLS IN A TIMELY MANNER.

- ∞ SMHA can only assist a limited number of households and unfortunately the demand is far greater than the assistance we can provide. The *estimated* time from application to offers of housing assistance is constantly changing. It is currently *approximately*:

For ONE bedroom applicants: a minimum of 8 – 12 months for those that are verified as being **elderly, disabled**

or homeless

For TWO bedroom applicants: a minimum of 8 – 10 months

For THREE bedroom applicants: a minimum of 5 months

For FOUR and FIVE bedroom applicants: a minimum of 10 – 12 months

Please remember that whether you qualify for one of SMHA's established preferences will affect how long your wait is. Those applicants that qualify for a preference may experience a shorter wait. Those that do not qualify for a preference will experience a longer wait than the estimated time. The following is a list of SMHA's preferences.

- ∞ Households where the head or spouse is age **62 and older**
- ∞ Households where the head or spouse meet the HUD definition of being **disabled** (usually verified by receipt of SSD/SSI)
- ∞ Households where the head or spouse meet the HUD definition of **homeless** (usually verified by staying at a homeless shelter)
- ∞ Households where the head or spouse is **transitioning from a health care center** to live independently
- ∞ Households where the head or spouse is a **veteran** or the widow of a veteran
- ∞ Households where the head or spouse is currently **enrolled in college or a job training program**
- ∞ Households where the head or spouse has been **employed at least 3 consecutive months**

If you do not qualify for one of SMHA's preferences, you will experience a longer wait time than the estimated averages.

- ∞ **Unfortunately, we do NOT have immediate or emergency housing even for those facing eviction or homelessness.** All approved applicants will be placed on a waiting list, selected in the order of our waiting list and notified in writing when housing becomes available. Placement on, and selection from, the waiting list is determined by the established preferences for the Housing program you applied for and the date and time of application.
- ∞ Be sure to notify us **in writing** of any changes in address, phone number, amount or source of income, change in your family or any other change that may affect your preferences. **Written notice must be submitted to:**

Stark Metropolitan Housing Authority	<u>Or faxed to:</u>
Attn: Intake Department	Attn: Intake Department
400 E. Tuscarawas St	(330) 580-9000
Canton, OH 44702	

All information must be submitted in writing and your application will be updated accordingly. If you call and give this information to someone or leave it on a voicemail there is no guarantee that it was received. ***Due to the fact you will not know when you are due to receive a housing offer until it is time for SMHA to mail you an offer, it is extremely important that you keep us informed of your mailing address at all times. Please remember the Post Office does NOT notify SMHA of your address change and forwarding orders from the post office expire!! It is your responsibility to notify SMHA of address changes!***

- ∞ **You will be placed on the waiting list and offered a Public Housing unit in the area(s) that you selected on your prescreening interview form. You are not able to request a specific property!** You will be offered what we have available when your name comes up on the waiting list. You can change the waiting list area at any time by submitting a written request.
- ∞ You can receive two (2) offers of Public Housing. If you refuse your first offer, you will not be placed at the bottom of our waiting list; however, you may receive your second offer fairly quickly and we cannot skip your name when it comes up on the waiting list. Once you have been offered **two** units under the Public Housing program you will be taken off the Public Housing waiting list. If you are removed from our Public Housing waiting list after your 2nd offer, you are not eligible to have another application processed for 12 months after the date of your last refusal.
- ∞ **If you miss an offer of housing due to not reporting an address change in a timely manner, the missed offer will still count as one of your two! If you wait until you receive an offer to report a change that affects whether you are able to accept the unit, the offer will still count as one of your two! You must report changes in a timely manner before offers are made!**
- ∞ **Respond to all correspondence from SMHA.** Failure to respond will cause us to believe you are no longer in need of our services and will result in your name being removed from all waiting lists that you applied for.
- ∞ **If you applied for more than one program,** once you are housed, your name will remain on all other program's waiting lists that you applied for. You can submit a written request to be removed from the other program's waiting list if you do not want to remain on other program's waiting list. You must also make sure you submit your address change to the Intake Department (this will not be done for you by SMHA staff or the Post Office).

We also have available scattered site units / single family homes that will be filled by existing tenants who have for at least one year:

- ✓ Maintained your current lease agreement
- ✓ Paid your rent on time
- ✓ Limited tenant caused damages
- ✓ Promptly pay charges for damages
- ✓ Maintain satisfactory housekeeping inspections
- ✓ Maintain positive relations with neighbors
- ✓ Maintain full or part-time employment (includes retirement and disability income)
- ✓ Participate in community activities to assist in economic self-sufficiency
- ✓ Promptly report changes in income and household