MaineHousing
Maine State Housing Authority

APPLICATIONS AND WAITING LISTS

Project-Based Section 8 Properties
(Based on HUD Handbook 4350.3, Rev. 1, Chg. 4: Chapter 4, Section 14)

4-14 Taking Applications for Occupancy

- Anyone who wishes to be admitted to an assisted property or placed on the waiting list **must** complete an application.
- Owners **may** send out and receive applications by mail.
- Owners **shall** accommodate persons with disabilities who, as a result of their disabilities, cannot utilize the owner's preferred application process by providing alternative methods of taking applications.
- The applicant **must** sign the application to certify accuracy and completeness of information provided.
- Although completion by the applicant is voluntary, the Race and Ethnic Data Reporting Form (form HUD-27061-H) **should** accompany the application.
- Supplement to Application for Federally Assisted Housing (Form HUD-92006) **must** be included as an attachment.
- Applications **must** also have the date and time of receipt in order to place the applicant in the appropriate place on the waiting list. This may be accomplished by either using a date and time stamp or by writing and initialing the date and time received.

Applications should contain:

- Characteristics of each household member – name, gender, age, disability status (if a criterion for eligibility) of each household member, the need for an accessible unit and the race/ethnicity of the head of household
- General household contact information
- Identification of approved preferences
- Sources and estimates of households anticipated annual income and assets
- Citizen declaration and verification consent forms
- Marketing information to understand how the applicant heard about the property
- Screening information – prior landlords, credit, drug and criminal history, consistent with tenant selection criteria.

Applications must request the following information from applicants:

- Whether the applicant or any member of the applicant's household, is subject to State lifetime sex offender registration in any state.
- Listing of states where the applicant and members of the applicant's household have resided.
- Disclosure of SSNs for the applicant and for all members of the applicant's household, except those household members who do not contend eligible immigration status.
- Information from applicants who were age 62 or older as of January 31, 2010, and who do not have a SSN, if they were receiving HUD rental assistance at another location on January 31, 2010.

4-16 Creating and Maintaining Waiting Lists

- Upon receiving an application, the owner/agent **must** indicate on the application the date and time received. This may be accomplished by either using a date and time stamp or by writing and initialing the date and time received.
- The owner/agent **must** process the application for admission, place the applicant on the waiting list or reject the application based on the information provided.
- The owner/agent **must** collect information about the preferences in order to consistently comply with how the preference will affect selection from the waiting list in compliance with the property's tenant selection criteria.
- The owner/agent **must** provide notice of closing the waiting list (see section B of 4-16 for additional information regarding opening and closing the waiting list)

Creating Waiting Lists

- To ensure that all applicants are treated fairly, the tenant selection plan **must** describe how the waiting list is maintained.
- Keep waiting lists up to date as much as possible.
- The waiting list **must** include the following data taken from the application:
  - ✓ Date and time the applicant submitted the application
  - ✓ Name of head of the household
  - ✓ Annual income level (LI, VLI, ELI)
  - ✓ Identification of need for an accessible unit, including the need for accessible features
  - ✓ Preference status
  - ✓ Unit size
  - ✓ **Exclude information** that is not directly relevant to tenant selection (race, ethnicity, gender)

NOTE: See Section 2-32 and 4-17 regarding placing families with disabled family members.

4-18 Documenting Changes to Waiting Lists

Whenever a change is made to the waiting list, an action is taken or an activity specific to an applicant occurs, a notation **must** be made on the waiting list.

Written waiting lists:

- ✓ **must** not be "rewritten."
- ✓ **must** be maintained in a manner that cannot easily be altered.
- ✓ **must** be kept in manner that can be audited.
- ✓ **must** provide an easily viewable record of the date and time of the application and the date and time of selection from the waiting list.

NOTE: See Section E for information about Maintaining Records for Electronic Waiting Lists

4-19 Updating Waiting List Information

- Waiting lists **should** be updated annually or semi-annually to ensure up to date accuracy.
- If the household composition changes, the owner/agent **must** update the waiting list information and decide whether the household needs the same or a different unit size. A written policy **will** determine if the family maintains the original application date or if the place on the waiting list is based on the date of the new determination of family composition.
- Owner/agents **must** establish occupancy standards as part of the property's tenant selection plan and consistently apply those standards when assigning units to applicants.

- If the applicant's contact information changes, the owner **must** note the new information and the date it was received on the application submitted by the family and **must** ensure that the waiting list is accurately updated.

4-20 Removing Names from the Waiting List

- Owner/agents **must** document removal of any names from waiting lists including the date and time of removal.
- Tenant Selection Plan **must** include a written policy that describes when applicant names will be removed from the waiting list.
- Examples of applicant removal policies an owner/agent **may** adopt are:
  - ✓ The applicant no longer meets the eligibility requirements
  - ✓ The applicant fails to respond to a written notice for an eligibility interview
  - ✓ The applicant is offered and rejects two units in the property (or any number of unit offers as specified in the owner's written policy)
  - ✓ The applicant fails to provide SSNs for all household members
  - ✓ Mail sent to the applicant's address is returned as undeliverable
  - ✓ The unit that is needed, using family size as the basis, changes, and no appropriate size unit exists in the property

4-21 Reinstating Applicants to the Waiting List

- If an applicant is removed from the waiting list and subsequently the owner determines that an error was made in removing the applicant (e.g. the incorrect address was used in sending mail to the applicant, the applicant did not respond to information or updates because of a disability), the applicant **must** be reinstated at the original place on the waiting list.

4-22 Record-Keeping

- Owner/agent **must** retain current applications as long as their status on the waiting list is active.
- Documentation of removal of an applicant from a waiting list, along with the HUD-92006 completed by the applicant, initial rejection notice, applicant reply, copy of the owner's final response, and all documentation supporting the reason for removal from the list, **must** be maintained for three years.
- When an applicant moves in and begins to receive assistance, the application and form HUD-92006 completed by the applicant **must** be maintained in the tenant file for the duration of the tenancy and for three years after the tenant leaves the property.
- All files **must** be kept secure so that personal information remains confidential.
- The applicant's or tenant's file **should** be available for review by the applicant or tenant upon request or by a third party who provides signed authorization for access from the applicant or tenant. EIV income data found in the tenant's file has additional disclosure requirements (see paragraph 9-18).
- Owner/agent **must** dispose of applicant and tenant files and records in a manner that will prevent any unauthorized access to personal information (e.g. burn, pulverize, shred)
- Owners **must** keep records and submit reports and information as required by HUD to enable HUD and the owner to ascertain whether the owner has complied, or is complying with nondiscrimination requirements (see Chapter 2)