

**BEFORE YOU APPLY FOR HOUSING ASSISTANCE, YOU MUST READ AND COMPLY WITH THE FOLLOWING INSTRUCTIONS AND PROCEDURES.**

FAILURE TO COMPLY WITH OUR PROCEDURES IS CAUSE TO REFUSE AN APPLICATION. FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION IS CAUSE FOR REJECTION OF YOUR APPLICATION.

YOU MUST COMPLETE THE ENTIRE APPLICATION IN INK. ALL ADULTS (18 YEARS AND OLDER MUST SIGN THEN APPLICATION AND BE PRESENT FOR THE INTERVIEW. BRING ALL REQUITRED PROOFS WITH YOU TO THE INTERVIEW AND BE PREPARED TO FURNISH NAMES, ADDRESSES, PHONE NUMBERS AND ACCOUNT NUMBERS FOR ALL SOURCES OF INFORMATION TO BE VERIFIED.

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**PUBLIC HOUSING APPLICATIONS ARE TAKEN MONDAY THROUGH THURSDAY FROM 9:00 A.M. TO 12:00 P.M. THE SECTION 8 WAITING LIST IS CLOSED. FACE-TO-FACE INTERVIEWS ARE CONDUCTED AT THE TIME YOU PLACE YOUR APPLICATION. THIS INTERVIEW TAKES APPROXIMATELY 30 MINUTES. THIS OFFICE WILL NOT ACKNOWLEDGE MAILED IN APPLICATIONS UNLESS PRIOR APPROVAL HAS BEEN OBTAINED.**

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**WHAT TO BRING TO THE INTERVIEW**

1. Proof of identity for all adult members. (Picture ID, Driver's license, etc.)
2. Social Security cards for all household members.
3. Birth Certificates for all household members.
4. Source of income, and assets with name, address, phone number and account numbers.
5. Name, address and phone number for current and previous landlords.
6. If you are elderly or disabled, sources of medical expenses with name and addresses.
7. Proof of Marital Status. (Marriage Certificate, Divorce Papers, etc.)

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**Please note that the Johnson City Housing Authority does not provide Emergency housing. All programs have waiting lists.** If approved, the Housing Authority is not able to reasonably estimate when a suitable unit will become available or when assistance will be offered. The availability of a suitable unit is based upon factors not directly controlled by the Housing Authority, such as turnover rates. Vacancies occur at rare and unpredictable intervals; therefore, we may not have advance knowledge of a prospective vacancy. Additionally, your placement on a waiting list may vary due to eligible applicants with a higher weight preference.

## TO THE APPLICANT:

Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available to person other than United States citizen, nationals, or cert categories of eligible non-citizens in the following HUD Programs:

- a. Public and Indian Housing Programs
- b. Section 8 Housing Assistance Programs
- c. Section 235 of the National Housing Act
- d. Section 236 of the National Housing Act
- e. Section 101/Rent Supplement Program

You have applied or are applying, for assistance under one of these programs; therefore, you are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each of your family members for whom you are seeking housing assistance. To do this you will:

1. List all family members who will reside in the assisted unit.
2. Have a Declaration Format completed by each family member listed on the Family Summary Sheet.

This Section 214 review will be completed in conjunction with the verification of other aspects of eligibility for assistance. We will be happy to assist you in completing this review.

If this Section 214 results in a determination of ineligibility, you will have an opportunity to appeal the decision. Also, if the final determination concludes that only certain members of your family are eligible for assistance, you family may be eligible for pro-ration of assistance. That means that when assistance is available, a reduce amount may be provided for your family, based on the members who are eligible.

If assistance becomes available and the other aspects of your eligibility review show that you are eligible for housing assistance, it may be provided to you prior to the final determination of the Section 214 review, depending on how far the review has progressed and the information that is available. You will be contacted as soon as we have further information regarding your eligibility for assistance.