

#1 Confirmation of Application/Registration

You have completed a pre-application for your name to be placed on the waiting list(s) for subsidized housing. This pre-application has been assigned a client number to help us find you in our computer system.

Approximately - five to ten working days after you submit your pre-application, you will receive a letter confirming the waiting list(s) your name has been placed on and the client number that your pre-application was assigned.

Do Not throw This Eligibility Letter Away...This is proof that you applied and your pre-application number is how we will find your pre-application in our computer system.

You can check your status any time by calling 702-477-3598.

#2 The Interim.....While You're Waiting

It is your responsibility as an applicant to keep the Housing Authority informed of any changes in your income, Household Composition, Address or Telephone Number.

How do you do this?

The Housing Authority requires you to do this by filling out an Interest

Update Form(s) that can be completed in our Office or you can mail in written changes. This can be done at any time during the year, if you have a change in your Address, Income, Telephone number, or Household Composition.

We do not accept any changes over the telephone. All changes Must be reported in writing immediately. This is so we will be able to contact you immediately when your name is near the top of the waiting list.

#3 Preliminary Eligibility

While your name is on a waiting list, it has not yet been determined that you are eligible to participate in any housing programs.

Your eligibility will be determined when you have successfully passed all the screening requirements of this Housing Authority. Not everyone who applies for assistance passes these screening requirements. Some typical reasons for denying applicants assistance include:

- Owing any Housing Authority money from a previous tenancy and/or a bad management report from a previous landlord.
- Evidence of certain criminal behavior.
- Any behavior which are not appropriate in maintaining a safe and secure environment for other Housing Authority residents.

#4 Final Eligibility Interview

When your name approaches the top of the waiting list, we will contact you for a *final* eligibility interview. You will be asked to bring the following documents and information with you to this appointment:

- Valid government issued picture I.D., Driver's License or State I.D. card for all household members 18 years old or older.
- Original Birth Certificates for all family members listed on your pre-application under 18 years of age.
- Proof of legal custody or guardianship for all children under the age of 18 currently in your care that are not your own children.
- Documents to verify family relationship.
- Social Security Cards for ALL household members.
- Name, address and telephone number of your current and past landlords.
- A current home, cell phone or message telephone number.
- Verification or proof of Income and Assets.

We also require you to sign authorizations forms for Criminal background screening for each household member 18 years or older. If you fail to keep this appointment or to provide any of the documents or

information requested within fourteen (14) days of your final interview appointment, your name will be removed from the waiting list and you will have to re-apply.

#5 When you become Eligible

If it is determined you are eligible, you will be notified by mail along with a courtesy call when an apartment of the appropriate size for your family becomes available.

You will be given one offer of housing only*. You will need to call the development manager to make an appointment to view the unit once you receive your offer letter. If you do not go to see the unit, we will assume that you are refusing the unit and your name will be withdrawn from that waiting list and you will have to re-apply. These actions are necessary to give other applicants a chance to obtain housing assistance.

*In compliance with TITLE VI of the Civil Rights Act of 1964 and the American Disabilities Act, the Housing Authority may be required to give you an additional offer of Housing in order to accommodate the disability of a member of your household if applicable.

When you lease a unit, your manager will explain the rules and regulations

which apply to you and your family as residents. For example:

- Rent is due on the 1st of each month. There may be late charges assessed for late payment of rent.
- An Annual Review/Recertification of income, family composition and an inspection of your unit are mandatory.
- Residents are expected to maintain their apartments and surrounding grounds in a clean and orderly manner.
- Residents are responsible for the behavior and actions of all household members and their guests.

Security Deposits:

For Public Housing, in addition to your rent, you must pay a security deposit when you lease your apartment.

If you have any questions, you may call the Admissions Department Monday through Thursday between the hours of 8 a.m. and 5 p.m. Please help us to properly identify you by having your Client number and Social Security Number ready.

The Southern Nevada Regional Housing Authority does not discriminate on the basis of color, sex, religion, race, disability, familial status, age or national origin. Our agency shall provide reasonable accommodations to disabled clients

to ensure all programs and services are accessible. If you need a reasonable accommodation, please put your request in writing to the Attention of: Southern Nevada Regional Housing Authority 504/ADA Office 5390 E. Flamingo Rd., Las Vegas, NV 89122. You may contact our agency for additional assistance in making your request by calling 702-477-3100.

Si usted no puede leer este document porque no lee ingles o require que esta comunicacion sea interpretada o traducida, por favor llame inmediatamente a nuestra oficina (477-3100) para una interpretacion o traduccion gratuita.

Application Process



Information Brochure

5390 East Flamingo Rd
Las Vegas, NV 89122
(702) 477-3100
TDD (702) 387-1898

Automated Service:
(702)477-3598

www.snvrha.org

