

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 24 hours a day, 7 days a week by calling:383-2805 or 1-800-291-3469 for out of state.

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 Numbers.

How do you do this?

1. 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 changes. This is done at any time during the year, if you have a change in Address, Telephone Number, Family Composition or Income.
2. You must report in writing, any changes in family composition, income, address, phone etc.....
We do not accept any changes over the telephone.

3. Do not go to the individual developments. Development managers cannot make housing Assignments nor can they move your name up on the Waiting list(s).

Remember it is very important that you immediately notify us in writing if your telephone number or address changes. 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:

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

4 Final Eligibility Interview

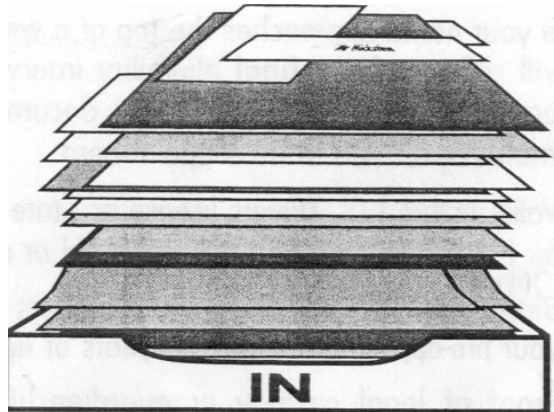
When your name approaches the top of the waiting list, we will call you for a final eligibility interview. You will be asked to bring the following documents and information with you to this appointment:

1. Valid picture I.D., Driver's License or State I.D. Card for household members 18 years old or older.
2. Original Birth Certificates for all family members listed on your pre-application under 18 years of age.
3. Proof of legal custody or guardianship for all children under the age of 18 currently in your care that are not your own children.
4. Documents to verify a family relationship.
5. Social Security cards for all household members.
6. Name, address and telephone number of your Current and past landlords.
7. A current home or message telephone number.
8. Verification or proof of income and Assets.

We also request that you submit a Metro Release Form for each household member 18 years or older so the Housing Authority may conduct a criminal history investigation with the Police Department.

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.

It's in the works!



#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 right 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 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 comply with the Housing Authority of the City of Las Vegas Voluntary Compliance Agreement, or to accommodate the disability of a member of your household.

When you lease a unit, your manager will explain the rules and regulations which apply to you and your family as residents. For example:

1. Rent is due on the 1st and is considered late if paid after the 7th of the month. There may be a late charge if you pay your rent after the 7th.
2. An Annual Review / Recertification of income, family composition and an inspection of your unit is *mandatory*.
3. Residents are expected to maintain their apartment and surrounding grounds in a clean and orderly manner.
4. Residents are responsible for the behavior and actions of all household members and their guests.

Security Deposit: For public housing, in addition to your rent, you must also Pay a \$100.00 security deposit when you lease your apartment. If you have any questions, you may call the Admissions Department Monday thru Friday between the hours of 8 a.m. to Noon and 1 p.m. and 5 p.m. Please help us identify you properly by having your Client number and Social Security Number ready.



EQUAL HOUSING OPPORTUNITY



APPLICATION PROCESS



INFORMATION BROCHURE

**380 N Maryland Parkway
Las Vegas, Nevada 89101
(702) 922-6954
TDD 386-0789**

**Automated Service:
(702) 383-2805 (Local)
(800) 291-3469 (Out of State)**