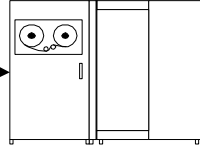
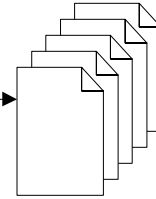


Public Housing Applications:
The Applicant Selection Office is the central location for receipt of applications and data entry into the computerized wait list module. Applications are added to the site based waiting list(s) of the applicant's choice.



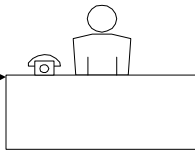
WAITING LISTS



The Asset Manager will select Applicants from Waiting List by preference category, bedroom size, and earliest date of application.



Asset Manager mails Eligibility / Update Letters (usually double the number of anticipated vacancies)



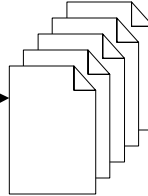
Asset Manager schedules preliminary Interview Appointments



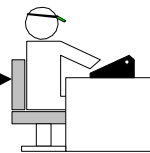
Asset Manager makes copies of appropriate documents and has Applicant complete Interview Package; ensures that adults 18 years & older attend and sign appropriate forms.



Asset Manager mails Income Verification forms, Landlord questionnaire, etc. (Obtain employers fax for prompt feedback)



Asset Manager forwards Criminal / Tenancy Background Check Release forms for all adults 18 years & older to Applicant Selection office.

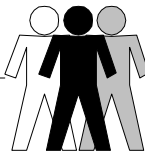


Applicant Selection will process and forward the Background Check Release forms and results to the Regional Asset Manager



Yes

No



ASSIGNMENT

Within Pool of Eligible Applicants, the Asset Manager will offer the unit by Preference Category and earliest Date of Application.



APPROVED

The applicant met HUD income eligibility limits, qualifies under the intended preference, bedroom size, and has passed suitability standards.



The **Regional Asset Manager** reviews and forwards the release forms to the Asset Manager with a recommendation to "Approve" or "Deny" the applicant family.



DENIALS

The Asset Manager will mail "Rejection Letters" by 1st Class and Certified return receipt. (NOTE: The "Rejection Letter" must have a signature of someone other than the Informal Review Officer.)



REFUSAL OF OFFER

If an applicant refuses placement at a particular site without a "Good Cause", that is a reason acceptable to the JCHA, his/her name will be removed from the waiting list for that site and will remain on the waiting list for all other sites in which they applied.

Preference Ineligibility

If it is determined that during the preliminary interview process, the applicant family does not meet criteria for the preference under which they were initially selected, processing will cease. The applicant family will remain active on the site based waiting list and retain their original date of application.