

Housing Authority Letterhead

<i>Applicant's First and Last Name</i>	<i>Applicant ID</i>
<i>Applicant's Address</i>	<i>Date of Birth</i>

NOTICE OF PRIORITY/PREFERENCE SCREENING FOR STATE-AIDED HOUSING

Dear Applicant:

We are in the process of screening your application for the waiting list checked off below:

<input type="checkbox"/> Family	<input type="checkbox"/> Non-elderly Handicapped
<input type="checkbox"/> Elderly	<input type="checkbox"/> Congregate Elderly
	<input type="checkbox"/> Congregate Handicapped

In order to verify your status and remain near the top of the waiting list, you must now obtain and submit the information/documentation checked off below to the Housing Authority within ten (10) business days.

1. ___ For Veterans preference, a copy of the veteran's form DD 214, which you can get from the National Archives online at <https://www.archives.gov/veterans/military-service-records>.
2. ___ For Local Preference due to employment, paystubs or letter from employer showing address.
3. ___ For Local Preference due to residence, a copy of your lease, utility bill or other business records showing your residential address where you are currently residing or from which you were displaced.



4. _____ For Housing Situation Priority, see the required verification indicated on the attached list.

If you fail to document Priority or Preference Status, you will be on the waiting list as a Standard Applicant at the original date the LHA received your application.

When you are informed by the Housing Authority, you will be required to submit other documentation to establish that you are eligible and qualified for the housing program that you selected. If you have questions about your application, or want to notify the Housing Authority of a change in your application information, please contact us.

Sincerely,

