

# **Checklist of Required Verification Document for Priority Status**

## *For Applicant Use*

Please be advised that a request for priority consideration (emergency application) cannot be processed and will not be effective until such time as you have fully verified your housing circumstances and the events leading to your present situation. Until such time, the Housing Authority will process your standard application for housing. If you are found eligible pursuant to that application you will be assigned selection category 7, Standard. In doing so, should you fail to document priority status you will be on the waiting list as a Standard Applicant at the original date the LHA received your application.

You should understand that priority status is only for an applicant who has been or is

imminently faced with displacement from his/her primary residence (a primary residence is your principal home occupied not less than 9 months of the year) as a result of circumstances described below and who:

(a) is without or about to be without a place to live or is in a living situation in which there is a significant, immediate, and direct threat to the life or safety of the applicant or a household member which situation would be alleviated by placement in an appropriate unit . (Applicants temporarily residing in a shelter are considered without a place to live.); and

(b) has made reasonable efforts to locate alternative housing; and

(c) has not caused or substantially contributed to the safety or life-threatening situation (In cases of domestic violence, there is a presumption that victims did not contribute to their circumstances.); and

(d) has pursued available ways to prevent or avoid the safety or life-threatening situation by seeking assistance through the courts or appropriate administrative or enforcement agencies.

The following is a list of the types of documents which you are responsible for obtaining to verify the information you provided in your emergency application. You must submit the documents that pertain to your circumstances. If you feel that you have documents over and above those required below, please provide the Housing Authority copies. If you need clarification or have questions, please call the Housing Authority to which you are applying.

### **Priority #1 – Homeless, Displaced By Natural Forces**

If you can no longer live in your residence due to a fire, flood, or earthquake submit:

o Fire: Copy of the Official Fire Report. Report must be mailed directly by the Fire Department to the Housing Authority. Report should be attested as a true copy.

o Flood/Earthquake: Copy of the official report from the Red Cross or Federal Emergency Management Agency (FEMA). Report must be mailed directly to the Housing Authority. Report should be attested as a true copy.

o Proof that you were a resident of the affected property. You should submit such items as: rent receipts, copy of your lease or rental agreement.

### **Priority #2 -Homeless, Displaced By Public Action (Type A)**

If you have been displaced within the past three (3) years due to public works, urban renewal, or public usage or improvement; submit the following:

o Copy of the official notification of land/property taking and the stated purposes thereof from the public agency involved. Notification should include legislative authority exercised and date of displacement.

- o If public action is impending, notification should be sent from the public agency directly to the Housing Authority.
- o Proof that you were a resident of the affected property. You should submit items as: rent receipts, copy of your lease or rental agreement.

### **Priority #3 -Displaced By Public Action (Type B)**

If you have been displaced due to a public health agency's enforcement of local or state health codes:

- o Copy of the official order of displacement due to code enforcement. Order should be sent directly to the Housing Authority by the public health department involved. Document may be known as Declaration of Condemnation and should include the specific property involved.
- o A statement of efforts taken by you, the applicant, to remedy the situation prior to the actual condemnation and subsequent to the condemnation.
- o Attached documents, to demonstrate your action(s), such as letters to the landlord, previous board of health notices, or court records.
- o Proof that you were a resident of the affected property. You should submit such items as: rent receipts, copy of your lease or rental agreement.

### **Priority #4 -Emergency Case Category(ies)**

Our approved Emergency Case Plan is posted in our administrative offices and available for your review. Our emergency case plan is for applicants who have been displaced or are imminently faced with displacement because of circumstances as follows:

- o A. HOMELESS, applicant is homeless and facing an immediate and direct threat to life or safety through no fault of their own and for reasons outside their control including substandard housing conditions which directly and substantially endanger or impair the health, safety or well-being of the household.
- o B. SEVERE MEDICAL, applicant household member is suffering from severe medical emergency, illness, or injury which is life-threatening and has been caused by the lack of suitable housing or the lack of such suitable housing is a substantial impediment to treatment or recovery.
- o C. ABUSE, applicant is in an abusive situation.

Your situation is one or more of the above, you need to submit the following:

- o A. HOMELESS If you are homeless and living in a hotel, motel, or shelter, your housing search worker or a shelter staff member must send written justification which certifies your homelessness directly to the Housing Authority. Substandard housing conditions must be verified under Priority No.
- o B. MEDICAL reasons need to be documented by your medical records. Your doctor needs to submit written certification of your medical condition, the contributing factors to that condition, and the prognosis of your condition directly to the Housing Authority.
- o C. ABUSIVE situation needs to be documented through some combination of the following, based on the applicant's individual circumstances. Since certain actions on the part of victims of domestic violence can trigger violent acts by the offenders, no particular item can be mandated as the required form of verification. Please remember that if any verification appears vague, an LHA must obtain additional documentation until the LHA feels that a reasonable showing of the abusive situation has been made. Examples of documentation could include one or more of the following:

- o medical incidences - pattern or repeated occurrence
- o police report
- o # reported occurrences
- o court reports
- o applicant has attempted to get restraining order
- o applicant has filed charges against accused
- o legal action
- o letter from attorney stating case
- o counseling
- o psychological report
- o director, social service agency
- o last permanent address
- o changed address
- o In all instances, you must be homeless as defined below:

- a. you are without or about to be without a place to live or are in a life threatening situation;
- b. you have made efforts to locate alternative housing;
- c. you did not cause or contribute to your present housing situation; (In cases of domestic violence, there is a presumption that victims did not contribute to their circumstances.) and;
- d. you have pursued ways to avoid or prevent the threatening situation.

If you believe that you meet all of the items "a" through "d" then you should write a detailed explanation of the circumstances that led to your present housing situation. Include names, address and relationship, if any, for each person(s) involved in the circumstances who can support your statements. It is your responsibility to prove your situation. When writing your explanation, you should try to detail what happened, why it happened, how you tried to prevent it from happening, what you did once it did happen, and what you have been doing since it happened. The Housing Authority will contact you if we need any additional information.

### **Priority #5 -AHVP Participant**

An applicant, otherwise eligible and qualified, who is living in a non-permanent, transitional housing subsidized by the AHVP.

- o Letter from the LHA that issued AHVP Certificate verifying applicant is an active participant in the AHVP.

### **Transfers: Priority #6 -Transfer For Good Cause**

Any current tenant of the housing authority seeking a transfer from his/her present unit must qualify for the sixth selection priority transfer. You must meet requirements as follows:

- o MEDICAL documentation from physician that current housing circumstances are a contributing factor to the overall health of the applicant. The documentation must be sent directly to the authority by your physician.
- o HOUSEHOLD SIZE, a change in your household composition now requires that you move to a different size apartment. You must submit copies of official documents which verify the change such as birth certificates, marriage licenses, adoption papers, or legal custody documents.

If you can verify the above, you must also be a tenant in good standing. All monies due the Authority must be current and you must be in compliance with the terms of your lease.