

**HOUSING CHOICE VOUCHER  
PROGRAM****ELIGIBILITY FOR ADMISSION****Eligibility Factors**

To be eligible for participation, an applicant must meet Housing and Urban Development's (HUD) criteria, as well as any permissible additional criteria established by the Housing Authority (HA).

**HUD eligibility criteria are as follows:**

- An applicant must be a "family."
- An applicant total family income must be within the appropriate income limits.
- An applicant must be either a very low to low-income family.
- An applicant must furnish Social Security cards and birth certificates for everyone in the Household, as well as picture identification for anyone over 18 years of age (Driver License or State issued identification card.)
- An applicant must have at least one (1) adult member who is a U.S. citizen or eligible immigrant.

**Other Criteria for Admission:**

1. The family must not have violated any Family Obligations during any previous participation in the Housing Choice Voucher Program (formerly Section 8) for five (5) years prior to application.
2. No family member may have committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal Housing Program for five (5) years prior to application.
3. The family must not have violated any requirements contained in the family's Contract of Participation in the Family Self Sufficiency Program (**unless the family can show good cause**).
4. The family must have paid any outstanding debt owed the HA or any other HA as a result of prior participation in any Federal Housing Program prior to application. A family who owes the HA money may place their name on the waiting list by paying one half of the balance owed. The family will be required to pay the balance in full prior to final eligibility determination. No payment agreement will be made. The HA reserves the right, in the case of extreme hardship, to negotiate payment in accordance with its procedures. Full documentation of the hardship will be required. Under no circumstances will the debt be forgiven.
5. If the family **or any family member** has engaged in or threatened violent or abusive behavior toward HA personnel, the HA may deny admission at that time.
6. **No member of a family is eligible if he/she is subject to lifetime registration under a state sex offender registration program.**
7. **Permissive Prohibition:**
  - A **The HA prohibits admission of a family to the program if the HA determines that any family member is currently engaged in, or has engaged in during the five (5) years prior to admission:**



ABILENE HOUSING AUTHORITY

534 Cypress Street, Suite #200

Abilene, Texas 79601

325/676-6385

FAX 325/676-6375

**HOUSING CHOICE VOUCHER  
PROGRAM**

- 1 **Drug related criminal activity**
  - 2 **Violent criminal activity**
  - 3 **Other criminal activity which may threaten the health, safety or right to a peaceful enjoyment of the premises by other residents or persons residing in their immediate vicinity; or**
  - 4 **Other criminal activity, which may threaten the health, or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the HA (including a HA employee or a HA contractor, subcontractor or agent).**
8. **Prohibiting Admission of Alcohol Abusers: Reasonable cause of alcohol abuse may be grounds for denial of assistance.**
9. **Persons placing their names on the waiting list must update their information every six (6) months to show continued interest. Any changes in address, family composition or income MUST be reported in writing to the HA immediately. If no contact is made in writing, reapplication may be required.**



ABILENE HOUSING AUTHORITY

534 Cypress Street, Suite #200

Abilene, Texas 79601

325/676-6385

FAX 325/676-6375

HOUSING CHOICE VOUCHER PROGRAM

I wish to reside in (please select one): ABILENE or \_\_\_\_\_ County.

Initial Preliminary Application

PLEASE PRINT - Accessible format available on request.

Who is the Head of Household? (Legal Name)

Form fields for Last, First, M.I., Sex (Male/Female), Date Of Birth, Social Security Number, and Age.

Form fields for Monthly Income Amount and Income Source.

Form fields for Race (White, Black, American Indian/Alaska Native, Asian or Pacific Islander) and Ethnicity (Hispanic, Non-Hispanic).

Form fields for Street Address, City, State, and Zip.

Form fields for Mailing Address (if different), City, State, and Zip.

Form fields for Home Phone and Work Phone.

Form fields for Emergency Contact, Relationship, and Phone.

Form fields for Address, City, State, and Zip.

Other Adults-18 years of age or older-Living in the unit

Table with 8 columns: Legal Name, Sex M/F, Relationship to Head of Household, Social Security Number, DOB, Age, School/Occupation, Monthly Income. Rows 1-4.

Minors Living in the Unit

Table with 8 columns: Legal Name, Sex M/F, Relationship to Head of Household, Social Security Number, DOB, Age, School/Occupation, Monthly Income. Rows 1-5.

Form fields for Signature and Date.

NOTICE: You are required to notify the Housing Authority (in writing) of any change of address. If we can not contact you at the above address, your name may be removed from the waiting list and you will have to re-apply.

EQUAL HOUSING OPPORTUNITY

Updated: 2/13/2009



**HOUSING CHOICE VOUCHER PROGRAM**

**Program Integrity Information**

1) Do you expect any adults to move in or out of your Household within the next 12 months?  Yes  No

2) Do you expect to add or delete any children in your Household within the next 12 months?  Yes  No

3) Does anyone live with you now who are not listed on this application?  Yes  No

4) Have you ever lived in Public or Federally Assisted Housing (i.e. Section 8) before?  Yes  No  
 If yes, When? Where? Under what name?  
 Who was Head of Household?

5) Have you ever used a name other than the one you are using now?  Yes  No  
 If yes, What was it?

6) Have you ever used a Social Security number other than the one you are using now?  Yes  No  
 If yes, What was it?

7) Has anyone in your Household ever been arrested/convicted for possession/use, sale, manufacture, or distribution of a controlled substance?  Yes  No  
 If yes, Who? When? What?

8) Does anyone in your Household currently use a controlled or illegal substance?  Yes  No  
 If yes, please explain.

9) Have you or any one in your household been evicted from Public or Federally Assisted Housing for drug-related or violent criminal activity within the past 5 years?  Yes  No

10) Have you ever violated a family obligation in a HUD-assisted housing program?  Yes  No

11) Do you owe any money to a Public Housing Agency or Federally Assisted Housing Program?  Yes  No  
 If yes, from when? How much?

12) Do you or your spouse or Co-Head of Household have a verifiable disability?  Yes  No  
 If yes, who?

**Current Expenditures**

Rent:	Phone:	Medical:	Credit Card:
Electric:	Auto Payment:	Cable:	Credit Card:
Gas:	Auto Insurance:	Health Insurance:	Loan:
Water:	Child Care:	Rentals:	Other:

Do you have any other regular monthly payments besides those listed above?  Yes  No  
 If yes, please specify:

**Work History**

Where was the last place of employment for all adult household members?

Member	From (year)	To (year)	Employer

**I DO HEREBY CERTIFY BY SIGNING BELOW THAT ALL ANSWERS TO ALL QUESTIONS ARE TRUE AND CORRECT.**

**Signature of Head of Household:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ABILENE HOUSING AUTHORITY**

534 Cypress Street, Suite #200

Abilene, Texas 79601

325/676-6385

FAX 325/676-6375

**HOUSING CHOICE VOUCHER  
PROGRAM**

**Driver License Information**

Household Member	Driver's License Number	State
1)		
2)		
3)		
4)		

*Vehicles: How many vehicles does the family own?*

Owner	Make	Model	Year	Color	License #	State
1)						
2)						
3)						
4)						

**Authorizations, Representations, and Certification**

I do hereby authorize Abilene Housing Authority to obtain a "consumer report" as defined in the Fair Credit Reporting Act, 15 U.S.C. Sec 1681 a (d), seeking information on the creditworthiness, credit standing, credit capacity, general reputation, or mode of living of applicants.

I understand that any misrepresentation of information or failure to disclose information requested on this application may disqualify me from consideration for admission or participation, and may be grounds for eviction or termination of assistance.

**WARNING:** Title 18, Section 1001 of the U.S. Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department or Agency of the U.S. or the Department of Housing and Urban Development.

**NOTICE:** Any attempt to obtain Public Housing, any rent subsidy or rent reduction by false information, impersonation, failure to disclose or other fraud, and any act of assistance to such attempt is a crime under Texas law.

**I DO HEREBY CERTIFY BY SIGNING BELOW THAT ALL ANSWERS TO ALL QUESTIONS ARE TRUE AND CORRECT.**

<b>Signature of Head of Household:</b>	<b>Date</b>
<b>Signature of Spouse/Co-Head of Household:</b>	<b>Date:</b>

**FOR OFFICE USE ONLY:**

**I DO CERTIFY THAT I HAVE REVIEWED ALL ANSWERS AND CERTIFICATIONS WITH THE APPLICANT PRIOR TO SIGNATURES. HA Representatives Initials here: \_\_\_\_\_**

HA Representative Signature:	Date:
------------------------------	-------