



PRE-APPLICATION FOR THE HOUSING CHOICE VOUCHER PROGRAM (SECTION 8) WAITING LIST

The waiting list for the Housing Choice Voucher (Section 8) program is open from October 17, 2018 – December 6, 2018. **A lottery process will order the pre-applications on the Waiting List so it doesn't matter when you submit your pre-application as long as it falls within this date range.** You may complete the attached pre-application to be added to the Section 8 Program for the County of Santa Cruz and/or the Cities of Hollister and San Juan Bautista. For more information about how to apply for other programs administered by the Housing Authority, visit our website at www.hacosantacruz.org.

Participants in the Section 8 Program are issued a Voucher. Once a family obtains a voucher, they must locate a unit and negotiate the rent with a landlord who agrees to accept the voucher and participate in the Section 8 program. Assisted families pay a portion of their income towards rent. The Housing Authority pays the remainder of the rent directly to the landlord on the family's behalf. More information about the Section 8 Program is available on our website at www.hacosantacruz.org.

ABOUT THE WAITING LIST

A computer generated random number will be assigned to each pre-application after the waiting list closes. This random sequence, commonly referred to as a "lottery", means there is no advantage to submitting a pre-application early. When you complete a pre-application online you will receive confirmation immediately. All completed pre-applications submitted prior to the due date will be included in the lottery. The Housing Authority will mail a letter or postcard within several weeks to each household that submitted a pre-application. If you have not received a letter or postcard within several weeks of submitting your pre-application, please call the Housing Authority at (831) 454-5990.

The Housing Authority has a preference for applicants that live or work in the jurisdiction of the program. The Housing Authority will contact applicants in order of preference and lottery number. The period of time a household will wait for assistance cannot be estimated. Typically, families wait several years to reach the top of the waiting list.

HOW TO SUBMIT YOUR APPLICATION

If you are interested in placing your name on the Section 8 Waiting List for the County of Santa Cruz and/or the Cities of Hollister and San Juan Bautista, please complete the attached Pre-Application Form and return it to the Housing Authority by 5pm December 6, 2018. Pre-applications can be submitted in four ways:

- Online at www.hacosantacruz.org
- By mail to the Housing Authority at 2160 41st Avenue, Capitola, CA. 95010 (must be received, not postmarked, by 5pm Dec 6, 2018)
- By FAX to 831-469-3712
- In-person at our office Monday through Thursday from 8:00 am – 5:00 pm, or after-hours to our drop box located to the left of the office entrance.

WHAT TO EXPECT AFTER YOU SUBMIT YOUR PRE-APPLICATION

1. **You will be mailed a confirmation letter or postcard that the Housing Authority has *received your pre-application*.** If you completed a pre-application online, you will also have a confirmation number immediately. If you have not received a letter or postcard within several weeks of submitting your pre-application, please call the Housing Authority at (831) 454-5990.
2. **You will be mailed a letter confirming that your name has been *placed on the waiting list, with your lottery number*.** Lottery numbers cannot be assigned until the waiting list closes and all the pre-applications have been entered into our system. Therefore, it may take several months after the waiting list closes before you receive this confirmation letter. When you receive your confirmation letter, keep the letter for your records.
3. **You must keep us informed, in writing, within thirty (30) days of any changes to your mailing address.** It is your responsibility to make sure the mailing address you give us is a reliable and secure one. If, at any time, you do not respond to Housing Authority requests for information or appointments by the due dates established in those letters, or if at any time letters sent to you are returned to the Housing Authority as undeliverable, no further attempts to contact you will be made and your name will be removed from the waiting list.
4. **When your name reaches the top of the waiting list we will begin the process of determining your eligibility for participation in the program.** The U.S. Department of Housing and Urban Development (HUD) requires that we conduct a criminal background check and sex offender check on all adult applicants. Please see our website for more information about program eligibility. Program rules are subject to change and your eligibility will not be determined until you have reached the top of the list.
5. **How to reach us – you may visit our website at www.hacosantacruz.org, complete a Waiting List Status Form, or call the Waiting List Call Center at (831) 454-5950.**
6. **Your wait for assistance may be long.** We cannot predict when your name will reach the top of the waiting list. Once you have received your confirmation letter, you may not receive anything from the Housing Authority for a very long time.

Keep this cover letter for your records.



The Housing Authority of the County of Santa Cruz
 2160 41st Avenue, Capitola, CA 95010
 Phone (831) 454-9455 TDD (831) 475-1146 FAX (831) 469-3712
www.hacosantacruz.org

If you need assistance completing this form,
 please contact the Housing Authority Waiting List Call Center at (831) 454-5990

