

YOUR HOUSING APPLICATION CHECKLIST

Use this checklist to help you keep track of where you are in the application process. If you have any questions about the District of Columbia Housing Authority, its properties or any services, please feel free to ask or call us. We are happy to help you find an answer.

Step 1: Get an Application

- In person at the Client Placement Division's Client Services Center located in Suite 178 at 1133 North Capitol St., N.E.;
- By downloading the [housing application](#) from this web-site; or
- By mail. Call us at 202-535-1706 to request that an application be mailed to you.

Item done: Date: _____

Step 2: Submit an Application

Turn in your application to the District of Columbia Housing Authority Client Placement Division in person or by mail. Please do not forget to fill out the application completely, including any special housing needs and/or preferences.

Item done: Date: _____

Step 3: Receive a Receipt

Receive a receipt for submitting your application. It is important that you keep the receipt as it is proof of the submission of your application. You will be placed on the list based on the date and time you submitted your application. Please remember that if you are put on a waiting list, you have to let us know if your address changes. This is very important because we use the mail as the primary means of communicating with you.

IMPORTANT: If you do not answer any mailing sent by the Client Placement Division your application for housing will be withdrawn from the waiting list.

Item done: Date: _____

Step 4: Check Your Prior Rental Balance

(FOR FORMER PARTICIPANTS IN DISTRICT OF COLUMBIA HOUSING AUTHORITY PROGRAMS ONLY)

If you are a former resident of any of the housing programs administered by the District of Columbia Housing Authority and owe a debt to the agency based on your past tenancy, *you must resolve the debt before your name reaches the top of a waiting list and housing assistance can be offered.*

You can check your rental balance for the Public Housing program through the Tenant Accounts Programming Branch by calling (202) 535-1141. For money you owe related to your participation in the Housing Choice Voucher Tenant Based or the Housing Choice Voucher Moderate Rehabilitation Project Based Program, contact your former landlord.

Item done: Date: _____

Step 5: Placement on a Waiting List

You will be placed on a waiting list for housing based on the date and time of your application and any preferences you indicated on your application.

Item done: Date: _____

Step 6: Reaching the Top of a Waiting List

When your name reaches the top of the waiting list, the District of Columbia Housing Authority will mail you a final interview letter. You will want to keep a look out in the mail for this letter. It will include a date for an interview and a list of forms and other documents that you will need to bring with you to the interview.

Item done: Date: _____

Step 7: Final Interview

Be sure to complete all forms and bring all documents identified in your interview letter. The most important documentation needed at the interview is proof of the preference for which you were selected from the waiting list. This preference can be found in the body of your final eligibility interview letter. In addition, a definition of the preference and the required documentation to prove the preference will be included in the information sent with the letter. If you cannot prove why you need housing, the DCHA

will return your application to the waiting list with the same date and time of application. Make sure to pay any current debts to District of Columbia Housing Authority within 30 days of the scheduled interview. If the money is not repaid, then you will be taken off the waiting list and an interview will not occur.

Program for which Interview Scheduled: _____
Interview Date: _____ Interview Time: _____

Item done: Date: _____

Step 8: Attend the Interview

At the interview, a Client Eligibility and Placement Specialist will talk to you about the procedures District of Columbia Housing Authority goes through to determine if you qualify for housing assistance. A Client Eligibility and Placement Specialist will assist you in completing all the paperwork as part of the interview. If you need additional assistance at the interview (e.g. translation services), please contact the Client Placement Division at (202) 535-1706 before the interview date so that arrangements may be made. Feel free to ask any questions that you might have about being a District of Columbia Housing Authority resident.

Name of Specialist: _____

Phone _____

Appointment Time/Date: _____/_____

Item done: Date: _____

Step 9: Determine Eligibility

The District of Columbia Housing Authority will contact you to tell you if you have been accepted or denied for the program. *If you are not determined eligible for housing assistance, your application will be withdrawn for the program for which you reached the top of the waiting list.* If you are accepted, Welcome to Our Community! Once you are approved for a housing assistance program, you are placed in a selection pool.

Housing Choice Voucher Tenant Based Program:

If you are deemed eligible for the Housing Choice Voucher Tenant Based Program, your information will be transmitted to the Housing Choice Voucher Program. The Housing Choice Voucher Program will contact you

by mail to schedule a briefing that will include a presentation on the program. At the end of the briefing, you will be issued a voucher.

Briefing Scheduled

Date: _____ Time: _____

Voucher Expiration Date: _____

Item done: Date: _____

Public Housing and Housing Choice Voucher Moderate Rehabilitation Project Based Programs:

If deemed eligible for the Public Housing or Moderate Rehabilitation programs, your information will remain in a selection pool with other eligible applicants until a unit meeting your housing needs becomes available.

Item done: Date: _____

Step 10: Schedule a Walk-Through

PUBLIC HOUSING AND SECTION 8 MODERATE REHABILITATION ONLY:

Schedule a walk through of your potential new home. You have two chances to accept a unit. If you reject the first unit, your information will be returned to the selection pool. If you reject the second unit, your application will be withdrawn and you will have to reapply for housing assistance for the program in which you reached the top of the waiting list.

The District of Columbia Housing Authority provides reasonable accommodations to all applicants, residents or participants with disabilities. If you or a member of your household requires an accommodation due to a disability to complete documents related to the participation in a DCHA housing program, please notify the Office of the ADA/504 Coordinator at (202) 535-1000.