



ATTENTION ALL PUBLIC HOUSING APPLICANTS

Please attach all necessary documents for ALL members of the household (as well as you), including but not limited to:

- Birth Certificates
- Social Security Cards (any family member 6yrs and older)
- Proof of Wages
- Proof of Disability
- Certification of Homelessness from a Social Service Agency
- Proof of Student Status
- Drivers License or State I.D.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Thank you,
Peoria Housing Authority Eligibility





APPLICATION QUESTIONNAIRE FOR WAITING LIST ELIGIBILITY

(For Office Use Only) Date Received _____ Time _____

I AM APPLYING FOR THE WAITING LIST FOR THE FOLLOWING PUBLIC HOUSING SITE

- HOUSING INCENTIVE PROGRAM (SCATTERED SITE AND HARRISON)
- CONVENTIONAL (TAFT HOMES AND HARRISON HOMES)
- ELDERLY 50 and older (STERLING TOWERS AND NEW HARRISON)

APPLICANT NAME: _____ PHONE: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____ HOW LONG? _____

LANDLORD NAME: _____

CO-APPLICANT NAME: _____ PHONE: _____

CURRENT ADDRESS: _____ HOW LONG? _____

COMPLETE FOR ALL HOUSEHOLD MEMBERS INCLUDING MINORS

| NAME | BIRTHDATE | SOCIAL SECURITY # | STUDENT STATUS FULL TIME, PART TIME, NOT A STUDENT | EMPLOYED Y/N |
|------|-----------|-------------------|--|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |





DO YOU HAVE ANY FOSTER CHILDREN LIVING IN YOUR HOME? YES _____ NO _____

IF YES, PLEASE LIST NAMES AND AGES:

| NAME | AGE | SEX | BIRTHDATE | SOCIAL SECURITY NUMBER |
|------|-----|-----|-----------|------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Does anyone outside of your household pay for any of your bills or give you money on a regular basis? _____

If yes, please explain

Have you or any of your household ever been convicted of any crime other than a traffic violation? _____

If yes, please give year of conviction and explain. Please provide documentation of your efforts regarding rehabilitation (Examples: training program, certification of completion, letters of recommendation)





Peoria Housing Authority has adopted the following preferences for waiting list placement. Please follow the directions below to ensure correct assignment of all preferences claimed. If no preferences are checked, Peoria Housing Authority will presume no preferences are being claimed.

FOR TAFT HOMES, HARRISON HOMES AND STERLING TOWERS WAITING LIST, Please check all preferences you are claiming. All completed waiting list applications must be accompanied with the following documentation for each preference claimed by the applicant.

| | |
|--|---|
| | Displaced: Documentation on letterhead from the Government Agency verifying nature of disaster and any governmental assistance applied for (i.e. FEMA application or Red Cross Assistance) |
| | Homeless: Documentation on letterhead from Social Service Agency |
| | Employment: Last pay stub or letter from employer on company letterhead |
| | Student Status: Current schedule showing number of hours enrolled |
| | Disability: Social Security verification letter or applicant may sign certification of disability to be sent directly from PHA to Medical Professional |
| | Elderly/Near Elderly (50+): Birth Certificate or valid Driver's License or valid State ID. |
| | Veteran: Military ID or documentation |

FOR HOUSING INCENTIVE PROGRAM ONLY, please check all preferences you are claiming. All preferences must be accompanied with the following documentation for each preference claimed by the applicant. ****Housing Incentive Program applicants MUST be able to obtain utilities in their name.****
If none of the following preferences apply, you will not qualify!

| | |
|--|---|
| | Working at least 32 hours per week (if head, spouse, or co-head is unable to work due to a disability as defined by Social Security standards you may claim this preference.) |
| | Working less than 32 hours per week, but at least 20 hours per week and part time college or trade school student |
| | Currently a full time student (earning at least 12 credit hours) |
| | Currently enrolled in Trade School or training program |
| | Currently enrolled in a full-time approved GED Program |
| | PHA resident in good standing (including but not limited to most recent annual inspection, legal history, rent paying history and housekeeping history.) |
| | Current Conventional Public Housing Family Self-Sufficiency participant. |

****Exception**

A request from an applicant to be placed on the waiting list for a unit size smaller than designated by the occupancy standards will be approved as long as the unit is not overcrowded according to local code. Please contact Eligibility at 309-676-8736 Ext. 14079 for more information.





ACCESSIBILITY NEEDS SURVEY

Name: _____

In order to better serve our residents, Peoria Housing Authority has created this survey to determine the housing needs of current residents who have disabilities. We would appreciate your input to ensure we are meeting your family's needs. This survey is completely voluntary and you may choose to not answer any question for any reason.

1. Does anyone in your household require housing that is wheelchair accessible? This includes the use of ramps as well as a convenient location for light switches, doorknobs, etc.
 Yes No No reply
2. Does anyone in your household require housing that is vision accessible? This includes grab bars in the bathroom or other such accommodations.
 Yes No No reply
3. Does anyone in your household require housing that is hearing accessible? This includes emergency strobe lights, doorbells, or other such accommodations.
 Yes No No reply
4. Does anyone in your family have any other needs for reasonable design accessible features or modifications in regards to your housing to better serve you and provide appropriate housing?
 Yes No No reply

If yes, please explain:

Do you have any questions or concerns that you would like to ask at this time?

- Yes No No reply

Signature

Date

Race and Ethnic Data Reporting Form

U.S. Department of Housing and Urban Development
Office of Housing

OMB Approval No. 2502-0204
(Exp. 06/30/2017)

Name of Property **Project No.** **Address of Property**

Name of Owner/Managing Agent **Type of Assistance or Program Title:**

Name of Head of Household **Name of Household Member**

Date (mm/dd/yyyy): _____

| Ethnic Categories* | Select One |
|---|-----------------------|
| Hispanic or Latino | |
| Not-Hispanic or Latino | |
| Racial Categories* | Select All that Apply |
| American Indian or Alaska Native | |
| Asian | |
| Black or African American | |
| Native Hawaiian or Other Pacific Islander | |
| White | |
| Other | |

***Definitions of these categories may be found on the reverse side.**

There is no penalty for persons who do not complete the form.

Signature

Date

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.



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 of the United States Government.

APPLICATION CERTIFICATION

I understand that this form is NOT an offer of housing. Based on this form, I understand that I should not make any plans to move or end my present tenancy.

I understand it is my responsibility to inform the Peoria Housing Authority of **ANY** change in address, income, and/or household composition, in writing, immediately. I acknowledge that not doing so may affect my placement on the waiting list and could result in cancellation of my application.

I certify that the information I have given on this document is true and correct.

I understand that any false statement or misrepresentations are criminal offenses punishable under state and federal laws. I also understand that false statements or information are grounds for rejection of my application or termination of tenancy or program participation.

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____





HOW OUR WAITING LISTS WORK

Thank you for your interest in the Peoria Housing Authority (“PHA”) Housing Choice Voucher and Public Housing Programs. Both of these housing assistance programs are very popular, so your application for admission will be added to a Waiting List we created for each program. Before you complete an application, please understand that **anyone who currently owes money to the PHA, any other housing authority, or any other public housing or housing choice voucher program, will not be placed on our Waiting Lists until all outstanding debts are satisfied. So, if you owe money, your completion of our application WILL NOT put you on a Waiting List.**

Assuming you do not owe money, here is what happens after you complete and submit your housing program application:

- Your application will be date and time-stamped and your name will be added to the appropriate Waiting List according to when the application is received in our main office. There are separate Waiting Lists for Housing Choice Voucher and Public Housing.
- Your position on the Waiting List may benefit from what are called **Preferences**. Our Preferences may help you move up on the Waiting List more quickly than someone without a Preference. Currently, PHA’s Preferences apply to applicants who are a) working at least 20 hours per week, b) full-time students, c) disabled, d) elderly, age 62 or older, e) participating in a self-sufficiency economic program, f) homeless, or g) veterans. If you qualify for any of these Preferences, please be sure to mark them on your application and provide supporting documentation with your application. If documentation is not included, you will not receive the Preference. In addition, if at any time your status changes and you feel you qualify for a Preference, please notify us in writing and provide the supporting documentation.
- Your position on the Waiting List will fluctuate daily, so we do not give out numbers and/or positions. Also, it is not possible for us to determine or predict how long an applicant will wait before they are pulled from a Waiting List. Please be considerate of our staff and their time by not asking them to guess your position and wait time.
- When your name nears the top of the Waiting List, we will contact you for an interview and ask that you bring in information and several forms of verification. We also will verify any Preference you may have claimed on your application to determine if you were, and are still entitled to the Preference. If we determine that the circumstances that entitled you to a claimed Preference no longer exist, your position on the Waiting List will be recalculated.
- At the interview, you will begin the Eligibility/Admissions process and we will gather updated information about you and your family. We also will obtain consent forms, including for criminal background checks of all persons listed on your application who are 18 years of age and older.



- **(Housing Choice Voucher applicants only)** Please remember that you are only on a Waiting List, and are not receiving assistance at this time. Therefore, you may not contact a property owner and inform them that you have Housing Choice Voucher assistance that will help pay your rent.
- **(Public Housing applicants only)** The Peoria Housing Authority purges (updates) the Public Housing Waiting List near the end of each calendar year. Before doing so, we attempt in writing to contact all applicants to determine if they are interested in remaining on it. If we contact you, please be sure you respond within the timeframe indicated, or your name will not be included in the updated Waiting List.
- **IMPORTANT:** Please be sure to notify our office **IN WRITING** if you move, change your telephone number or contact number, or have a change in your family composition. If we attempt to contact you by mail and it is returned as non-deliverable by the U.S. Post Office, you will be removed from the Waiting List. No change of information will be accepted by telephone or facsimile.

We hope we have answered your questions about the Waiting List and the process of waiting for approval for Housing Choice Voucher and Public Housing assistance. If you have any questions about the process at any step, please contact us at our main office telephone number listed below between the hours of 8 a.m. and 5:00 p.m., so that you can be directed to the appropriate program representative.





NOTICE TO PEORIA HOUSING AUTHORITY APPLICANTS AND RESIDENTS
REGARDING REASONABLE ACCOMMODATIONS

The Peoria Housing Authority (PHA) is committed to ensuring that its policies and procedures provide individuals with disabilities the opportunity to participate in and benefit from its programs, services and activities. PHA is dedicated to ensuring that individuals with disabilities are not discriminated against on the basis of disability, in connection with the operation of its programs, services and activities.

PHA provides reasonable accommodations to applicants and residents if they have a disability and reasonable accommodations are necessary for them to have the opportunity to enjoy offered programs, services and activities. A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, program, or facility that gives a qualified individual with a disability the opportunity to participate in and benefit from, a program or activity. The accommodation will be made, provided it does not pose an undue financial or administrative burden to PHA or require a fundamental change in its program.

A reasonable accommodation may also include providing an appropriate auxiliary aid to an applicant with a disability to enable effective communication. Examples of reasonable accommodation may include:

- installing flashing light smoke detectors in an apartment for a resident with a hearing impairment;
- providing a reader, during a housing interview, for an applicant or resident with a vision impairment;
- installing grab bars in the apartment bathroom of a resident with a disability;
- permitting an outside agency to assist an applicant with a disability to meet the screening criteria.

Residents with a disability requesting reasonable accommodation must fulfill their lease terms. They must be able to pay rent, care for their apartment, report required information, not disturb the neighbors, etc.

Requests for a reasonable accommodation may be made to the Asset manager or at the PHA office at 100 S. Richard Pryor Place, Peoria, IL 61605. The individual making the request will be provided with a Request for Reasonable Accommodation form which should be completed, signed and returned for processing. Assistance with completing this form is available from PHA staff. Please call the Section 504/ADA Administrator at 309-677-7312 or email Yvonne Long at yvonne.long@pha.peoria.il.us if you have any questions or concerns about reasonable accommodation.

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____





ATTENTION

Peoria Housing Authority Housing Choice Voucher CLIENTS:

All clients and program participants of the PHA will be seen only by appointment, Tuesday – Friday during our regular business hours of

8:00a.m.-5:00 p.m.

We ask that you please contact your leasing specialist to schedule an appointment.

“Walk-Ins” will **ONLY** be accepted and serviced on Mondays during regular business hours. (Disabled, elderly and determined emergency exceptions may apply)

Thank you for your cooperation!

