



Decatur Housing Authority

PO Box 13489
7315 Hanna Street
Fort Wayne, IN 46869-3489

Preliminary Application for Housing Choice Voucher Program Waiting List For the Decatur, Indiana Housing Authority

Instructions

Thank you for your interest in the Housing Choice Voucher Program (previously known as Section 8) offered by the Decatur Housing Authority (DHA). On the next few pages, you will find a preliminary application for housing assistance. Please review each of the questions on the preliminary application form. It is very important for you to answer each question accurately, complete and legibly. All completed applications received will be entered into our computer database and placed on the HCVP waiting list.

Return the last two forms only: Waiting List application and HUD Form 92006

All applications that are mailed must be mailed to:

**Decatur Housing Authority
PO Box 13489
Fort Wayne, IN 46839-3489**

ONLY THE ATTACHED APPLICATION SHOULD BE MAILED TO THIS ADDRESS

**** You must report all changes on employment status, address and phone number within 10 days of the change to the Decatur Housing Authority. You may fax, mail, or come into the office to make changes. No changes will be accepted over the phone. **A change of address at the Post Office WILL NOT forward you mail from the DHA.** An address change must be filed with the Housing Authority. You will receive a notice for a scheduled appointment in the mail, at the address on file for you when your name is reached on the waiting list. If a letter is returned to the agency because you have moved, your name WILL BE REMOVED from the waiting list without further notice. ****

In the future, if you have a change in the preferences that you claim on this application, you must submit a new preference sheet to the Housing Choice Voucher Program. This must be done in writing.

Keep the top sheet for your records.

Head of Household Name: _____

Date you mailed application: _____

2017 Housing Choice Voucher Program FAQ's

Question: When will I be notified of my place on the waiting list?

Answer: You will be notified via the US Postal Service at the address on your application within 90 days of application to inform you of your waiting list status.

Question: If I am the first person in line, will I get a voucher before everyone else?

Answer: No. The waiting list is based on preferences. Your place on the waiting list will depend on your preferences, not the order in which your application was received.

Question: How long before I get a voucher?

Answer: Due to a number of factors, we cannot give a time frame for when vouchers will be issued.

Question: Should I call the office to see when vouchers will be given out or where I am on the waiting list?

Answer: No. Due to the high volume of applicants, call will only delay the process. You will receive a letter at your address on record when we have reached your name for determining eligibility.

Question: Do I need to report changes in my address, income, preference and family compositions?

Answer: Yes. Make sure to notify DHA in writing within 10 days of your change so we can update your file with the correct information in order to determine your place on the waiting list and so we can contact you for eligibility when the time comes.