



**LORAIN METROPOLITAN HOUSING AUTHORITY
HOUSING CHOICE VOUCHER PROGRAM WAITING LIST
FREQUENTLY ASKED QUESTIONS (FAQs)**

When is the waiting list open?

LMHA's Housing Choice Voucher (Section 8) Program waiting list will open at 12:01 am Sunday, February 8, 2015. It will close at 11:59 pm on Saturday, February 14, 2015.

How do I apply?

Applications must be completed electronically online at the LMHA website www.lmha.org. Click on "Apply Now" and you will be directed to the application page at <https://lmha.tenmast.com/applylmha/>. Applications can be submitted online 24 hours a day while the waiting list is opened. LMHA is not able to accept paper applications. Based on anticipated interest and number of applications, phone and/or in person inquiries will not be addressed.

Persons with disabilities in need of accommodations to assist with the application process may call 440.288.7434, TDD/TTY 1-800-750-0750.

I don't have a computer to apply online. Where can I go to do this?

LMHA has collaborated with several agencies to provide computer access. Click [here](#) for a list of locations and hours of operation. LMHA has 4 computer kiosks available for use at its Main Office. These will be available from 8:00 a.m. to 4:00 p.m. on Monday February 9, Tuesday February 10, Thursday February 12, and Friday February 13, 2015.

How does the lottery work?

Once the waiting list is closed, LMHA's software contractor, Tenmast, will identify AND remove any duplicate applications. Tenmast will utilize a computer program to randomly select 2,000 applications. These 2,000 applications will be sorted by number of preferences and date and time of application. This process will take approximately 10 business days. Once LMHA has received the data, the Admissions department will begin to send letters to schedule interviews to the top 100 applicants.

How many applicants will be selected?

We are selecting 2,000 applications.

How will I know if I'm chosen?

Upon completion of the electronic application, you will be issued a unique confirmation number. Be sure to print out that page or write down the confirmation number. After Tenmast randomly selects the 2,000 applications, LMHA will publish those 2,000 confirmation numbers, *in no particular order*, on the website at www.lmha.org.

If your application is among the 2,000 selected, you will receive a letter from LMHA inviting you to an interview. This could take as long as 9-12 months, depending on the number of preferences you have and the date and time of your application. Preferences are verified at the time of your interview.

If your application is not among the 2,000, you will not be selected. You will not be notified that you were not selected.

What are the qualifying preferences?

The LMHA local preferences are:

- **Veteran Preference**
 - Families where the Head, Spouse or Co-Head is a veteran who served in the active military or naval service of the United States, including families of deceased veterans or deceased persons who were so serving at the time of death.
- **Residency Preference**
 - Families where the Head, Spouse or Co-Head lives or works in Lorain County and can provide proof of address.
 - Proof of address is defined as picture identification, pay stub, mail with current address.
- **Working Preference**
 - Families where the Head, Spouse or Co-Head have been steadily employed for the past 90 days or more.
 - Employment is defined as working a minimum of 10 hours per week at an established business source.
 - Families where the Head, Spouse or Co-Head is receiving Social Security and/or Supplemental Security Income or 62 years of age or older receive this preference.
- **Homeless or Rent Burden Preference**
 - Families where the Head, Spouse or Co-Head is currently paying more than 50% of their gross monthly income towards rent and utilities for the last 90 days.
 - Mortgages and homes in foreclosure are not included.
 - Must provide a lease in their name, 3 months of rent receipts and 12 month utility print-out.
 - Families that are homeless and can submit verification from a shelter, a qualifying agency, institution or advocate.
- **Displaced by Government Action or Victim of Natural Disaster**
 - Families where the Head, Spouse or Co-Head has been involuntarily displaced by a Government action.
 - Families must provide documentation directly from the Government Agency.
 - Families who were a victim of a natural disaster.
 - Families must provide documentation directly from the Source.

When will I hear from you?

You will not hear from us for at least a month. Due to the high volume of applications being selected, we are not accepting phone calls for questions relating to where your application stands on the waiting list. You will be contacted when your application reaches the top 100. We are issuing vouchers throughout the year and will pull the top 100 each time we need to do the orientation. Again, you will not be contacted until you reach the top 100.

What if something changes on my application?

Once you are interviewed, you will be advised that you must report your changes in writing within ten (10) business days. Until you are interviewed, you do not have to report changes. All information on your application must be verified before you are considered active on the waiting list.

However, you must submit changes in address and/or phone number in writing to the attention of the Admissions Department. No phone calls will be received.

Who do I contact with questions or to report changes?

You will be given information at your interview advising you who to contact and how to submit your changes.

How soon will I get my voucher?

You will not get a voucher until 1) you have reached the top 100 on the waiting list; 2) we have verified all of your information on the application with an interview; 3) you are active on the waiting list; 4) a complete background check has been done; 5) there is enough funding to issue new vouchers. This process could take 3-9 months from the date of your interview. If you are not at the top of the waiting list, this process will take longer than 9 months.

How will I know if I'm chosen?

You will be contacted by LMHA in writing when you have reached the top 100.

Do I qualify if I have a felony, misdemeanor or an outstanding warrant?

The Housing Authority will deny your application if you or anyone in your household is a convicted sexual offender under the state sex offender registration program; has engaged in or permits drug-related criminal activity or violent criminal activity; has a history or pattern of criminal activity involving crimes to persons or property and/or other criminal acts that affect the health, safety, or peaceful enjoyment of the premises by other residents; was recently released from incarceration, parole, probation or a community control program or any other court supervised intervention program which requires reporting to the court or agency. Recent is defined as within three (3) years; and/ or has engaged in criminal activity and/or has been convicted of any felony within the last three years.

Do I qualify if I have ever been evicted from Public Housing or another low-income housing program?

The Housing Authority will deny your application if you or anyone in your household has been evicted from public housing within the last five years.

Do I qualify if I owe LMHA any money?

The Housing Authority will deny your application if you or anyone in your household owes money to LMHA for any reason.

I tried to apply online for a public housing unit, not Section 8. The website won't let me do that. What's wrong?

Online applications for all other LMHA programs, including public housing, Harr Plaza and International Plaza, will be unavailable from 12:01 a.m. Sunday, February 8, 2015 through 11:59 p.m. Saturday, February 14, 2015. Only applications for the Housing Choice Voucher Program will be able to be accepted online during that time. Online applications for public housing and other programs will again be available beginning Sunday, February 15, 2015.