



**APPLICATION FOR PUBLIC HOUSING**  
Instructions (please keep for future reference)

- 1. Reasonable Accommodation or Interpreter:** If you need assistance in reading or understanding these instructions, or require an interpreter, contact 315-475-6181 ext 4241 for assistance. Si necesita ayuda para leer o entender estas instrucciones, o necesita un intérprete, por favor contacte 315-474-6181 ext 4241 para asistencia.
- 2. Complete and Sign Application:** Please fill out, sign, and date the attached application and consent forms. Once completed, dated and signed by all household members over the age of 18, please return the application to the address below. If any information or signatures are missing, the application will be returned to you for completion. Your name will not be placed on the Wait List until your application is complete.

**3. Income Limits:** To be eligible for Public Housing, your gross annual income must be less than:

Family Size	1	2	3	4	5	6	7	8
<b>Very Low (50%)</b>	\$32,700	\$37,350	\$42,000	\$46,650	\$50,400	\$54,150	\$57,850	\$61,600
<b>Extremely Low (30%)</b>	\$19,600	\$22,400	\$25,200	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
<b>Low (80%)</b>	\$52,300	\$59,750	\$67,200	\$74,650	\$80,650	\$86,600	\$92,600	\$98,550

- 4. Preferences:** SHA has established certain preference categories and all families meeting one or more of those preferences will be assisted before those applicants who do not meet these preferences. To be considered for a preference, you must provide supporting documentation with your application. SHA has **preferences** for
  - Victims of Domestic Violence (certification, order of protection)
  - Displacement due to lead-based paint risk,
  - Displacement due to fire or other natural disaster through no fault of family (fire report)
  - Displacement by the government due to your residence being condemned or other reason

**\*\* Contact Housing Compliance or the Applications Department to determine your eligibility for a preference**

- 5. Removal from Waitlist:** Applicant must respond to mailings from SHA by the deadline date or your name will be withdrawn from the Wait List. If mail is returned with no forwarding address your application will be removed.
- 6. Changes to Application:** Applicant must notify SHA of any changes in address, phone number, family size, income, or preference circumstances. **Any changes must be reported to this office in writing** on a Changes to Public Housing Wait List Application Form or your application may be withdrawn.
- 7. Eligibility:** You will be contacted by mail to schedule an update appointment as your name nears the top of the Wait List. Your household will then be screened on numerous criteria including, but not limited to, landlord references, housekeeping abilities, income eligibility, and criminal history. If you successfully complete the screening process, you will be offered an apartment when one becomes available.

**VAWA:** If you otherwise qualify for the rental housing or program, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. <http://www.hud.gov/sites/documents/5380.docx>

**Criminal History:** Having a criminal history or a pending arrest is NOT an automatic bar to admission and any criminal history will be given an individualized assessment. You may still be approved for tenancy with a criminal history unless you have a conviction for methamphetamine production or you are a lifetime registrant on a state or federal Sex Offender database. If you have a criminal conviction that involved **physical violence** to persons or property, or affected the **health, safety and welfare** of others you will be asked to provide **additional information** and will be provided an opportunity to contest the background check or record used by SHA, provide evidence of rehabilitation. In the event of a denial due to criminal history you will be given 14 business days to appeal.



516 Burt Street / Syracuse, New York 13202 / **PH 315.475.6181** / FAX 315-470-4203 / [www.syracusehousing.org](http://www.syracusehousing.org)

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