



## SECTION 8 PRE-APPLICATION GUIDE

All applications must be completed online at [michigancityha.housingmanager.com](http://michigancityha.housingmanager.com).

Persons with disabilities who require a reasonable accommodation in completing an application may call the Michigan City Housing Authority to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is (219) 873-2345.

### THINGS TO KNOW

#### Criminal history

Your application can be denied if you or a family member has a history of participating in certain criminal activity. Please note that other offenses not listed below may also cause your application to be denied.

- ❖ Currently using an illegal or controlled substance or abuse of alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- ❖ Crimes of physical violence against persons or property, and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well-being of other tenants or staff, or cause damage to the property.
- ❖ Evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802.
- ❖ Convicted of manufacturing or producing methamphetamine (speed) (Denied for life);
- ❖ Lifetime registration under a State sex offender registration program (Denied for life).
- ❖ Engaged in or threatened abusive or violent behavior towards any Michigan City Housing Authority staff or residents.

## QUALIFYING FOR ASSISTANCE

### Income Limits

Compare your income with the 2016 LaPorte County Income Limit chart below. If your annual income is less than the amount stated for the number of individuals living in your household, you may qualify for assistance. MCHA will gather additional information to verify your household income.

| Family Size | 80% of Median* |
|-------------|----------------|
| 1           | \$33,250       |
| 2           | \$38,000       |
| 3           | \$42,750       |
| 4           | \$47,500       |
| 5           | \$51,300       |
| 6           | \$55,100       |
| 7           | \$58,900       |
| 8           | \$62,700       |

*\*Limitation amounts change annually. The chart above indicates limitations for the 2016 calendar year.*

### Immigration Status

The head of household does not need to be a U.S. citizen to apply for housing, but someone in your family must either be a U.S. citizen or have eligible immigration status to receive the full housing subsidy.

## HOW TO APPLY

### Pre-application

Complete the pre-application form online at [michigancityha.housingmanager.com](http://michigancityha.housingmanager.com). After you submit the pre-application, write down or print your confirmation number. You may view or print your application after it has been submitted, but you will not be allowed to make any changes. Typically, the wait time can take 1 to 6 years before your name reaches the top of the waiting list and longer depending also on the availability of vouchers.

***Placement numbers on the waiting list will not be given out. Your preliminary eligibility letter will contain your estimated waiting time for assistance.***

### Interview/Application

When we reach your name on the waiting list, the MCHA will contact you by mail to ask you to submit a full application. We will then gather information from you to determine if you are eligible. Preference is given to some applicants on the waiting list, and these individuals will be considered first.



*You must complete the pre-application form to have your name added to the waiting list. You must provide all of the information requested, including a mailing address. You will NOT be notified if we cannot add your name to the waiting list as a result of missing information. To help ensure we can contact you, you are required to keep your information updated by completing a [change form](#) and submitting it to the housing authority.*

## COMMON QUESTIONS

### Can you help me apply for housing?

Yes, if you have a disability that requires reasonable accommodation in completing an application, you may call the Michigan City Housing Authority to make special arrangements to complete their application at 219-872-7287. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is (219) 873-2345. Language translation is also available in the application software.

### Do I need to tell you about changes in my income, family and address?

Yes. You are required to update any changes to your name, address, and phone number. If we are unable to contact you, your name will be removed from the waiting list. It is your responsibility to ensure that all information remains current. Changes must be submitted in writing. No changes will be taken over the phone unless you require a reasonable accommodation due to a disability.

### What else must I do to keep my position on the waiting list?

If we send you any mail to request information or to schedule an appointment, you must respond by the stated deadline or your application will be canceled. If the postal service returns mail to us as undeliverable with no forwarding address, your application will also be canceled.

### After I apply, can I apply to a different waiting list?

Yes, you will keep your position on the Section 8 list. If you apply for another waiting list, your application will be placed on that waiting list based on the time and date you applied.

***The MCHA's mission is to provide safe, decent and sanitary housing conditions for very low income families and to manage resources efficiently. The MCHA is to promote personal, economic and social upward mobility to provide families the opportunity to make the transition from subsidized to non-subsidized housing.***