Low Income Public Housing
Application for Admission Packet

Twin Falls Housing Authority
200 Elm Street North
Twin Falls, ID 83301
Phone: 208-733-5765

INFORMATION & INSTRUCTIONS
FOR APPLICANTS

You are encouraged to read all information in this Application for Admission Packet. Additionally, you may request the Violence Against Women Act Notice and the Community Service and Self Sufficiency Requirement Policy from the Agency or download a copy from the website. **Please be aware that all public housing rental units and common areas are smoke-free.**

Note: A single person with disabilities or a family that includes a person with disabilities may request a reasonable accommodation at any time during the application or occupancy process.

The application and all supplemental forms must be filled out in full and signed by all adult family members. If all information required on the application and listed below is not received by the Housing Agency within ten (10) calendar days of the application date, the application will be denied.

If an applicant's spouse is ***temporarily*** absent from the home, he/she must be listed on the application and is subject to the same screening criteria as all other household members. If a spouse is ***permanently*** absent, he/she should not be listed on the application and will not be allowed to live in the rental unit.

A criminal history check will be run on all household members aged eighteen (18) and over. The PHA may require that a family member provide fingerprints to be run through the FBI's national fingerprint system if criminal activity is revealed in the local or state systems. The PHA is screening for specific criminal backgrounds stipulated in the Admissions and Continued Occupancy Policy, as well as criminal activities that prohibit a person from receiving housing assistance during his/her lifetime. Lifetime prohibitions include persons required to register under a state lifetime sex offender registration program and persons who have been convicted of methamphetamine production in federally assisted housing. An application will not be denied if the criminal history check reveals a single minor or petty criminal activity. ***If an applicant is offered an apartment before the background check information is received by the PHA and the results of the check reveals drug-related or violent criminal activity, any lease agreement executed may be terminated.***

In addition to completion of the written application and signing all forms in the application packet, the applicant must provide:

- Social Security numbers and original Social Security cards
- Birth Certificates and current Passport for all members of the household
- A current driver's license or state-issued photo identification for each adult household member
- Verification of Eligible Immigrant Status (I-551, I-688, I-688B)
- Additional verification forms as determined necessary by the PHA

Upon completion the application should be returned to the Administrative Office, where original documents provided will be copied by the PHA and returned to the applicant. Applications may be returned by mail, however do not include original documents. Call the office to make an appointment to return the application packet.

EQUAL HOUSING OPPORTUNITY

The application will be reviewed upon receipt to determine completeness and initial eligibility. After determining initial eligibility, the application will be placed on the waiting list. Information provided will be verified as the applicant nears the top of the waiting list to determine suitability and final eligibility. The applicant will be contacted if additional information is required.

If it is determined during the review process that the applicant failed to disclose relevant information requested or provided false information on the application or at the interview, the application will be denied.

The applicant will be mailed a letter of initial eligibility or denial at the address provided on the application. If the application is denied, the applicant may, within ten (10) days of the date of the denial, request an informal meeting, at which time he/she could provide documentation that would disprove the validity of the information relied upon in denying the application.

Eligible applicants are placed on the appropriate waiting list and offered an apartment in accordance with the TFHA Admissions and Continued Occupancy Policy, which is available for review upon request in the management office. Applicant screening and offers of rental units will be made without discrimination regarding race, color, religion, sex, age, handicap, familial status, or national origin.

All applicants determined eligible initially will be contacted/interviewed prior to determining final eligibility and suitability and being offered a rental unit. At that time, current verifications of income, assets, and deductible expenses will be obtained for use in calculating rent. These required verifications must be original documents less than 60 days old at the time of the interview.

The applicant must notify the PHA in writing of any changes in income, household members, assets, address, or telephone number while on the waiting list. This information is used in determining eligibility and unit size for which the family is eligible and for contacting the applicant. If the PHA is unable to contact the applicant due to a change in address or telephone number that has not been reported in writing, the application will be removed from the waiting list. If the applicant can provide verification that he/she was unable to respond due to circumstances beyond his/her control, the application may be reinstated.

When an apartment of the appropriate size becomes available, the applicant will be contacted in writing at the most recent address provided. **The applicant must accept the apartment offered or decline it within five (5) calendar days from the date of the offer.** If the apartment offered is declined, but the applicant desires to remain on the waiting list, his/her name will be moved to the appropriate place on the waiting list as detailed in the Tenant Selection and Assignment Plan. Failure to respond to an offer within five (5) calendar days will result in removal from the waiting list unless the applicant can provide verification that he/she was unable to respond due to circumstances beyond his/her control at the time of the offer.

If the offer is accepted, the applicant must:

1. Execute the lease and lease addendum within five (5) business days of the offer date
2. Pay the security deposit (and pet deposit, if applicable).
3. Pay the pro-rated rent for the month in which he/she is renting.
4. Inspect the unit with a PHA representative. Any repairs needed in the apartment that are not noticed at the move-in inspection may be reported and recorded within seven (7) calendar days of execution of the lease. After that time, the tenant assumes responsibility for any needed repairs beyond normal wear and tear.