



HOUSING CHOICE VOUCHER WAITLIST NOW OPEN!!

Effective **September 17, 2018** the Pierce County Housing Authority is pleased to announce that the Housing Choice Voucher waitlist will be open until **December 1, 2019**.

Please see below for instructions and links for further details regarding eligibility, screening and the selection process.

ALL APPLICATIONS MUST BE SUBMITTED ONLINE

Placement on the waiting list will be done by random drawing (lottery style)

A lottery gives everyone an equal chance to be placed on the waitlist no matter when they apply.

The waitlist application does not allow you to save a partially completed application. If you have to leave the application before you finish it, your changes will not be saved and you will have to start the application over. *All links noted below will direct you accordingly.*

What do I need to apply?

- **Full name and social security number for ALL family members.**
Unless any family member is NOT a legal resident and does not have a social security number you please contact us at 253-620-5456 for an alternate ID.
- **Active email address.**
One may be created at the time that you go to submit your application. It is important that you maintain access to this email as it will be required to check your waitlist status.
- **Monthly income for the entire household**
- **A current mailing address.**
You must have an address where we can send mail. If you do not have a permanent address you can Contact your local DSHS office to sign up for Homeless Mail services. If eligible DSHS will provide you a referral to Associated Ministries to utilize this service. ***It is your responsibility to update your address should you move, returned mail will result in withdrawal from waitlist***

How to Apply

You can only apply online at our website; www.pchawa.org/Housing_Applications.php. Applicants will be drawn from the waitlist by random lottery. The waitlist will remain open indefinitely. Future drawings will be done as needed. This means that applying early does not give you a better chance of being drawn. Everyone who applies will have the opportunity to be drawn in a future lottery. Paper applications will NOT be available without a reasonable accommodation.

What if I don't have internet access?

You are welcome to use any public computer with internet access, but PCHA also will have computers available for waitlist applications to be submitted during regular business hours. Mon thru Thursday 8:30AM-12:00PM and 1:00PM to 4:00PM

How will I know if my application is accepted?

No more than 20 days after you apply, you will be able to check the status of your application on our applicant portal. You can create an account with [OWL applicant portal register](#) or login in with a previously made account at www.pchawa.org under "How do I check my status." If, after 20 days, you do not find your application in the applicant portal, you may call 253-620-5456.



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Do I have to live in Pierce County to apply?

No, but you will be required to live in Pierce County Housing Authority's jurisdiction for at least 12 months once we have issued a voucher to you.

Can I apply more than once?

No. Head of Households, Co-heads, and spouses will only be allowed to apply once. You may apply to more than one waitlist at a time if open. Duplicate applications will result in both applications being withdrawn.

How do I know if you got my application?

At the end of the application process, you will receive a confirmation number. **You will need to print this confirmation number.** This is your proof that you applied. PCHA staff will not be able to retrieve this number for you.

What if I am having trouble completing the application?

Your referring agency may be able to assist you or you may also call 253-620-5456 for assistance during normal business hours. Please only leave one voicemail that clearly states the full name of the applicant and a return number to call. Inquiries may also be submitted via email to waitlist@pchawa.org

I have a disability and need assistance.

If you have a disability that prohibits you being able to complete this application and need a Reasonable Accommodation, please call the PCHA at 253-620-5456 during normal business hours stating very clearly your request with applicants full name and valid phone number. Please expect to leave a message and receive a return call. You may also come into the office during regular hours to obtain a Reasonable Accommodation Form.

Is the application available in other languages?

Yes.

If I fill out the application, am I sure to get Housing Assistance?

No, an application will just give you a chance to be in the lottery to be placed on the wait list. Applicants are subject to denial for housing assistance per current PHA policies and HUD regulations (at admission not at time of application).

Ready to Apply?

If you have read the Housing Choice Voucher Waitlist FAQ and are ready to apply, please complete the online waiting list pre-application. You will want to print your confirmation number at the end of the application process. You will also need the information listed above to complete the pre-application. If you stop at any point, the information you have entered will not be saved, and you will need to begin again.

****PCHA WILL NEVER CHARGE TO SUBMIT AN APPLICATION****