

# PART I



Vermont State Housing Authority  
One Prospect Street Montpelier, VT 05602  
Phone: 802-828-1991; Fax: 802-828-2111;  
Message Line: 1-800-820-5119; TTY: 1-800-798-3118



**Equal Housing Opportunity  
Provider**



## **Housing Choice Voucher Program: Application for Assistance**

**Thank you for your interest in the Housing Choice Voucher Program. Please make sure to read the instructions below prior to submitting your application as there is important information of which you should be aware.**

### **PLEASE KEEP THESE INSTRUCTIONS FOR YOUR RECORDS ALONG WITH PART III**

### **Only return Part II to VSHA**

- Vermont State Housing Authority operates the Housing Choice Voucher (HCV) Program primarily through telephone, mail and electronic correspondence. If you have questions feel free to contact the Intake Department directly. If you would like to meet with staff it is best to call for an appointment to insure availability.
- If you or anyone in your family is a person with disabilities and you need a reasonable accommodation to complete this application, please refer to the "Notice of Right to Reasonable Accommodation" on page 2.
- Vermont State Housing Authority will provide free interpretation services to clients who have limited English Proficiency.
- If you move and do not update your address, your file may be inactivated during our update. You will need to re-apply.
- Please answer all questions on the application form. Do not leave any questions blank. If a question does not apply to you, please write "none". All Yes or No questions must be checked (v).
- If you need more space to answer a question, please attach one or more pages to the application.
- Unless specifically indicated, all questions in this application apply to all members of the household.
- All information that you provide on this application must be true and complete. It is a violation of federal and state criminal law to make false statements on an application for housing assistance. Vermont State Housing Authority will verify information through computer matching with other federal agencies through HUD's Upfront Income Verification (UIV) process. If you do not understand a question, please call the Intake Department.
- The legal head of household and all adults 18 and over must sign and date the application.
- Criminal background checks and sex offender registration checks on all adult household members (including live-in aides) will be completed before determining final eligibility.

### **To qualify for housing assistance an applicant must:**

- Have an annual income at the time of admission that does not exceed the income limit established by the Department of Housing and Urban Development (HUD).
- Meet the HUD requirements for citizenship or immigration status.
- Provide a copy of Social Security cards for all family members when requested.
- Pay any money owed to VSHA or any other housing authority.
- Not be subject to lifetime sex offender registration requirements.
- Sign authorization forms in order to verify eligibility requirements.

# PART I

- Not have any household members who have engaged in any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Not have any household members who have engaged in any drug-related or violent criminal activity.

**RETURN COMPLETED APPLICATION (PART II) TO: Vermont State Housing Authority One Prospect St Montpelier, VT 05602**

## **Notice of Right to Reasonable Accommodation**

A Reasonable Accommodation is intended to enable a person with a disability to have equal access to and enjoyment of the housing programs administered by the Vermont State Housing Authority (VSHA) through changes to either rules, policies or procedures. VSHA is obligated to make an accommodation that is reasonable, provided that doing so does not present an undue financial and administrative burden and has an identifiable relationship to the individual's disability.

If you have a disability and you need:

- an exception, change or adjustment in our rules, policies, practices or services that would make it easier for you to apply for or participate in our programs,
- a change in the way we communicate with you or give you information,

You may ask for this kind of exception, change or adjustment, which we call a Reasonable Accommodation.

If you verify you have a disability, if your request is reasonable and financially and administratively possible, we will try to make the changes you request.

If you need assistance in making your Request for a Reasonable Accommodation, VSHA staff will be happy to provide help.

We will review your request and give you an answer in 10 working days unless there is a problem getting all the information we need or unless you agree to a longer time. We will let you know if we need more information or verification from you or if we would like to talk to you about other ways to meet your needs.

If we turn down your request, we will explain the reasons and you can give us more information if you think that will help.

To request a Reasonable Accommodation:

- Call 1-802-828-1991
- Call 1-800-798-3118 (TTY line)
- Write to Vermont State Housing Authority, One Prospect St, Montpelier, VT 05602
- Email [contact@vsha.org](mailto:contact@vsha.org)
- Message Line: 1-800-820-5119

***If you need help completing the reasonable accommodation form, or if you would like to submit a request in some other way, please let us know.***