

CITY OF TYLER NEIGHBORHOOD SERVICES TO OPEN HOUSING CHOICE VOUCHER PROGRAM WAITING LIST

The City of Tyler Housing Agency will begin accepting applications online for its Housing Choice Voucher Program Waiting List from applicants who live or work in Smith County on Wednesday, May 26, 2021 beginning at 9:00 a.m. and ending Friday, May 28, 2021 at 6:00 p.m. The Housing Choice Voucher program is the federal government's primary program for low-income families to lease safe, decent and affordable privately owned rental housing. Preferences will be given to applicants who live or work in Smith County, are elderly and or Disabled Head of Household, Spouse and/or Co-Head individuals - ages 62 (sixty-two) and older in addition to Veterans who have been honorably discharged and have the proper documentation to validate veteran status. **Applications must be submitted online ONLY at <https://www.waitlistcheck.com/TX165-3421>. Prior to applying, all applicants must have or create an email address.** Neighborhood Services has collaborated with the City of Tyler's Public Library to assist individuals who do not have computers, smart phones or internet access. Applicants are encouraged to wear masks.

Applicants who need assistance completing the application due to disability can make a reasonable accommodation request to the City of Tyler Housing Agency by calling (903) 531-1303.

Status information regarding placement on the list will be made after the application process closes and made available online on Wednesday, June 2, 2021. Specific instructions regarding obtaining status information will be provided during the online application process. **Applications can only be provided online. No applications will be provided at the Neighborhood Services Office. Applicants must apply during the open intake period.** Due to limited funding availability, applications will be selected and ordered using a computer-generated random system for 2,000 available slots. **Not all applicants will be placed on the waiting list.** By randomly selecting the applications received for placement on the waiting list, the process will ensure all applicants will have an equal opportunity. The time and date of receipt of the application online **does not** determine whether an application will be selected for the waiting list. **All applicants are expected to have the required eligibility documents and supporting documentation readily available at the time of application.** If selected, applicants will be required to submit all eligibility documents and supporting documentation. Once eligibility is confirmed all applicants must attend a virtual Housing Choice Voucher Program orientation/ briefing before the issuance of vouchers.

The random, computer-generated selection of applicants will be performed on June 2, 2021 after the online application process closes on May 28, 2021.

The time and date of receipt of the application online **does not** determine whether an application will be selected for the waiting list.

On or after June 2, 2021, applicants can access www.assistancecheck.com and/or www.waitlistcheck.com to view the status of their application.

- An **active** status means you were placed on the City of Tyler's Housing Choice Voucher Waiting List.
- An **inactive** status means you were not selected for the City of Tyler's Housing Choice Voucher Waiting List and must reapply when the application process re-opens at a later time.

APPLICANTS ARE REMINDED THAT APPLICATIONS WILL NOT BE PROVIDED OR ACCEPTED IN PERSON AT THE NEIGHBORHOOD SERVICES OFFICE.

For questions, please contact Neighborhood Services at (903) 531-1303.

