

Housing Choice Voucher Program (Section 8) Wait List

The Zanesville Metropolitan Housing Authority
Housing Choice Voucher Program/HCVP (Section 8) Office,
will be accepting applications online starting at
9:00am, November 15, 2018 until 11:59pm, on December 14, 2018.

Applications must be submitted online and will be available 24 hours a day at www.waitlistcheck.com/OH1289

Paper applications **will not** be available at the Housing Authority and fax requests will not be accepted. Applicants may use any computer, tablet, or smart phone with internet access to apply, including free computers at public libraries. A computer will be available at the Zanesville Metropolitan Housing Authority's office for those needing application assistance.

To complete the online application, you will need the following information.

- The full names of each family member as it appears on their social security card
- Gross income for all members of the household (income before any deductions)
- Each household member's social security number and birthdate

The Housing Choice Voucher Program (HCVP) helps very low-income households with rent payments. The household must not exceed the Muskingum County annual gross income limits:

# in household	2018 Annual Income
1	\$21,500
2	\$24,600
3	\$27,650
4	\$30,700
5	\$33,200
6	\$35,650
7	\$38,100
8	\$40,550

DO NOT submit more than one application per individual or family.

Applicants are screened for drug, violent, criminal activity and sexual offender convictions. In addition, applications are checked for debts owed to Housing Authorities and previous terminations from the HCVP (Section 8).

PLEASE NOTE: After applying, Applicants are responsible for updating any changes on an "Update Form" available by printing online at www.zanesvillehousing.org or pick up at the HCVP Office located at 407 Pershing Road Zanesville, Ohio.



Frequently Asked Questions (FAQ'S)

Q: If I need assistance with completing an application, when and where is it available?

Applicants may use any computer, tablet, or smart phone with internet access to apply including free computers at public libraries. Those who are disabled and require special accommodations can call 740-454-9714 ext. 115 for assistance.

Q: How long will I be on the Wait List?

Once the application is accepted by the Housing Choice Voucher Program/HCVP (Section 8) your application will be placed on the Wait List. Your wait is dependent upon funding.

Q: What happens when my name reaches the top of the wait list?

You will be mailed a letter stating the date and time you are scheduled to attend a briefing meeting. The letter will also contain instructions on what you will need to bring with you.

Q: After my application reaches the top of the list, will I automatically receive a voucher?

NO. It will be determined by the HCVP (Section 8) office if the applicant qualifies as eligible for the HCVP.

Q: What are the qualifications needed to receive a housing voucher?

To be eligible, households must not exceed the current income guidelines for the size of the household. All members 18 years or older must clear the background check.

Q: Where can I use my voucher?

The voucher is for rental units in Muskingum County.

Q: Can I apply after the deadline?

NO, the wait list will close on December 14, 2018 at 11:59PM. If you are wanting to apply after the deadline, you must wait for the Wait List to open again.

Q: When will the Waiting List open again?

It is impossible to determine the expected time for the Wait List to open due to the high volume of applications expected.

Q: What happens if I have a change in address, income, or family size?

All changes **MUST** be reported to the housing office by completing an "Update Form" available on-line at www.zanesvillehousing.org or at the front desk at 407 Pershing Road Zanesville, Ohio. **DO NOT PHONE OUR OFFICE WITH CHANGES.** . Please note- if you have had an address change that you have not reported to our office using an "Update Form" your briefing letter may not be delivered. If you fail to attend your briefing, your application will be cancelled, and you will have to reapply when the waiting list opens again.

Q: Can I Phone/Call ZMHA about my Application?

No. Due to the expected high volume of applications, no phone calls will be accepted or returned in regards to your application, status on the Wait list, or any changes to report on your application.

