

Dear Applicant:

Your name is on the waiting list for the OACAC Section 8 Housing Choice Voucher Program. It will still be some time before your name reaches the top of the list. This memo is being sent to help you prepare to be successful once your name does reach the top of the list and there are funds available to offer assistance.

- Be sure to inform us in writing any time you have a change in your mailing address. We will notify you by mail when your name has reached the top of the list and funds are available.
- Check your mail regularly, you will have 10 business days to respond to an offer of assistance.
- Be prepared to send copies of Social Security cards for all household members; written verification of income; a copy of your most recent bank statement; a copy of your current Federal Tax Return; verification of financial aid and expense for anyone attending college; verification of child care expense if Head of Household or Spouse is employed or going to school; if Head or Spouse is elderly or disabled you may provide verification of un-reimbursed out-of-pocket medical expenses paid during the past 12 months. *
- Save now for possible security deposit, application fees (if properties require them), utility deposits and moving expenses. The Housing Program does not pay deposits or fees. *
- Be in good standing with your utility company so you can transfer service if you move to a new unit. Check the OACAC website at www.oac.ac for ways OACAC may be able to help you with your utility bill.
- If you lived outside our ten-county service area (jurisdiction) or inside Springfield city limits when you applied for our waiting list, it is required that you move to our jurisdiction for a period of at least one year before you can use your voucher in any other area. Our jurisdiction is Barry, Christian, Dade, Dallas, Greene (outside Springfield city limits), Lawrence, Polk, Stone, Taney and Webster Counties.
- How is your credit history? If you have errors on your report, contact the credit reporting company to have the errors corrected. Property owners may look at your credit history to determine if they will rent to you or not. *
- Make a record of your recent rental history. Property owners may ask for this information on their property application.
- If you are interested in a particular property that may have a waiting list, check with the manager to see when you should apply for the list. Ask if the property management will participate in the Section 8 Housing Choice Voucher Program.
- If you want to continue living in your current unit, check with your landlord to see if they would be willing to participate in the Section 8 Housing Choice Voucher Program
- Check the Housing page on the OACAC website at www.oac.ac for more information about the OACAC Housing Assistance Program.

KEEP THIS INFORMATION FOR FUTURE REFERENCE

***Contact your county OACAC office to learn how the case management program may help you.**