



## Housing Choice Voucher Waiting List Opening

Applications will be accepted online only (see page 4 for exceptions). You will need to use a computer or mobile device that has access to the internet. Please allow around 15 minutes of uninterrupted time to complete the online application.

### **Have the following information ready to submit your application:**

1. Full names of all household members
2. Dates of birth for all household members
3. Social Security numbers for all household members; you can still apply if you do not have a Social Security number due to immigration status (see additional instructions on page 3)
4. Mailing address – this can be the address where you are currently living or a stable address where you can regularly receive mail.
5. Mailing address for an agency or person who assists you (optional)
6. Income information, including the source and amount of income for each household member (estimated)
7. A current e-mail address and phone number

**Please note: You will be required to establish an account with the online application system, using an email address and phone number, and create a password.**

### **When will the Housing Choice Voucher waiting list be open?**

The waiting list will open for online applications at 9:00 a.m. on Friday June 9, 2023. All online applications must be completed and submitted before 4:00 p.m. on Monday, June 12, 2023.

### **Who is eligible for assistance?**

The Housing Choice Voucher (Section 8) program serves individuals and families earning low incomes who need help paying their rent. To be eligible:

1. Your household income must be 50% or less of the area median income for your household size.
2. You must be 18 years of age or older at the time of application or have minor status removed (emancipated minors) by marriage or previous court order.
3. One member of your household must be a legal citizen or eligible immigrant.

## How do I apply?

Apply online at [housingcatalyst.com/waiting-lists](https://housingcatalyst.com/waiting-lists). The application usually takes about 15 minutes to complete and submit.

## What if I don't have a computer or internet access?

You can call Housing Catalyst at 970-416-2910 for assistance with entering your application into the online system.

## Is the online application available in other languages?

The online application is available in English, Spanish. For other languages, please contact our office at 970-416-2910 or [info@housingcatalyst.com](mailto:info@housingcatalyst.com).

## Is this a first come, first served process?

All applications received during the waiting list opening dates will have an equal chance of being selected. We will place all applications into a lottery, and the first 800 randomly selected applications will be placed on the Housing Choice Voucher (Section 8) waiting list.

## Will my chances be better if I apply more than once?

Every household has the opportunity to apply only once. Duplicate applications will be removed from the lottery.

## How will my position on the Housing Choice Voucher (Section 8) waiting list be determined?

If you are one of the randomly selected applicants who are placed on the waiting list, your position on the list will be determined by the number you are assigned in the lottery process. However, as we draw from the list, priority selection for Housing Choice Vouchers (Section 8) may be offered to meet a targeted funding need.

## What is the process once my application has been submitted?

Completed applications will be placed into a lottery and assigned a number through a random selection process. Numbers (example 1 through 800) will be placed on a waiting list to receive a Housing Choice Voucher (Section 8) should funding be available, over the next two to three years. Assigned numbers (801 example) and higher will not be placed on the waiting list.

All applicants will receive a notification to the email address on the application by July 1, 2023.

## How do I inform Housing Catalyst if my address changes after I submit my application?

We need to be able to contact you by mail to offer assistance. Always inform Housing Catalyst of changes to your address or contact information in writing within ten calendar days of the change.

Please send written notification of changes to:

Housing Catalyst  
1715 W. Mountain Ave.  
Fort Collins, CO 80521

You may also fax changes to 970-221-0821 or email changes to [info@housingcatalyst.com](mailto:info@housingcatalyst.com).

## Do I have to live in Larimer County to apply?

No, anyone can apply. However, if you receive a Housing Choice Voucher (Section 8) from Housing Catalyst, you must use it in Larimer County for the first twelve months. Household members who are able to show proof of living in Larimer County the twelve months prior to selection may be eligible to move to another jurisdiction.

## What if I don't have a Social Security number because of my immigration status?

The online application requires the head of household to enter a Social Security number. If the head of household doesn't have a Social Security number due to immigration status, you should fill in the space with nine numeral nines: 999999999. Please do not use any other numbers or an invalid social security number. The space for social security numbers for other members of the household may be left blank.

## What if I don't have an email address or a phone number?

You will be required to create an account using your email address and phone number before you can submit your application.

If you do not have an email address, you will need to create one. A free email account can be set up with Gmail.com, Outlook.com or Yahoo.com.

If you do not have a phone number, you can enter a temporary phone number or a friend's or relative's phone number.

## Will the online application time out?

Yes, your online application will be cancelled if there is no activity for 15 consecutive minutes and you will have to start over. If you do not receive a confirmation email, the application is not complete.

## How will I know that my application was submitted and accepted?

Once a completed application is submitted you will receive a confirmation email at the email address you provided.

## Do you expect system overload with the number of people applying at once?

We expect to receive a large number of applications and we have equipped our system for a high volume of traffic during the period the waiting list is open. We encourage applicants to complete their online application prior to June 12 to avoid the possibility of a last-minute rush.

## If I have a question about the application process, who can I contact?

Housing Catalyst staff will be available to assist you by phone during the waiting list opening. Please call our main phone number at 970-416-2910, Monday through Friday, between 8:00 a.m. and 4:30 p.m.

## How can I get help with the application process if I am unable to access or use a computer?

If possible, we encourage you to have a service provider, friend, or family member assist you with submitting your online application. Housing Catalyst staff may be available to assist you with completing the online application. If the online application is not accessible for you, a paper application can be provided to you.

## I have a disability or a language barrier and need to submit a paper application. What should I do?

Contact our office at 970-416-2910 or [info@housingcatalyst.com](mailto:info@housingcatalyst.com) and staff will assist with the online application. We want to help you complete your application over the phone to ensure everyone can meet the deadline. Paper applications will be provided upon request to people who have a disability, need a translation, or who have another type of barrier to applying online.

1. Call 970-416-2910 to request that a paper application be mailed to you.
2. Paper applications will be available in English and Spanish
3. Paper applications must be submitted via US mail and must be postmarked on or before June 12, 2023, to be eligible. A 24-hour drop box is available at: 1715 W. Mountain Ave, Fort Collins, CO 80521.

## What should I do while I am waiting for my name to come to the top of the list?

Keep us informed of any changes to your contact information or household composition by updating your application in the RentCafe portal or submitting a waitlist change form. Our first contact will be by mail. If we send you a letter and it gets returned, your name will be removed from the waiting list. Also, be on the lookout for letters that require your response. We periodically send letters asking applicants if they are still interested in being on the waiting list. If you do not respond to the letter, your name will be removed from the list.