

**APPLICATION TO WAITING LIST: PLEASE PRINT VERY CLEARLY! Answer all questions. Incomplete applications will not be processed.**

Head of Household Name \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Charles City Housing**  
205 Greenlees Circle  
Charles City, IA 50616

Phone: 641-228-6661 ext.1  
Fax: 641-228-6758  
Email: [office@charlescityhousing.org](mailto:office@charlescityhousing.org)

Note: If your address changes, you must notify the office to maintain your waiting list status.

**Waiting List Pre-Qualification Questions:**

**Are you required to register as a sex offender?** Y \_\_\_\_ N \_\_\_\_      **Have you ever had a drug conviction in a Federally subsidized unit?** Y \_\_\_\_ N \_\_\_\_

If yes to either of these questions, PER HUD policy, you may not be eligible for assistance.

Please mark which program(s) you are applying to:

<b>Morningside:</b> _____	<b>Section 8:</b> _____	<b>North Cedar Terrace:</b> _____	<b>South Cedar Terrace:</b> _____
Morningside: Morningside is a Public Housing property with 8 two-bedroom and 8 three-bedroom townhouses.	Section 8: Individuals, families, single or married may apply. Anyone 18 years old or older may apply.	North Cedar Terrace: Has 52 one-bedroom apartments, including 8 wheelchair accessible apartments. Preference is given to those 62 and older or disabled. Unit has walk in showers (no tub).	South Cedar Terrace: Has 76 one-bedroom apartments and 4 two-bedroom apartments. Unit contains tub/shower combo. Preference is given to applicants 62 or older or disabled

**Part 1: Demographics**

Home (Cell) Telephone: \_\_\_\_\_

Check one box

Hispanic/Latino	
Not Hispanic/Latino	

Other Telephone: \_\_\_\_\_

Check All That Apply

White	
Black/African American	
American Indian	
Alaska Native	
Asian	
Pacific Islander	

Other Contact Person:(not required) \_\_\_\_\_

Email Address: \_\_\_\_\_

Racial and ethnic data for statistical purposes

Do you qualify for reasonable accommodation\* due to a disability?      Yes \_\_\_\_ No \_\_\_\_

*\*(Reasonable Accommodation is a change, exception, or adjustment to a program, service building, or dwelling unit, that allows a qualified disabled person to utilize a program/service and/or live in a dwelling unit)*

**Part 2: Household information (list head of household first)**

If your family size will be changing, please explain: \_\_\_\_\_

First Name	MI	Last Name	Social Security #	Date of Birth	Sex	Disabled	Relationship
					M/F	Y/N	Head



## Part 3: Family Income

List total gross income (before taxes) and payments received by each family member age 18 and older for wages, military pay, pensions, Social Security, SSI, welfare, child support, unemployment, business, profession or any other source. Include payments made to family members 18 or older on behalf of other family members under age 18.

First Name	Gross Income	How Often				Income Source (employer name, ss, child support, etc.)
		Weekly	Biweekly	Monthly	Yearly	

## Part 4: Eligibility and Preferences

Your response to the following statements will help determine your eligibility for rental assistance and if you are entitled to a preference when placed on the program’s waiting list. **Select each item that applies to your current status.**

- Do you live inside the city limits of Charles City?            Y or N
- Do you work in the city limits of Charles City?                Y or N
- Are you 62 years old or older and/or disabled?                Y or N

## Part 5: U.S. Citizenship Notification and Certification

Housing may be contingent upon the submission and verification of evidence of citizenship or eligible immigration stat prior to the time housing is made available. Based on the evidence submitted at that time, assistance may be prorated denied or terminated following appeals and informal hearing processes.

I certify that the information on the form is true and complete to the best of my knowledge and belief. I understand that I can be fined up to \$10,000 or imprisoned up to five years if I furnish false or incomplete information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Online application  
<https://www.pha-web.com/portals/onlineApplication/1880>

Charles City housing Website  
<https://charlescithousing.org>

**Privacy Act Notice:** For your protection, the data collected on the form will only be released in accordance with the Privacy Act of 1974

