

HOUSING AUTHORITY OF MORGANTOWN

Anita Jenkins, Executive Director

PO Box 628 - 300 Kent Manor Drive, Morgantown, KY 42261

Phone: (270) 526-3873 Fax: (270) 526-2774 TDD # (for Hearing Impaired): 1-800-648-6056

APPLICATION INFORMATION

You will be asked to type in your answers in the WEB APPLICATION.

You will need to have the following information available in order to help you with your answers.

1. Social Security Card Numbers for everyone listed in the household

2. INCOME: **(You will be required to bring in the verifications/printouts)**

- | | |
|--|--|
| <input type="checkbox"/> Employment: Computer/ Automated Information | <input type="checkbox"/> Checking and/or savings accounts / CD / |
| <input type="checkbox"/> TAXES (self employed) (worked in past 12 mths) | money market etc. Bring in Current Statements |
| <input type="checkbox"/> Social Security Award Letter *—a proof of income
<i>letter can be requested online at ssa.gov</i> | <input type="checkbox"/> Stocks, Bonds, Trusts, Other Investments |
| <input type="checkbox"/> Child Support or KTAP printout | <input type="checkbox"/> Whole Life Insurance Information: Your Policy |
| <input type="checkbox"/> SNAP (food stamps) printout | <input type="checkbox"/> Real Estate you own: Current value of the property and
what expenses you have for the property. |
| <input type="checkbox"/> Rental Income (and expenses-if you own property) | <input type="checkbox"/> School Verification / Grant information |
| | <input type="checkbox"/> Other Income (list) _____ |

3. EXPENSES:

- Current Monthly Expenses**
- Child Care Provider** (under 13)*even if don't pay we must know
- ONLY IF DISABLED OR ELDERLY: Medical Deductions**
 - *please bring printout past 12 mths**
 - Pharmacy** **Doctor** **Other** (list _____)
 - Disability Verification** /Will need name /address/ phone/ fax # to verify a person with disability if not receiving SSI or SSD.

ALL APPLICANTS will also BE REQUIRED to BRING IN the following Items:

- ORIGINAL Social Security Cards/Certification** for all household members you can apply for one at ssa.gov
- Driver's License or I.D.**
- ORIGINAL Birth Certificates/or Alien Status Info**
- Divorce/Separation/DVO/EPO**
- Custody/Adoption Papers**
- Vehicle Registration & Ins. Cards for all Vehicles**
- Rental History(s)** Bring in statements from your current and past Landlords (must have address/phone numbers)
- Displacement** Fire or Hazardous Living Conditions
- Credit History for members 18+:** Bring in printout by going to <https://www.annualcreditreport.com>

We will call you for an appointment. KEEP YOUR APPOINTMENT.

- Please click the **[Things You Should Know Tab]** and read all forms.
 - You will be required to sign an electronic copy at your interview appointment.
 - If you cannot keep the appointment, notify the office as soon as possible.
 - **BRING IN YOUR DOCUMENTS** to the appointment.
 - **ANYONE 18 OR OVER MUST BE PRESENT at the appointment**
 - **LEAVE your child with someone** (if at all possible)
 - Background checks, verifications and research information and that will take time.
 - **It is your responsibility to update your application if you have any changes.**
- We will contact you by letter when you have been approved or denied.
- On the website, click **[Policies]** and read prior to coming in for your appointment.

Please note: Your rent is based on your income – Security Deposit is \$300 (under 62) and \$225 (62 and over)