

# How to Apply For Public Housing

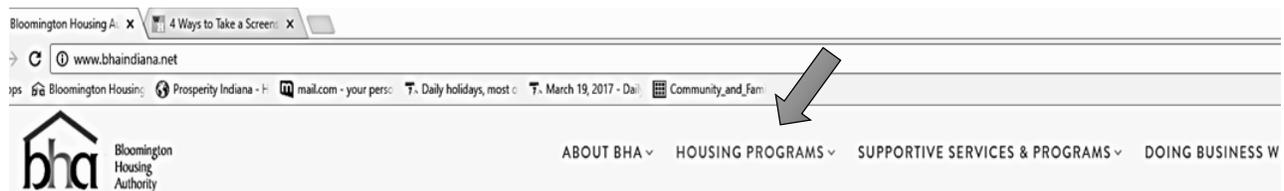
**Bloomington Housing Authority: P# (812)339-3491 F# (812)339-7177**

**PAPER APPLICATIONS ARE NO LONGER AVAILABLE**

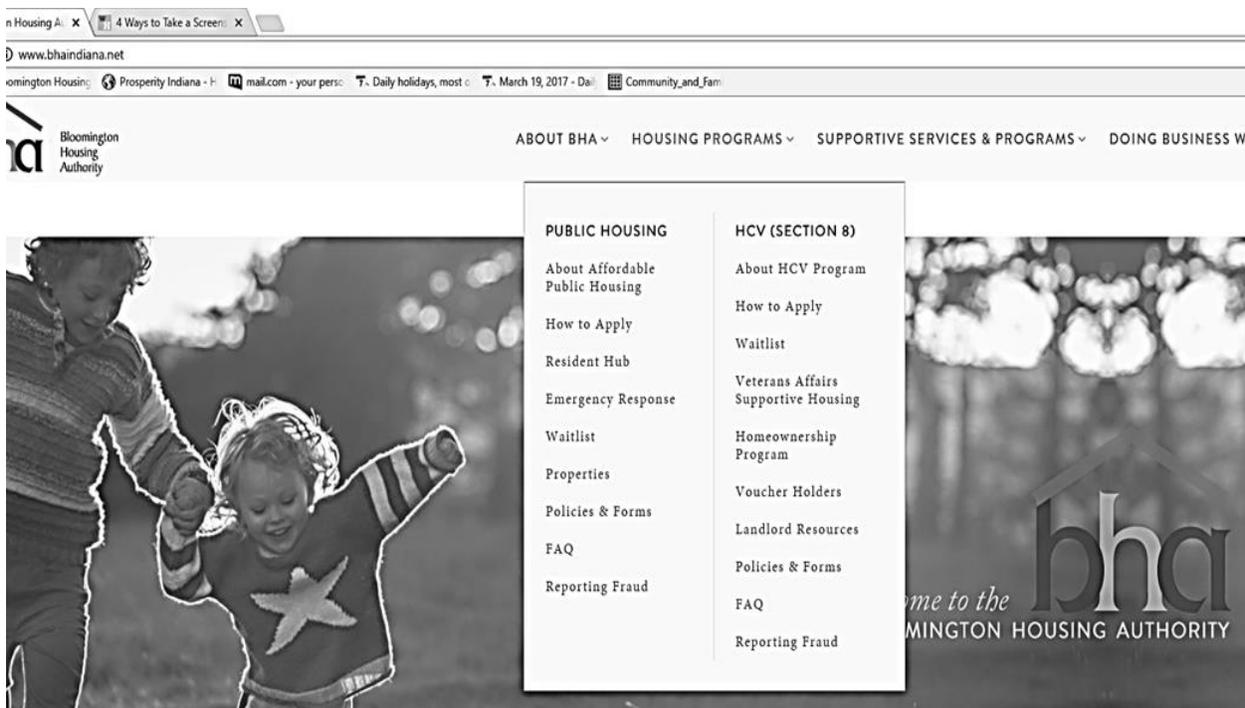
**1) To apply, please visit our website, [www.bhaindiana.net](http://www.bhaindiana.net)**



**2) Mouse-over Housing Programs**

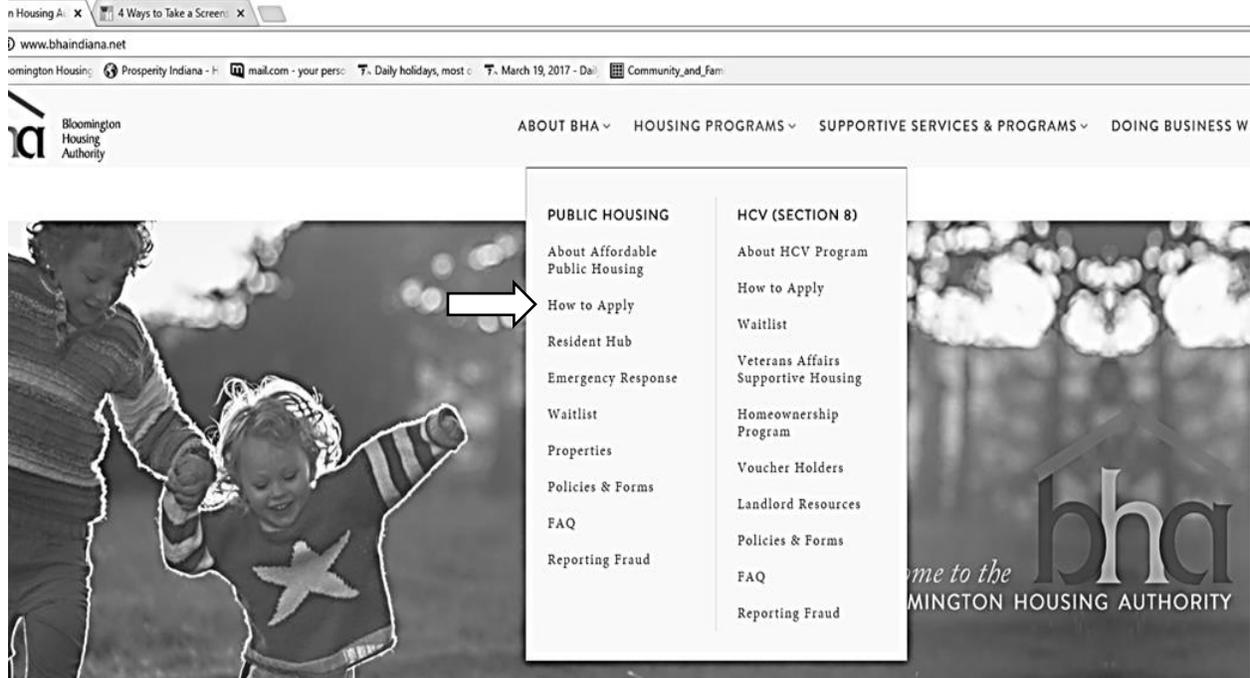


**3) A box should appear as in the picture below**

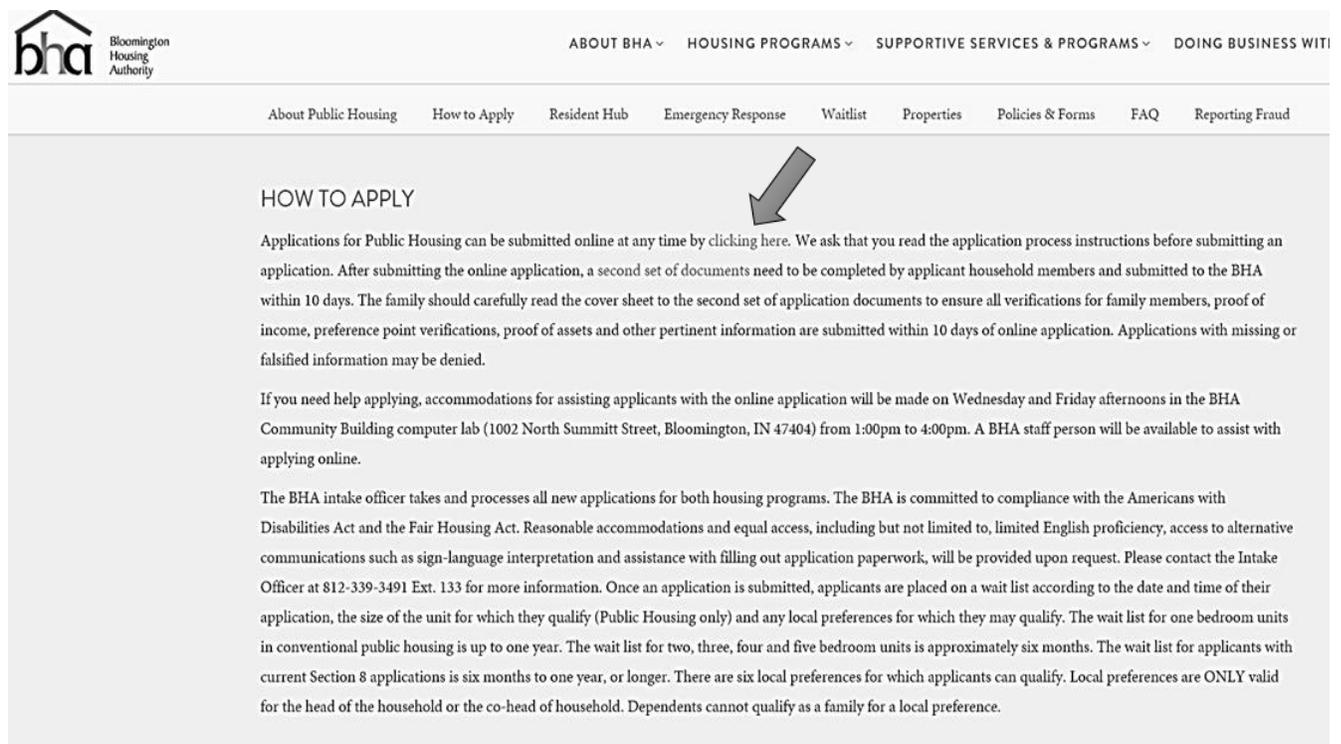


# How to Apply For Public Housing

## 4) Click on "How to Apply"



## 5) The following screen should appear. PLEASE READ CAREFULLY, then click on the embedded link.



# How to Apply For Public Housing

## 6) Click on “Click Here to Apply” under Public Housing

APPLY FOR HOUSING

**HOUSING CHOICE VOUCHER (SECTION 8)**

Closed 10/18/2017 at 12 p.m.

**PUBLIC HOUSING**

[Click Here to Apply](#)

Open Waiting Lists for Public Housing:  
[One, Two and Three Bedroom](#)

Closed Waiting Lists for Public Housing:  
[Four and Five Bedroom](#)

## 7) Read the “Instructions” carefully, then click “Get Started” at the bottom of the page

Bloomington  
Housing  
Authority

**Instructions**

English

Welcome to the Bloomington Housing Authority (BHA) online waitlist application process.

Our Housing Authority is located in Bloomington, INDIANA.

**General Information**

Before you begin the application process, please have available your social security card as well as the names, dates of birth and social security numbers of all family members. Also, you will need all sources of income and amounts of income for all family members. Make sure you have

---

**Fraud Notice**

Applicants are committing fraud if they provide information and/or sign a form knowing that they provided false or misleading information. The information provided on housing assistance application and forms will be checked. Please review HUD's Fraud Notice [www.hud.gov/offices/adm/hudclips/forms/files/1141.pdf](http://www.hud.gov/offices/adm/hudclips/forms/files/1141.pdf) for more information.

February 21, 2017 at 9:48AM (ET)

**Get Started**

# How to Apply For Public Housing

8) Upon completion of the application, you should receive a confirmation number, either on the webpage or it may be sent to your email.

If you have any problems completing the application, you will be able to receive assistance at our Computer Lab, which is located across the street from our office, 1007 N. Summit St., Bloomington, IN 47404.

**\*It is best to complete the application on a computer and NOT a mobile device**

Computer Lab Hours	
Tuesday	9:00am-12:00pm
Thursday	1:00pm-3:00pm

9) After completing the online application, you **must submit Step 2 within 10 calendar days.**

**\*\*STEP 2 WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING:**

Adults (18 & older)	Children (17 & under)
Photo ID (Driver's license, State ID, Passport)	Social Security Card
Social Security Card	Birth Certificate
Birth Certificate	
<p><b><u>Past 5 years of rental/residential history, WITH Landlord Contact Information.</u></b></p> <p>(Failure to supply this will result in the termination of your application)</p> <p><i>If you do not have 5 years of rental history, you must supply something that shows <u>6 MONTHS OF RESPONSIBILITY.</u></i></p> <p>*6 months of payments (credit card, contract cell phone, storage units, mortgage, utility)</p> <p>OR</p> <p>*6 months of consistent employment</p> <p>Must be the most <b><u>RECENT</u></b> 6 months</p> <p>A copy of your diploma/GED would also work to provide proof of responsibility.</p>	

## Waitlist FAQs

### **Why does the BHA have a waitlist?**

The need for affordable housing in the greater Bloomington area exceeds the number of public housing units available and number of vouchers the Bloomington Housing Authority (BHA) is able to allocate. Therefore, waitlists for programs are established to effectively and fairly allocate housing to applicants based on preference points and date of application.

### **How can I check my status on the waitlist?**

Checking status on the waitlist can be done two ways. Applicants can access the Public Housing or Housing Choice Voucher (HCV or Section 8) waiting list by clicking on the “How to Obtain Housing” tab on the BHA [website homepage](#). Then, on the new page click “Waitlist” on the left sidebar. Choose the appropriate waitlist.

Applicants can locate their rank by the last four digits of their Social Security number and first two letters of their first name.

Another option is to check the waitlists in person. Both the PH and HCV/Section 8 waitlists are posted in the front lobby at our main office ([1007 North Summitt Street](#)) during normal business hours.

### **What are the preference points? How do they affect my waitlist rank?**

<b>Public Housing &amp; HCV (Section 8)</b>	
<i>Preferences</i>	<i>Point Value</i>
<b>Reside in Monroe County</b>	<b>4</b>
<b>Reside in surrounding counties of Owen, Greene, Lawrence, Brown or Morgan</b>	<b>3</b>
<b>Current members of the U.S. Military or surviving spouse of a veteran</b>	<b>1</b>
<b>Household with elderly or disabled individual</b>	<b>1</b>
<b>Applicant families whose head and spouse, or sole member, are elderly or disabled</b>	<b>2</b>
<b>Applicants working thirty-five (35) hours or more per week</b>	<b>2</b>
<b>Applicants working twenty (20) to thirty-four (34) hours per week</b>	<b>1</b>

The BHA established local preferences to give priority to serving families that meet those criteria. The waitlist order is descending from highest number of preference points to lowest.

**How often is the waitlist updated?**

The waitlists, both online and in the BHA office lobby, are updated during the first week of the month.

**Are the PH and HCV (Section 8) waitlists separate?**

Yes, these programs have varying availability and requirements.

**How long is the wait?**

It depends. The amount of time an applicant household stays on the waitlist varies based on a number of factors. One of the factors is preference points as the applicant with the most points will be at the top of the waitlist as compared to those with fewer points. For the Public Housing program, new households can be admitted pending the turnover of units.

**Local preferences and waiting list - what are they and how do they affect me?**

Since the demand for housing assistance often exceeds the limited resources available to HUD and the local housing agencies, long waiting periods are common. In fact, a PHA may close its waiting list when it has more families on the list than can be assisted in the near future.

**What should I do if my address, phone number or family composition changed, or if I made an error on my application?**

If you need to update your application, you could come to the BHA office located at 1007 North Summitt Street, Bloomington, IN 47404 to fill out an update form at the reception desk. The [Admissions Update Form](#) is available on the [BHA website](#) and can be printed, filled out and then submitted in person or mailed to the above address.

**If I am on the Housing Choice Voucher (HCV) Wait List, can I also be on the public housing Wait List?**

Yes. Eligible applicants can apply for both programs and be on different waitlists at the same time as long as the waitlist is open.

**I am on the Public Housing “inactive list”. What does this mean, and how can I move to active application status?**

Required information or verifications were not submitted timely. Verifications could include landlord references, pending background checks or other information requested from the BHA as listed in a letter.

## Waitlist FAQs

### **Why does the BHA have a waitlist?**

The need for affordable housing in the greater Bloomington area exceeds the number of public housing units available and number of vouchers the Bloomington Housing Authority (BHA) is able to allocate. Therefore, waitlists for programs are established to effectively and fairly allocate housing to applicants based on preference points and date of application.

### **How can I check my status on the waitlist?**

Checking status on the waitlist can be done two ways. Applicants can access the Public Housing or Housing Choice Voucher (HCV or Section 8) waiting list by clicking on the “How to Obtain Housing” tab on the BHA [website homepage](#). Then, on the new page click “Waitlist” on the left sidebar. Choose the appropriate waitlist.

Applicants can locate their rank by the last four digits of their Social Security number and first two letters of their first name.

Another option is to check the waitlists in person. Both the PH and HCV/Section 8 waitlists are posted in the front lobby at our main office ([1007 North Summitt Street](#)) during normal business hours.

### **What are the preference points? How do they affect my waitlist rank?**

<b>Public Housing &amp; HCV (Section 8)</b>	
<i>Preferences</i>	<i>Point Value</i>
<b>Reside in Monroe County</b>	<b>4</b>
<b>Reside in surrounding counties of Owen, Greene, Lawrence, Brown or Morgan</b>	<b>3</b>
<b>Current members of the U.S. Military or surviving spouse of a veteran</b>	<b>1</b>
<b>Household with elderly or disabled individual</b>	<b>1</b>
<b>Applicant families whose head and spouse, or sole member, are elderly or disabled</b>	<b>2</b>
<b>Applicants working thirty-five (35) hours or more per week</b>	<b>2</b>
<b>Applicants working twenty (20) to thirty-four (34) hours per week</b>	<b>1</b>

The BHA established local preferences to give priority to serving families that meet those criteria. The waitlist order is descending from highest number of preference points to lowest.

**How often is the waitlist updated?**

The waitlists, both online and in the BHA office lobby, are updated during the first week of the month.

**Are the PH and HCV (Section 8) waitlists separate?**

Yes, these programs have varying availability and requirements.

**How long is the wait?**

It depends. The amount of time an applicant household stays on the waitlist varies based on a number of factors. One of the factors is preference points as the applicant with the most points will be at the top of the waitlist as compared to those with fewer points. For the Public Housing program, new households can be admitted pending the turnover of units.

**Local preferences and waiting list - what are they and how do they affect me?**

Since the demand for housing assistance often exceeds the limited resources available to HUD and the local housing agencies, long waiting periods are common. In fact, a PHA may close its waiting list when it has more families on the list than can be assisted in the near future.

**What should I do if my address, phone number or family composition changed, or if I made an error on my application?**

If you need to update your application, you could come to the BHA office located at 1007 North Summitt Street, Bloomington, IN 47404 to fill out an update form at the reception desk. The [Admissions Update Form](#) is available on the [BHA website](#) and can be printed, filled out and then submitted in person or mailed to the above address.

**If I am on the Housing Choice Voucher (HCV) Wait List, can I also be on the public housing Wait List?**

Yes. Eligible applicants can apply for both programs and be on different waitlists at the same time as long as the waitlist is open.

**I am on the Public Housing “inactive list”. What does this mean, and how can I move to active application status?**

Required information or verifications were not submitted timely. Verifications could include landlord references, pending background checks or other information requested from the BHA as listed in a letter.