



ECHA
EDWARDS COUNTY HOUSING AUTHORITY
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IMPORTANT WEBSITE APPLICATION INFORMATION

1. HUD Rules require that each public housing tenant's file contain birth certificates, social security cards, and driver's licenses (if applicable) for every member of the applying household. The Edwards County Housing Authority will not begin to process your application until our office has received all of these documents. To speed the process, please send all of the necessary documents when you return the application to us.

If you received an application from our office in the mail, or printed an application from our website, you must obtain good, clear photocopies of birth certificates, Social Security cards, and any driver's licenses for every member of the household (those who are applying for housing), and fax or mail the copies along with your application. Please note that many times faxed documents are not clear and readable, so mailing is the preferred method of delivery, and may actually save you time in the long run.

Photocopies must be very clear and readable and if they are too dark, too light, messy, blurry, or otherwise unreadable, they cannot be accepted, and your application will be put on hold while we wait for you to send clear copies or provide the originals for us to copy.

2. Do not write the date or time of day on the first page. The office adds the date and time when you turn in the application, or when we receive it in the mail, etc. This is what determines your place on our waiting list.

3. Print neatly. If your handwriting is unreadable, or if you leave out requested information, we may not be able to process your application.

4. ALL TYPES OF INCOME that you and/or your household receive must be listed separately. List each family member (the head of household is #1, spouse is #2, children [oldest to youngest] are #3, #4, etc.) Then write down each one's source of income: employment (if so, list the employer's name, address, and phone number), unemployment, Public Aid, pension, court-ordered or private maintenance payments from an ex-spouse, child support, etc. then list the amount. Specify pay periods, whether employed household members are paid weekly, bi-monthly, etc.

5. List "FAMILY ASSETS", which include properties, farms, businesses, houses, mobile homes, checking accounts, savings accounts, Certificates of Deposit, stocks, bonds, insurance policies, and anything else of significant value which you own and receive, or could receive, interest payments, dividends, rental payments or other income from. Be sure to add account values and account numbers for savings, checking, stocks, bonds, and certificates of deposit, and the values for any real estate you own.

6. INCLUDE YOUR MIDDLE INITIAL each time you write or sign your name. Every household member 18 years old or older must sign in each of the three places where signatures are required.

7. DO NOT LEAVE ANY SECTION OR QUESTION BLANK! If a section or question does not apply to you, write 'Does not apply to me.' in that section and add a short note as to why it does not apply to you. For example: 'No children', 'No children in school', or 'I do not work', etc.

8. LANDLORD & CREDIT REFERENCES are very important and you must give current phone numbers and addresses for each reference listed. The Housing Authority must check on these references before you can be added to our waiting list.

9. Miscellaneous questions section: All questions require a 'YES' or 'NO' answer. If your answer is 'YES', there will be a second part to the question to be answered as well. Watch for that!

10. Answer all remaining questions, READ the information and authorization sections, then sign (all 3 places).

11. The last page is a Police Background Check. All applicants must fill out the bottom section of the front below the dotted line, and sign it. Do not leave out any requested information. It must contain birth dates, Social Security numbers, driver's license numbers, and middle initials. Information about the head of household goes in the 1st set of blanks and the rest of the household and their information should be listed in the bottom set of blanks. Leave the back of the page BLANK, because the Sheriff's office will answer those questions.

12. Return the application to the Housing Authority office.