



**WESTLAND HOUSING COMMISSION - HOUSING CHOICE VOUCHER PROGRAM  
OPEN WAITING LIST  
APPLICATIONS ACCEPTED: August 18 & 19, 2017**

The Westland Housing Commission will accept applications for the Housing Choice Voucher program waiting list on **Friday, August 18, 2017 through Saturday, August 19, 2017, through the website:**

**<https://westlandhc2017.hdswaitinglist.com>**

- The Housing Commission will provide application instructions on the website.
- Applications will be available through online submission **August 18 & 19, 2017**. No paper applications will be accepted and applications are not available at the Housing Commission or City of Westland offices.
- Applicants may submit only one (1) application electronically per adult.
- Once the application format is accessed, the application process should take approximately 15 minutes to complete.
- Upon the closing of the enrollment period, the Housing Commission will conduct a random lottery of all applications and place 1,000 applicants on the waiting list. Applications will be ranked in order of preference given to elderly or disabled persons and persons that live or work in the City of Westland.
- The Housing Commission maintains one waiting list for the Housing Choice Voucher program. Applicants can return to this website to check whether they were placed on the waiting list by clicking the "Search Existing Record" button. Do not call our office to check whether you were placed on the waiting list.
- Applicants should have the following information readily available to complete the application for all family members:
  - First and last names of all members of your household
  - A valid mailing address
  - A valid phone number
  - A valid alternate phone number
  - Social Security number for all members of your household
  - Email address
  - Birthdate for all members of your household
  - Gender for all household members
  - Disability status for all household members
  - Race and ethnicity for all household members
  - Annual household income for all household members
    - This includes wages, business income, unemployment benefits, cash assistance from DHS, child support, pension, social security benefits, supplemental security income (SSI), and other support payments for every household member for one year.

**If the required information is not provided, the application will not be submitted and processed.**

**Application instructions are posted on the website: <https://westlandhc2017.hdswaitinglist.com>.**

**HELPFUL TIPS!**

\*Begin now to locate access to a secure computer in order to submit your application online. Check with local libraries, schools, social service agencies, and friends if you do not own a computer. Confirm that the computer has Internet access.

\*Establish an email address. If you do not have an email address, obtain one free of charge through Yahoo (www.yahoo.com) or Google (www.google.com). Once you establish the email address, retain the address for the application process and to receive future information and communications from the Westland Housing Commission.

**Income Limits by family size:**

1 - \$24,050	2 - \$27,450	3 - \$30,900	4 - \$34,300
5 - \$37,050	6 - \$39,800	7 - \$42,550	8 - \$45,300

## **FREQUENTLY ASKED QUESTIONS**

Q) *How do I obtain an application to apply for the Westland Housing Choice Voucher program?*

A) Applications will only be available online at: <https://westlandhc2017.hdswaitinglist.com>, on **August 18 & 19, 2017**. No paper applications will be distributed.

Q) *Are applications available at the Westland Housing Commission/JBCVC or City Hall?*

A) No, applications are not available at the Jefferson Barns Community Vitality Center or City Hall.

ALL applications are to be completed through the website: <https://westlandhc2017.hdswaitinglist.com>

Q) *Should I come to the City of Westland to apply?*

A) No, paper applications are not available at any location in the City of Westland.

Q) *Is the Housing Commission or City Hall providing access to computers?*

A) No, applicants must locate a computer to complete an application.

- Suggested sites: public libraries, schools, social service agencies, friends.

- Prior contact is recommended to schedule time for a computer.

Q) *How do I obtain an email address?*

A) All Housing Choice Voucher applicants must have an email account.

- Email accounts are available for free at: [www.yahoo.com](http://www.yahoo.com) or [www.google.com](http://www.google.com).

- Applicants must create an email address prior to submitting an application.

Q) *If I am one of the 1,000 randomly selected applicants, how and when will I be notified?*

A) Applicants can return to the website to check whether they were placed on the waiting list by clicking the "Search Existing Record" button. The Westland Housing Commission will notify only the selected applicants via mail by December 31, 2017 that their application has been randomly selected to be placed on the waiting list.

Q) *If I am one of the 1,000 applicants placed on the waiting list, will I definitely receive a housing choice voucher?*

A) No, the application process is to create the waiting list. The waiting list will be used to determine eligibility prior to issuing Housing Choice Vouchers when available as determined by the Westland Housing Commission.

Q) *When I apply online, do I apply for myself or my entire family?*

A) The Housing Choice Voucher application will request information for the head of household and all family members. You will only list persons that will reside in your Housing Choice Voucher household.

Q) *What information will I be required to provide when I apply on **August 18 or 19, 2017**?*

A) The following information is required when completing the application:

- First and last names of all members of your household
- A valid mailing address
- A valid phone number
- A valid alternate phone number
- Social Security number for all members of your household
- Email address
- Birthdate for all members of your household
- Gender for all household members
- Disability status for all household members
- Race and ethnicity for all household members
- Annual household income for all household members
  - This includes wages, business income, unemployment benefits, cash assistance from DHS, child support, pension, social security benefits, supplemental security income (SSI), and other support payments for every household member for one year.