

**EAST TENNESSEE HUMAN RESOURCE AGENCY
SECTION 8 RENTAL ASSISTANCE
WAITING LIST PRE-APPLICATION**

1. List below the names of EACH person who will be living with you if you receive rental Assistance.
(List your own name and other information in the first line of boxes below)

	Last Name	First Name	Birth Date	Age	Sex	Race	Social Security #	Relationship to you
1								
2.								
3.								
4.								
5.								
6.								
7.								

2. Have you been involuntarily displaced due to a natural disaster (fire, flood, tornado, storm, earthquake, etc.) in the last six months?
Yes _____ No _____

3. Phone Numbers: (primary) (_____) _____ - _____ (alternate) (_____) _____ - _____

4. What County do you want to live in (excludes Knox County) _____

5. Mailing Address:

Street Address City State Zip Code
(WE MUST HAVE A VALID MAILING ADDRESS ON FILE AT ALL TIMES TO ASSURE YOUR SELECTION)

6. Are you or your spouse disabled? (Check One) Yes No

7. What best describes your current housing arrangements? (Check one)
 Renting Buying a house Living with Friends/Relatives Living in Public/Subsidized Housing
 Other (Please describe): _____

8. Do you currently owe any money to a Public Housing Authority? (Check one) Yes No

9. Show how much income is available for EACH person who will live with you. Specify amount per month, week or hour. If hourly you must specify how many hours you work per week.

Source of Income – Employment, SSI, Child Support, Social Security, Etc.	How much	How often: Monthly, Weekly, etc	Whose Income

10. Have you or any person in your household ever been convicted of a crime? If so please explain who, where and indicate if they are on probation or parole. Also, explain any court action taken.

PLEASE READ THE FOLLOWING CAREFULLY AND THEN SIGN AND DATE

I UNDERSTAND THAT IT IS AGAINST THE LAW TO MAKE FALSE OR MISLEADING STATEMENTS REGARDING MY PRE-APPLICATION FOR SECTION 8 RENTAL ASSISTANCE. I CERTIFY THAT ALL THE INFORMATION I HAVE LISTED IS TRUE TO THE BEST OF MY KNOWLEDGE. I HAVE NOT INTENTIONALLY OMITTED OR WITHHELD ANY INFORMATION.

SIGNATURE OF APPLICANT _____ DATE _____

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FOR OFFICE USE ONLY: DATE PRE-APPLICATION RECEIVED _____ TIME _____

HOW THE PROGRAM WORKS

- Complete the pre-application and return it to: ETHRA, 9111 Cross Park Drive, Suite D-100, Knoxville, TN 37923
- You will be notified by mail with the date your name was placed on the waiting list.
- When your name comes to the top of the waiting list an appointment will be scheduled for you. At that time a formal application will be completed and all information about your family including family income will be verified.
- If you are eligible you will be issued a Housing Choice Voucher that explains your rights and responsibilities under the program.
- If you are issued a Housing Choice Voucher, you then look for a unit (house, apartment or mobile home). The owner must be willing to participate in the Section 8 Program. The unit must pass a Housing Quality Standard inspection. The unit must be the right size for the family based on the number of persons living in the household.
- If the landlord accepts you as a tenant, the unit passes inspection and all other requirements are met a lease is signed between you and the landlord. The landlord must also sign a contract with ETHRA.
- You pay a portion of the rent and ETHRA sends a portion of the rent directly to the landlord. Under the Housing Choice Voucher program, how much you pay depends on the family income and the amount of the rent and utilities.
- A landlord may evict you, even if you have Section 8 assistance, if you violate the lease. For example, if you do not pay your portion of the rent or if you damage the unit, the landlord may evict you.
- Once on the program you are required to keep the unit in good, clean condition. You are required to report anyone moving into or out of the unit and any income changes immediately to your caseworker. Failure to do so could result in termination from the program.
- Once a year your eligibility for assistance is reviewed and the unit is inspected again.

THIS PRE-APPLICATION SIMPLY ALLOWS YOUR NAME TO BE PLACED ON A WAITING LIST. THERE IS NO GUARANTEE THAT YOU WILL RECEIVE ASSISTANCE. NO DETERMINATION OF ELIGIBILITY CAN BE MADE UNTIL AFTER A FORMAL APPLICATION IS COMPLETED AND VERIFIED.

IF YOU WISH TO APPLY TURN THIS PAGE OVER AND ANSWER ALL QUESTIONS HONESTLY AND COMPLETELY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND YOU WILL NOT BE PLACED ON THE WAITING LIST.

YOU MUST KEEP A VALID MAILING ADDRESS ON FILE WITH US AT ALL TIMES. WE MUST BE NOTIFIED IN WRITING IF YOUR MAILING ADDRESS CHANGES AT ANY TIME. ALL APPOINTMENTS FOR PLACEMENT ON THE PROGRAM ARE MADE IN WRITING AND YOU WILL BE CONTACTED VIA MAIL.

IF WE ARE UNABLE TO CONTACT YOU OR IF MAIL IS RETURNED AT ANY TIME DURING THE APPLICATION PROCESS YOU WILL BE REMOVED FROM THE WAITING LIST AND WILL HAVE TO RE-APPLY

**If you need assistance completing this pre-application please contact us at 865-691-2551.
East Tennessee Human Resource Agency, 9111 Cross Park Drive, Suite D-100, Knoxville, TN 37923**

ATTENTION ETHRA SECTION 8 WAITING LIST APPLICANTS:

OUR WAITING LIST IS CURRENTLY RUNNING APPROXIMATELY 9 MONTHS. PLEASE RETURN YOUR APPLICATION AS SOON AS POSSIBLE.

COUNTIES COVERED: ANDERSON, BLOUNT, CAMPBELL, COCKE, CLAIBORNE, GRAINGER, HAMBLLEN, HANCOCK, JEFFERSON, LOUDON, MONROE, MORGAN, ROANE, SCOTT, SEVIER, UNION

******WE DO NOT COVER KNOXVILLE or KNOX COUNTY******

**If you have additional questions, feel free to contact:
Tina Kirk
(865) 691-2551 ext. 4332**