

## EAST TENNESSEE HUMAN RESOURCE AGENCY

### HOUSING CHOICE VOUCHER PROGRAM

#### 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.

HOUSING CHOICE VOUCHER PROGRAM  
PRE-APPLICATION ACKNOWLEDGEMENT



**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:**

We are currently experiencing a high volume of applications, resulting in a potential five-year wait for assistance.

We encourage you to submit your application as soon as possible.

Counties Covered by ETHRA Housing Choice Services

Anderson	Blount	Campbell	Cocke
Claiborne	Grainger	Hamblen	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*