

***Housing Authority of the City of Hartford -180 Overlook Terrace-Hartford, CT 06106***

**(Please note the Authority will not accept faxed applications as original signatures are required)**

We are accepting applications for 1, 2, and 3 Bedrooms in the State Moderate Rental Program (Bowles Park and Westbrook Village), 2, 3, and 4 Bedrooms in the Low Rent Federal Program (Mary Shepard Place and Scattered Sites and one bedroom units in Senior Housing Developments (Smith Tower, Kent Apartments, Mary Mahoney Village, and Betty Knox Apts). TDD # 722 or 1-800-842-9710

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH YOUR PRE-APPLICATION**

**A. DOCUMENTS NECESSARY TO VERIFY THE REQUESTED PREFERENCE.**

If you or a household member is claiming to be elderly, disabled, or handicapped, you will need to bring the following documentation.

1. Birth certificate for the person 62 years of age or older, or disabled.
2. Social Security and/or SSI benefit letter for the handicapped or disabled person.
3. A medical letter signed by a doctor indicating that the person requires special accommodation as a (Disabled/Handicapped) as defined in Section 223 of the Social Security Act.

**B. DOCUMENT NEEDED TO PROCESS YOUR APPLICATION.**

1. Birth certificate for you and all household members (long form only).
2. Social Security card for you and all household members.
3. Picture Identification for you and all household members 18 years of age and older.
4. If married or divorced, please bring marriage certificate or divorce decree.
5. Proof child care payments, please bring 4 cancelled checks or 4 consecutive receipts and a notarized statement on a form provided by the Occupancy Department.
6. If you or any household member is not a United States citizen, bring INS (such as certificate of citizenship or permanent resident card) documentation as applicable.
7. Employment verification for all household members 18 years of age and older.
8. Police Report is required for all household members 18 years of age and older, from the city in which you reside.
9. If you claim custody of any member of your household that is not your child, please bring custody papers.

**C. INCOME VERIFICATION**

If you work and get paid weekly, please bring your last 10 consecutive pay stubs, if you get paid bi-weekly bring your last five consecutive pay stubs. If you have been working for at least 6 months or less, please bring a letter from your employer on company letterhead, telephone number and address verifying employment weekly working hours and hourly rate.

If you or other household member receive Social Security, SSI, Pension, Annuities, Child Support, Unemployment Benefits, Alimony, etc. please provide current documents of payment received not older than 60 days. Please bring proof of assets like Savings, Checking, Stocks, Bonds, properties and other.

Please bring legible copies of all requested documents. The Authority will return and will not process your application if you do not provide all the documents requested and if it is incomplete.

**NOTE:** The Housing Authority employees are not permitted to make copies of your documents.

**YOUR APPLICATION WILL BE PROCESSED WITHIN 10 TO 12 WEEKS.**

Thank you for your cooperation.