



Section 8 Application Checklist

Keep track of everything that's needed to apply for a Section 8 Housing Choice Voucher in this printable checklist.

- 1. Create a list of all household members.**
Make a list of all adults, children, and other related dependents that are part of the household.

- 2. Gather identification and eligibility information.**
Get the Date of Birth and Social Security Numbers for all household members. Make sure you also have access to copies of birth certificates, or Permanent Resident Cards (Green Cards) for immigrant household members.

- 3. Get contact information for all household members.**
Collect the phone numbers, addresses, and emails for all adult household members. The housing authority will use this information to contact applicants, so it's important to provide current details.

- 4. Verify the household's gross income.**
Applicants will need to report the total gross income (the total before taxes) of all adults in the household. Count income from employment, Social Security, Supplemental Security Income, unemployment, Temporary Assistance for Needy Families (TANF), and alimony or child support.

- 5. Collect other information that may be required.**
The housing authority may also require the rental and criminal history of all household members. Additionally, supporting documentation may be needed to claim a preference for priority placement – such as applicants who are local, elderly, or have a disability.

- 6. Confirm how to submit the application.**
Applications are most commonly submitted online, in person and by mail. There may be multiple ways to apply, as well. For applicants who have a disability that makes it difficult to apply, a reasonable accommodation may be requested from the housing authority.

- 7. Wait for the application to be processed.**
After submitting the application, it may take up to a couple of weeks or months to get a response. Generally, online applications are processed more quickly than paper submissions.

- 8. Stay in contact with the housing authority.**
While waiting for a voucher, applicants may get a notice that requires a response to stay on the waiting list. To stay on a waiting list, keep contact information up to date, and reply to all notices that require a response.