



PUBLIC HOUSING APPLICATION PACKET

INSTRUCTIONS FOR APPLYING FOR PUBLIC HOUSING WITH LYNCHBURG REDEVELOPMENT & HOUSING AUTHORITY

1. The attached application must be filled out **COMPLETELY**. No fields should be left incomplete.
2. **ALL ADULT members (18 years and older)** of the household **MUST** sign the application **ONLY** at the bottom of **page 6**.
3. **All required information must be submitted with your application in order for it to be accepted.**

*Your application **WILL NOT** be accepted if any required information is missing at time of submittal.*

The following information MUST be included with your application:

1. A **COPY of birth certificates** for all household members applying for assistance.
2. A **COPY of Social Security cards** for all household members applying for assistance.
3. A **COPY of immigration documentation** for **Non-Citizens** to prove their eligibility for public housing services.
4. A **COPY of state driver's license or identification card** for every adult member (**18 years and older**) applying for assistance. All sources of income of the household **MUST** be reported on the application. This includes any gifts or loans from family, friends, or other sources.
5. A **COPY** to verify wages from pay statements for all employment (**4 consecutive pay stubs or as many as possible according to start date of employment**); **most recent** **COPY** of the following: TANF benefit letter; Food Stamps benefit letter; Social Security award letter; Veteran benefit letter; child support history report; alimony history report; **4** consecutive unemployment benefit payments; and **2** consecutive retirement benefit payments.
6. A **COPY** of the 2016 Federal Tax Returns (**for each adult member**); allotment statement (if receiving income from someone who is in the military); and verification of stocks/bonds/property.



We Do Business In Accordance With the Federal Fair Housing Law

Fax: 434.845.9144 • TTY: 800.828.1120 VA 711

918 COMMERCE STREET • LYNCHBURG, VA 24504 • (434) 485-7200



Return your completed application and all required copies Monday through Thursday, between the hours of 1:00 – 4:00 p.m. to our office located at:

**Lynchburg Redevelopment & Housing Authority
918 Commerce Street
Lynchburg, VA 24504**

YOUR APPLICATION WILL NOT BE ACCEPTED IF YOU DO NOT:

- 1) COMPLETE ALL QUESTIONS ON THE APPLICATION
- 2) PROVIDE REQUIRED INFORMATION AND FOLLOW STEPS 1 - 6 ABOVE
- 3) BE PRESENT AT TIME THE APPLICATION IS SUBMITTED – ALL ADULTS ON APPLICATION MUST BE PRESENT

Special Accommodation Request

If you or a member of your family have a disability and think you need or want a reasonable accommodation you may request it at any time. Please submit a letter making this request.

**Should you have any questions, you may contact LRHA at (434-485-7200)
or 918 Commerce Street, Lynchburg, VA 24504**



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