



NEW APPLICANTS

Instructions for Applying to the Jefferson House Waiting List

1. Go to <https://lynchburgva.housingmanager.com/>.

This link may be accessed via a computer, laptop, mobile or other smart-device.

Or, you may navigate to LRHA's main website (<https://lynchburghousing.org/>) and click "Apply for Housing" from the menu bar at the top of the page

2. Under Project Based Voucher @ Jefferson House Apartment – waiting list open, click on the link: <https://lynchburgva.housingmanager.com>
3. Select "Apply for Housing"
4. Read the information on the screen and then check the box "I have read the information provided above" and then select "Apply for Housing"
5. Enter your Social Security Number, Date of Birth and Last Name. Then click "Get started".

If you do not have an SSN, please enter your Alien ID or Application Number.

If you do not know this information, please contact LRHA.

6. Check the box next to "Jefferson House Waiting List (55+)". Ensure that your household has either 1 or 2 members only and then select "Continue".
7. There are five main sections of the application. Make sure that complete each section:
 - (1) **Properties** – lists the properties and program lists you are currently on (including the "2021 Section 8 Waiting List") and also gives you the option to add your name to additional lists if they are open and accepting applications, or remove your name from lists that you are no longer interested in. Select the waiting list you are applying to and then proceed to the next section.
 - (2) **Household Members** – Enter information for the head of household and then select "Continue".
 - Enter the income information
 - If there are additional household members, select "Yes, I need to add more members and follow the prompts to provide the information for the additional household members.
 - If there are no additional household members, select "No, take me to the next section".
 - (3) **Emergency Contact** – If you have an emergency contact information, enter the name and contact information. If you do not wish to provide an emergency contact, select "I do not have an emergency contact" and proceed to the next section.
 - (4) **Misc Info** – this section provides available options for bedroom preferences and accessibility options. Please read the questions carefully and select all that apply, then "Continue" to the next section.
 - (5) **Terms of Agreement** – you must agree to this section in order to proceed.

8. **Review and Confirm your Application:** Review the information you have entered. If anything is incorrect or incomplete, select “edit” next to the section header and update your application. If all information is correct and complete, select “Submit Application”.
9. **Confirmation:** If your application is complete the confirmation screen will give you a confirmation number for your application and allows you to print your application. Be sure to save your confirmation number.
10. If you have provided an email address, you will get an email notification that your application was successfully received.
11. At any time after you have submitted your application, you may go back to LRHA’s Housing Manager portal <https://lynchburgva.housingmanager.com/> and select “View Your Application”. Enter the SSN, Date of Birth, and Last Name of the person who the application is under. Click “Get Started” to continue. Follow the prompts to edit and/or update any of your application information.

*If you do not have an SSN, please enter your Alien ID or Application Number.
If you do not know this information, please contact LRHA.*