

PRIORITY STATUS

The procedures for priority status verification/certification are as follows:

- A. At the time of application, the applicant certifies that he/she is eligible for priority status.
- B. The priority is verified at the time the applicant is being considered for admission
- C. The priority status verification procedures are in addition to the other application procedures that include credit, landlord and income verification.

Acceptable verification of substandard housing may include but is not limited to:

- written verification from current landlord.
- written verification from government agency.

Acceptable verification of being without permanent replacement housing may include but is not limited to:

- written verification from government agency if applicant has been displaced as a result of a disaster or government action.
- written verification from landlord if applicant had to or will have to vacate.
- written verification from social service agency, public or private shelter.

Acceptable verification of paying 50 percent of income for rent may include but is not limited to:

- written verification from current landlord.
- written verification from social service agency.
- original rental receipts, canceled checks or current lease.
- original utility bills and receipts from utility companies.

Acceptable verification of living in overcrowded conditions may include but is not limited to:

- written verification from current landlord.
- written verification from social service agency.

All documentation submitted must be original documents. Copies may be made after inspection for the applicant's file and record. Additionally, all documentation submitted must be either on agency letterhead or be notarized. At the discretion of management, additional documentation may be required.

If, after the submission of verification documents by an applicant requesting priority status, the documentation is not sufficient and acceptable, a written notice will be sent briefly stating the reasons and informing the applicant of their right to a conference with a representative from MHFA to appeal the management's decision.