

## HENDERSONVILLE HOUSING AUTHORITY

Diana Brow, Executive Director  
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### APPLICATION INFORMATION

**You will be asked to type in your answers in the WEB APPLICATION.**

**You will need to have the following information available in order to help you with your answers.**

1. **Social Security Card Numbers** for everyone listed in the household, Birth Certificates. Picture ID for 18 years and older
2. **INCOME:**
  - Employment: Paystubs or employer generated printout
  - Self-employed: W-2 or Monthly Earnings sheets with expenses
  - SSA or SSI Benefit Letter with any deductions
  - Asset income: property, bank accounts, CDs, annuities, stocks, bonds, etc.
  - Full Time Student Verification from school
  - All other income into the household

#### **EXPENSES:**

- Child Care (under age of 13)
- Elderly or Disabled: Printout of pharmacy out of pocket expense, doctor visits, or other incurred costs out of pocket for the past three months

**ALL APPLICANTS will also BE REQUIRED to BRING IN the following Items:**

- Original social security cards or letter from SSA requesting a replacement card
- \_\_\_ Driver's License or I.D.
- \_\_\_ ORIGINAL Birth Certificates/or Alien Status Info
- \_\_\_ Divorce/Separation Legal Paperwork
- \_\_\_ Custody/Adoption Papers

**After entering your application on this website, we will call you for an appointment. You should bring all required paperwork noted from this page. KEEP YOUR APPOINTMENT.**

- Please click the [\[Things You Should Know Tab\]](#) and read all forms.
  - You will be required to sign that you have read the forms at your interview appointment.
  - If you cannot keep the appointment, notify the office as soon as possible.
  - **BRING IN YOUR DOCUMENTS** to the appointment.
  - **ANYONE 18 OR OVER MUST BE PRESENT at the appointment**
  - **LEAVE your child with someone** (if at all possible)
  - Background checks, verifications and research information and that will take time.
  - **It is your responsibility to update your application if you have any changes.**
- We will contact you by letter when you have been approved or denied.
- On the website, click [\[Policies\]](#) and read prior to coming in for your appointment.

**Please note: Your rent is based on your income – Security Deposit is \$400 (2BR - 5BR and \$240 (0BR-1BR)**