

SECTION 8 RENTAL ASSISTANCE PROGRAM

Manhattan Housing Authority
P.O. Box 1024, 300 N. 5th Street
Manhattan, Ks 66505-1024
(785) 776-8588

(PLEASE KEEP THIS INFORMATION FOR YOUR RECORDS)

WHAT IS THE SECTION 8 RENTAL ASSISTANCE PROGRAM?

The Section 8 program allows eligible participants to seek housing on the private market in an area of their choice. The participant pays a portion of their income to the landlord for rent, and the Housing Authority subsidizes the remaining portion of Contract Rent by making a payment to the landlord on the participant's behalf. In order to utilize the assistance in another city or state, the participant must be a resident of Manhattan for at least one year.

HOW DO I APPLY FOR SECTION 8 RENTAL ASSISTANCE?

You must complete a pre-application, which can be obtained by stopping by our Administrative Office located at 300 North 5th Street.

WHAT ARE THE REQUIREMENTS FOR ELIGIBILITY?

The basic qualifications for Section 8 rental assistance are that you meet the income guidelines established by the Department of Housing and Urban Development. You must be 18 years of age or emancipated person, furnish social security number, evidence of citizenship or eligible immigrant status, and other screening criteria will be performed such as criminal background.

STUDENT ELIGIBILITY

If you are a full or part-time student, 24 years of age or younger, single, and with no dependents, *you may not be eligible for Section 8*. Please contact the Section 8 department for more information.

WHAT HAPPENS AFTER I COMPLETE APPLICATION FOR HOUSING?

Once you have completed a pre-application, you will receive a letter acknowledging that you have been placed on the Section 8 waiting list.

HOW LONG WILL IT BE BEFORE I RECEIVE RENTAL ASSISTANCE?

Of course, it is not possible to give you a definite date when rental assistance will be available; however the usual wait is six months to one year. Once your name reaches the top of the waiting list, you will be required to bring in certain documentation and verification. These will include Birth Certificate, **original** Social Security Cards, Marriage License/Divorce Decree (if applicable), and income verification (**no check stubs**) for every member in the household.

HOW MUCH WILL MY RENT BE?

Your rent will be determined by your income; you will pay 30% of your adjusted gross income, minus any allowable deductions; or minimum rent of \$50.00 (whichever is greater).

CONTINUED ON REVERSE

WILL I BE REQUIRED TO PAY A SECURITY DEPOSIT?

Yes. The security deposit you will be required to pay may not exceed the legal limits as set forth by the Kansas Landlord/Tenant Act.

WHAT SHOULD I DO IF ANYTHING CHANGES WHILE I AM ON THE WAITING LIST?

Be sure to notify this office in writing immediately, especially any change of your address. **NOTE:**

If you move into a public housing unit and wish to remain on any other waiting list (i.e. Section 8, Tenant Based Rental Assistance), you MUST notify that program manager, in writing, of your address change. This office will not automatically update the waiting list for any other program.

HOW CAN I CONTACT THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT DIRECTLY?

You may contact the Department of Housing and Urban Development at www.hud.gov. or by calling (913) 551-6916.



It is our policy to provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of our services, programs and activities. In order for us to provide a reasonable accommodation, we ask that you request what assistance is desired by contacting the Manhattan Housing Authority, 300 North 5th Street (P.O. Box 1024), Manhattan, Kansas, 66505-1024, or call (785) 776-8588 (or 1-800-766-3777 TTD Kansas Relay Center). We are here to assist you.

Are you currently a student or plan to be within the next six (6) months?

Yes No

Are you currently or about to be displaced due to local economic development?

Yes No If yes, please explain: _____

Are you currently or about to be displaced due to domestic violence?

Yes No If yes, please explain: _____

Are you displaced due to a federally declared disaster?

Yes No If yes, please explain: _____

Have you ever been required to register as a sex offender?

Yes No If yes, in what state? _____

Have you ever been arrested or convicted of any crime other than traffic violations?

Yes No If yes, please explain: _____

PLEASE NOTE THAT DISCLOSURE OF THE ABOVE INFORMATION IS MANDATORY FOR ADMISSION TO PROGRAMS PROVIDED BY THE MANHATTAN HOUSING AUTHORITY.

By signing, the applicant understands that an investigative report may be prepared where by information is obtained through inquiry. This inquiry includes information as to your income, citizenship status, and criminal history. This application may be disapproved as a result of any misrepresentation or insufficient information as a result of an incomplete application. You have the right to make a written request within a reasonable period of time to receive additional information about the nature and scope of this investigation.

Also by signing, I certify that all information I have provided is true and correct to the best of my knowledge. I also understand that it is my responsibility to notify the Manhattan Housing Authority *in writing* of any change in family composition or address change within ten (10) days of the date of change, even if you begin receiving assistance under another program administered by the Manhattan Housing Authority (i.e., Public Housing, Tenant Based Rental Assistance, etc.)

APPLICANT SIGNATURE: _____ DATE: _____

CO-APPLICANT SIGNATURE: _____ DATE: _____