



# Centerville Housing Authority

CITY OF CENTERVILLE  
130 E. MAIN – PO BOX 249  
Centerville, Texas 75833

## **INSTRUCTIONS FOR COMPLETING APPLICATION**

### **PLEASE READ ALL DOCUMENTS CAREFULLY**

- Each line on the Application **MUST BE COMPLETED.**
- **DO NOT WRITE N/A ON ANY LINE.**
- If you meet the eligibility requirements and all information is verified and your criminal back-ground check is passed, (un-related to sheriff's report) your name will be placed on the Waiting List.
- **Ineligible applicants will be notified via mail.** Applicants determined ineligible may request an informal hearing regarding their status. This request **MUST** be in writing with fourteen (14) days from the date of the Letter of Denial.

**IMPORTANT - Before any Application will be considered complete and ready for processing – The Following Documents are required for ALL individuals that will be listed on Application.**

**MAKE COPIES** of the below **yellow highlighted** items below to accompany all completed paperwork. (this is mandatory for each applicant)

- **BIRTH CERTIFICATE/s**
- **SOCIAL SECURITY CARD/s** (*no substitutions*)
- **DRIVER'S LICENSE OR ID CARD/s**
- **SHERIFF'S REPORT/s** (*all family members 18+*)

**ORIGINAL OR COPIES** of the below items are needed with your application paperwork.

- **INCOME VERIFICATION FORM** (*all employed family members 18+*)
- **SOCIAL SECURITY or SSI BENEFIT AWARD LETTERS** (*copies needed if applicable*)
- **TANF BENEFIT information** (*copies if applicable*)
- **COURT ORDERED CHILD SUPPORT PRINT-OUT** (*need copy of court papers*)
- **ALL INCOME MUST BE REPORTED**
  - Interest on accounts      - Royalties
  - Tips                                - All Wages, etc.
- **CHILDCARE EXPENSE REPORT** (*copy if applicable*)
- **OUT-OF-POCKET MEDICAL EXPENSES** (*for past 12 months, elderly & disabled only*)
- **REGISTRATION FROM SCHOOL** (*full-time students (18+)*)

**Applications accepted Monday - Thursday (9 a.m. to 4 p.m.)**

**All family members 18 years and older MUST sign all necessary paperwork. Please allow at least two weeks for processing.**

1. **All eligible applicants will be contacted via phone or mail.**

If you have any questions, please contact the Centerville Housing Authority at: (903) 536-2378 during regular business hours. (8:00 a.m. – 4:00 p.m. Monday thru Thursday).

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**PLEASE SEE REVERSE FOR IMPORTANT INFORMATION** 

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## Centerville Housing Authority

### Application Packet Contents

1. Instruction and information on completing application
2. Tenant Selection and Assignment Policy
3. Tenant Selection and Assignment Signature Form
4. Waiting List Policy & Signature Form
5. Things You Should Know – Tenant to keep
6. Authorization for the Release of Information Signature Form
7. Application for Public Housing
8. Declaration of Citizenship Form (*everyone in household fills out*)
9. Income Verification Form
10. Asset Verification Form
11. Divestiture Disclaimer Verification Form
12. Debts Owed to Public Housing Form
13. Applicant – Tenant Certification
14. Landlord Verification
15. Criminal Check Acknowledgement
16. Sheriff's Criminal History Form

**\* PLEASE NOTE \*** Make sure **ALL PAPERWORK** is **COMPLETED** and **SIGNED**, (*don't leave anything blank*), and **ALL COPIES of REQUESTED SUPPORT DOCUMENTATION** is provided.

**IF ANYTHING IS MISSING OR INCOMPLETE YOUR APPLICATION WILL NOT BE PROCESSED** (*it is your responsibility to provide all requested information*).

Thank You