

**Dighton Housing Authority  
Complete/Incomplete Applications Policy**

Pursuant to 760 CMR 5.05(2), the Dighton Housing Authority will date and time each application received for state-aided public housing, and shall promptly provide each applicant with a receipt, including a control number for his/her application.

The Dighton Housing Authority shall conduct an initial review of each application to determine whether it is complete, in order to make a preliminary determination of the applicant's eligibility for state-aided public housing, pursuant to 760 CMR 5.05(2). If the Authority determines that the application is incomplete, the Authority shall notify the applicant in writing. Any such notice shall inform the applicant of the specific information that is missing and will notify the applicant that he/she has ten (10) days from the date of the notice to forward the required information to the Authority. The notice shall also inform the applicant that, if the information request is not received within the time frame specified, then the applicant will be determined ineligible or unqualified for state-aided public housing, pursuant to 760 CMR 5.08(1)(g).

Approved by Board Action at its Tuesday, March 19, 2002 Meeting.