



HOUSING AUTHORITY OF VERSAILLES



P.O. Box 1389
519 Poplar Street, Versailles, Kentucky 40383
(859) 873-5351 - Fax (859) 873-1607
1-800-648-6056 (TDD-for hearing/speech impaired only)
Email: vha5351@versailleshousingauthority.org
www.versailleshousingauthority.org

RE: Housing Application Questionnaire

Thank you for your interest in housing with the Housing Authority of Versailles. *Please review the following information before requesting an application:*

Waitlist & Application Process

- There is currently a waiting list for all unit sizes. HAV does **NOT** offer emergency housing **NOR** Section 8 assistance.
- Before we can send your application, please provide the information listed below so we can determine which application packet you need.
- Applications are sent through DocuSign and must be completed within **30 days** or they will expire.
- You will not be added to the waiting list until your completed application is returned and signed by HAV. You will then receive a DocuSign email confirming completion.
- When your name approaches the top of the waiting list, we will call you to schedule an appointment to bring your original birth certificate(s), Social Security card(s), and a valid photo ID.
- Please attach a copy of your current driver's license to verify your county of residence.

Information Required:

Please email the following information to vha5351@versailleshousingauthority.org

1. Full names of all adults applying and the total number of adults.
2. Whether anyone in the household is employed and, if so, how long they have been employed.
3. Proof of employment, if applicable.
4. If no one is employed, the household's source of income for rent and utilities.
5. Whether anyone in the household receives disability benefits.
6. The birth city and state of each applicant.

Important Waitlist Information:

- Because waiting times can vary, out-of-state applicants should apply only if they have sufficient funds for moving expenses, the security deposit, and prorated rent.
- Any outstanding balance owed to a government housing agency must be paid in full before applying.
- When your application is being considered, HAV staff will contact you by phone or send an update letter if you are approved. You must respond by the deadline provided. Failure to respond will result in removal from the waiting list, and you will need to reapply if you still need housing.

Move-In Costs:

The following payments are required at move-in:

- **Security Deposit:** \$300, or \$250 for elderly or disabled applicants.
- **Prorated Rent:** A prorated portion of your monthly rent.
- **Pet Fee (if applicable):** A NON-REFUNDABLE \$250 fee.

Please plan accordingly and set aside these funds so you are prepared when a unit becomes available.

Pet Policy:

HAV allows a maximum of ONE cat OR dog weighing 30 pounds or less. A NONREFUNDABLE \$250 pet fee is required at move-in, in addition to the security deposit.

For service or emotional support animals, additional documentation is required. This may include documentation from your doctor or therapist, completed HAV forms, and certification from a reputable agency that the animal has been specifically trained for your disability, as applicable.

Reporting Requirements:

You must immediately report any changes to your income, living situation, mailing address, email address, phone number, or household size. Failure to report changes may delay or result in the denial of assistance.

Thank you for your interest in the Housing Authority of Versailles.

Sincerely,

HAV Staff