

# LEBANON HOUSING AUTHORITY

## APPLICATION INSTRUCTIONS

**Please read this carefully before completing the application.**

- If you or anyone in your household is a person with disabilities, and you require a specific accommodation in how we communicate with you or how we do things regarding your application, please contact us to request that accommodation.
- It may take up to **20** days to process your application. After **20** days, if you have not received a confirmation letter, call **603-298-5753** and ask for the applications processor.
- A valid postal mailing address must be provided. If you move and do not update your address with us, your file will be inactivated during our periodic updates. You will then need to reapply.
- If you are submitting a paper application, **PLEASE PRINT CLEARLY AND LEGIBLY.**
- Answer all questions on the application form. Do not leave any questions blank. If a question does not apply to you such as, “What is your telephone number?”, and you do not have a telephone, write “none”. All yes or no questions must be checked either yes or no.
- If there is not enough space to answer a particular question or to provide any additional explanation that you want to make, you may add pages to any paper application.
- Unless specifically indicated on this application, the questions apply to all of the household members listed.
- The information that you provide on this application must be true and complete. It is a violation of federal and state criminal law to make false statements on an application for housing assistance. If you do not understand a question, please ask a LHA representative.
- The legal head of household and spouse/co-head (if any) must sign and date paper application forms providing signatures in all places where so requested. On-Line applicants must provide acknowledgements in all places where so requested.
- **Be advised that LHA conducts criminal background checks & sex offender registration checks on all adult household members (including live-in aides) before determining final eligibility.**

### **To qualify for housing assistance an applicant at time of processing must:**

- Have an annual income for admission that does not exceed the HUD income limits. The income limits for Lebanon City, NH are posted on the HUD website at [www.hud.gov](http://www.hud.gov) / Resources / Online Library Bookshelf 1 / Income Limits; or **click here:** [LHA Income Limits](#)
- Meet the HUD requirements on citizenship or immigration status.
- Provide documentation of Birthplace and Social Security Numbers (a valid Social Security card) for all family members when eligibility is being determined.
- Pay any money owed LHA or any other housing authority.
- Not be subject to lifetime sex offender registration requirements.
- Sign authorization forms so that LHA can verify the various eligibility requirements.
- Not have any household members engaged in any criminal activity that threatens the life, health, safety, or right to peaceful enjoyment of the premises by other residents or persons in the vicinity.
- Not have any household members engaged in any drug-related or violent criminal activity.

**\*\* You must complete the LHA Application pages along with the DEBTS OWED NOTICE (Form HUD-52675) & the SUPPLEMENT TO APPLICATION (Form HUD-92006). Submit completed application online or by mail, e-mail, fax or in-person during regular business hours. Applications are date and time stamped in the order they are received.**