

**FLORENCE HOUSING AUTHORITY**  
**HOUSING CHOICE VOUCHER PROGRAM WAIT LIST**  
**ANNOUNCEMENT OF OPENING**  
**&**  
**GUIDANCE AND INSTRUCTIONS**

Florence Housing Authority Housing Choice Voucher Department will accept preliminary applications for the Housing Choice Voucher program (formerly Section 8 Existing Housing) through the Authority's Applicant Portal which is located on the Authority's website, [www.flohousing.org](http://www.flohousing.org). The open period for preliminary applications shall be 12:01 a.m., Tuesday, November 1, 2016 to 11:59 p.m., Tuesday, November 15, 2016. The Authority reserves the right to extend the open period for any time frame deemed necessary without additional notice. This is a "date and time" created Wait List. There is an advantage to returning a preliminary application at a specific time. Please visit the Authority's website prior to the open date to familiarize yourself with the "Apply Online" button located on the front page of the website.

Once the wait list opens, the portal will be available 24 hours per day until the Wait List closes. The preliminary application can be completed from any computer or cell phone with Internet access (e.g. home, library, community-based organizations). There are also computers available in the lobbies of all of the Authority's Property Management Offices and the lobby of the Housing Choice Voucher Department located at Magnolia Gardens I, 110 South Cypress Street, Florence, AL. The Authority receives many more requests for assistance than the number of vouchers available. All applicants are placed on a Wait List. A determination of program eligibility will be made at the time the applicant is selected from the Wait List. The Authority will choose names from the Wait List in order of their placement and according to HUD guidelines. Only one preliminary application per applicant will be accepted. Incomplete preliminary applications will be rejected and not entered on to the Wait List. It is the sole responsibility of the applicant to maintain a current address with the Housing Choice Voucher

Department to continue eligibility. Once the applicant completes and submits their preliminary application online through the portal the applicant is prompted to print their confirmation page which includes the confirmation number. The confirmation number is not emailed but is presented on the screen for either printing, taking a screen shot of or writing down by the applicant. It is strongly recommended that the applicant do this and keep it in their possession until being contacted by the Authority when they reach the top of the Wait List.

Once a voucher becomes available, the next applicant at the top of the Wait List will be contacted by the Authority with further steps in the process. If assistance is required to complete the preliminary application, resources for assistance will be available through the Housing Choice Voucher Department.

FY 2016 Income Limits – Lauderdale County

Persons in Family	1	2	3	4	5	6	7	8
Very Low (50%) Income	\$19,000	\$21,700	\$24,400	\$27,100	\$29,300	\$31,450	\$33,650	\$35,800
Extremely Low Income	\$11,880	\$16,020	\$20,160	\$24,300	\$28,440	\$31,450	\$33,650	\$35,800

