DUBLIN HOUSING AUTHORITY

<u>Processing Procedures for Housing Applications</u>

- Applications can be accepted by accessing the online application website located at dublinhousingauthority.net or by hard copy
- Hard copy applications will be provided to the applicant upon request through the US postal service, fax, along with the use of electronic mail (e-mail).
- Applicants will be provided a list detailing the following documents that are required in order to process the applications:
  Copy of certified Birth Certificates of all household members
  Copy of Social Security Card of all household members
  Proof of Income and verification of family assets of all family members
  Picture ID of members 18 years and older

<u>Instructions for Submitting the Online Application</u>

Website: *www.dublinhousingauthority.net*

1. Applicant follows instructions on cover page which directs them to enter the head of household applying for housing.
2. If social security number is unknown, the system will assign a number to be used.
3. After completing the personal identification information, the Preferences for housing screen is displayed. The applicant may select all areas that apply or has the flexibility to select none.
4. The next screen contains eight questions that the DHA has deemed to be important to answer during this process. Other screens in the application include the listing of additional household members. *The Social Security number is required for members. The screen will not advance without that information for members.*
5. The online application then requires that the source of and amount of income for every member be entered. Income must be entered on a monthly basis. The annual calculation is done by the computer.
6. The applicant then asks for Assets that might be owned by the household. These assets are defined. The application also requires the listing of expenses which are defined as well.
7. The program requires the listing of Contacts and or References to support the Applicant.

The typing of the applicant's name certifies the information given in the application as true concludes the process. The applicant then **SUBMITS** the application. The applicant automatically receives an email stating that the application has been received. DHA has 2 to 3 business days to contact the applicant with remaining concerns.

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