



**MISSOULA HOUSING
AUTHORITY**

**1235 34th Street, Missoula MT 59801
Phone 406.549.4113 Fax 406.549.6406**

Dear Applicant,

Thank you for your interest in Missoula Housing Authority's subsidized housing programs. This paper application functions as an alternative for individuals unable to attend our mandatory orientation. If you are able to attend Missoula Housing Authority's orientation, we encourage you to do so. To complete the paper application process please

___ Complete and return the Application Form

___ Read the orientation materials

___ Sign and return the enclosed acknowledgement letter (the last page).

___ Included a copy of a government issued photo ID for the head of household (State ID, Military ID, etc.)

Your household will not be placed on our waiting list until we receive all of the above mentioned materials. Once all materials are received, Missoula Housing Authority will mail you a letter confirming your status on our waiting lists. If you express interest in a program that you are not eligible for, that will also be noted on the confirmation letter.

Sincerely,

Stephanie Watts
Admissions Technician
Missoula Housing Authority



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Application Form

Last Name (for Head of Household)

First Name (for Head of Household)

Mailing Address

City

State

Zip

Main Phone Number

Secondary Phone

Social Security Number

Date of Birth

Estimated annual income of the entire household \$ _____

Total number of people applying to live in the household _____

Number of people applying to live in the household who are under 18 _____

(See Next Page)

If you would like to add a co-head to the household, please complete this section

Last Name (for Head of Household)

First Name (for Head of Household)

Social Security Number

Date of Birth

For Statistical Purposes Only

If you (the head of household) had to identify yourself from the following choices, which best describes your ethnicity (please circle all that apply)

African American

Caucasian/White

Asian

Pacific Islander

Native American

Hispanic

Are you a Veteran? Yes No

ATTENTION APPLICANT:

You the applicant are responsible for maintaining current and accurate application information with Missoula Housing Authority. It is your responsibility to notify Missoula Housing Authority of any changes in address during your time on the waiting list. If your name reaches the top of a waiting list at Missoula Housing Authority we inform you through the mail, which will be sent your most recent address provided to Missoula Housing Authority.

The Missoula Housing Authority is an Equal Housing Opportunity provider and complies with the Fair Housing Act.

Every applicant on our waiting list is treated equally. The determining factor of when an applicant's name comes to the top of a list is the date Missoula Housing Authority receives the application.

Should you become our tenant, and a member of your household has a disability that requires a change to policy or a physical change, please complete a reasonable accommodation form. This form is available to your household at anytime.



Missoula Housing Authority does NOT provide emergency housing or emergency assistance.

All of our programs have waiting lists; the waiting period can be several years long.

The following information supplements materials presented during Missoula Housing Authority's orientation. Each page offers a brief description of various subsidized housing programs offered by Missoula Housing Authority.

Housing Choice Voucher Program

- You rent from a non-MHA landlord of your choice within a ten (10) mile radius around the city of Missoula
- Once your name comes to the top of the list and you are approved for a Housing Choice Voucher, Missoula Housing Authority will provide a rental subsidy for your unit. This rental subsidy will help pay your rent.
- You pay 30% to 40% of your monthly adjusted income toward rent & the Missoula Housing Authority will pay the rest.
- You are responsible for paying the application fees and/or the security deposit for your rental unit.
- The Missoula Housing Authority will conduct a criminal background check on all adult household members, 18 & over. We will not provide assistance to sexual or violent offenders or individuals convicted of producing or distributing methamphetamines.
- Once you receive a Housing Choice Voucher, if you choose to move apartments the Housing Choice Voucher could be applied to your new apartment.

Public Housing

- Missoula Housing Authority is your landlord. Rent will be paid to Missoula Housing Authority.
- Missoula Housing Authority owns 154 Public Housing properties (apartments, duplexes & homes) throughout the Missoula area. 1, 2, 3, and 4 bedroom units.
- Your share of the rent will be 30% of your gross adjusted income.
- The Missoula Housing Authority will conduct a criminal background check on all adult household members, 18 & over. By law, we will not house sexual or violent offenders or people convicted of producing or distributing methamphetamines.
- The Missoula Housing Authority will also conduct a credit check and verify residence history three years back.

Project Based Vouchers

The following three programs are considered Project Based Vouchers. The rent assistant is attached to the unit and does not follow the tenant. Tenants enrolled in this program pay 30% to 40% of their monthly adjusted income toward rent.

1. Orchard Gardens

- Anyone can apply.
- Modern, energy efficient 1, 2 and 3 bedroom units.

2. Gold Dust

- Anyone can apply.
- Only 2 & 3 bedroom units.

3. Union Place

- Anyone can apply
- 2 and 3 Bedroom units

Uptown Apartments

- Designed specifically for single, homeless individuals. No couples, no children, no pets.
- Studio Apartments.
- Your rent will be 30% of your adjusted income.

Shelter Plus Care Voucher

- Specifically designed for homeless individuals or families, when the head of household is disabled and working with case management. This is a separate application that must be completed and returned by your case manager.
- The disabilities that we target are severe mental illness, drug and alcohol addiction, and HIV/AIDS related disabilities.
- You rent from a private landlord of your choice, within the Missoula jurisdiction.
- You pay 30% of your monthly adjusted income toward rent & the Missoula Housing Authority will pay the rest.
- You are responsible for any application fees, security deposits or utilities the landlord requires.
- This voucher is not portable.

Homeless Transitional Housing

1. Maclay Commons at the Joseph Residence

- Specifically designed for homeless families with children in the household.
- Townhouse style, 2 & 3 bedroom units.
- This program is not permanent housing, but if a tenant graduates in good standings they will be eligible for a housing choice voucher
- To be placed on this waitlist, you must contact the Joseph Residence @ 406.549.6158.

2. YWCA Transitional Housing

- Specifically designed for homeless families with children in the household, who are survivors of domestic violence within the last 2 years.
- Only 2 bedroom units.
- A 2 year program.
- To be placed on this waitlist, you must contact the YWCA @ (406) 543-6691

3. Valor House

- You pay 30% to 40% of your monthly adjusted income toward rent & the Missoula Housing Authority will pay the rest.
- On-site case management.
- This program is not permanent housing, but if a tenant graduates in good standing they may be eligible for a housing choice voucher
- To be placed on this waitlist, please contact the Valor House staff @ 406.829.3928
- 17 units of supportive services for single, homeless veterans who were honorably discharged.



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Acknowledgement

I acknowledge receipt of the orientation information regarding the housing assistance programs administered by the Missoula Housing Authority (MHA). I agree to report any and all changes in mailing address, household composition, and income while I remain on the waiting lists. I am aware that the waiting time for all MHA programs may take several years. Lastly, I am aware that my application will not be complete until this signed acknowledgement form, a copy of my photo ID, and the completed application form is received by the Missoula Housing Authority.

I understand I will receive a conformation letter providing the date my application is complete and which waiting lists my household will be placed on. I also understand that if I am interested in Missoula Housing Authority's Shelter Plus Care Voucher program I need my case manager to complete and return the separate application.

Signature of Applicant

Printed Name of Applicant

Date

I wish to be placed on the following waiting lists (please circle the bedroom size for all programs you qualify for and are interested in):

Housing Choice Voucher ____
Public Housing 1 2 3 4
Orchard Gardens (PBV) 1 2 3

Gold Dust (PBV) 2 3
Union Place (PBV) 2 3
Uptown Apts. ____

I am Interested in Shelter Plus Care. Please send me an application____