



*City of Bowling Green Housing Division  
Neighborhood & Community Services*

## **PRE-APPLICATION INFORMATION**

- **You are about to apply for Housing Assistance (Section 8) Program for the City of Bowling Green only.**
  - o If you are not current resident of the City of Bowling Green, you will not be able to transfer this voucher outside of the City of Bowling Green until you have been in our program for at least 1 full year.
  
- **Criminal background check.**

Once your pre-application is selected from the waiting list, we will run criminal background checks on all family members over 18 years old. If any of your family members have been engaged in any violent criminal or drug related activity, you may be denied for assistance for a period of three (3) years from the most recent date of disposition/conviction or release from incarceration.
  
- **You may be eligible for a preference.**
  - o Applicants are positioned on the waiting list based upon the number of preference points for which they are qualified, date and time of pre-application.
  - o Applicants who qualify for the highest number of preference points will be positioned ahead of those who qualify for fewer or no preference points on the waiting list.
  - o All claims for above preferences will be verified based on circumstances at the time the preference is selected and during the time the applicant is selected from the waiting list.
  - o If during the intake interview it is determined that you are no longer eligible for preferences you previously claimed, you will not receive the preference and will be placed back to the Waiting List according to the date and time of your pre-application.
  - o Local preferences are listed on the back of pre-application.
  
- **We will contact you BY MAIL**
  - o If any letters get returned to our office or you fail to respond as instructed, **your name will be removed from the Waiting List** and you will need to re-apply in order to get on the Waiting List again.
  
  - o **IT IS YOUR RESPONSIBILITY TO KEEP US UPDATED WITH ANY CHANGES IN YOUR MAILING ADDRESS.**
  
- There are more than 600 families on our Waiting List. It could take from several months to several years before your name reaches the top of the list depending if you qualify for any of the preferences, therefore there is no need to contact our office more than once every few months to check your number on our Waiting List.

**PRE-APPLICATION FOR HOUSING ASSISTANCE (SECTION 8)  
FOR CITY LIMITS OF BOWLING GREEN**

*FOR OFFICE USE ONLY:*  
Section 8 Staff: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_ M

Telephone: 270.393-3621  
Fax: 270.393-3168  
housing@bgky.org  
www.bgky.org



707 E Main Ave  
PO Box 430  
Bowling Green  
Kentucky 42102

*City of Bowling Green Housing Division  
Neighborhood & Community Services Department*

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #1: \_\_\_\_\_ E-mail: \_\_\_\_\_

**I. Household Composition:** List everyone who will live in your household, listing **Head of Household first**.

<i>NAME OF HOUSEHOLD MEMBER</i>	<i>RELATION TO HEAD</i>	<i>DATE OF BIRTH</i>	<i>SOCIAL SECURITY NUMBER</i>	<i>SEX</i>	<i>* RACE</i>	<i>DISABLED YES/NO</i>
	<b>HEAD</b>					

\* Used by HUD for statistical purposes only.

**II. Household Income:**

Estimate your total gross household income. This includes all income received by all household members from all sources: employment, self-employment, unemployment benefits, student financial aid, child support, support from friends and relatives, Social Security, SSI, worker's compensation, pensions, K-Tap, food stamps, alimony and all other sources.

<i>HOUSEHOLD MEMBER</i>	<i>SOURCE OF INCOME (Employer's Name, K-TAP, Child Support, SSI or SSD.....)</i>	<i>GROSS INCOME</i>
		\$ _____ per _____
		\$ _____ per _____
		\$ _____ per _____
		\$ _____ per _____
		\$ _____ per _____

## LOCAL ADMISSIONS PREFERENCES

**Read the qualification criteria carefully before selecting a preference. You must be able to document the selected preference.**

### SCHOLAR HOUSE PREFERENCE (4 POINTS)

- I am claiming the Scholar House Preference and I have a referral letter.

### LOCAL CODE COMPLIANCE DISPLACEMENT PREFERENCE (4 POINTS)

- I am claiming the Displacement Preference and in doing so certify that I have been displaced from my home due to grant related activity or local code compliance activity undertaken by the City of Bowling Green and verification of letter is attached.

### LOCAL RESIDENCY PREFERENCE (2 POINTS)

- I have a permanent physical residence within City limits of Bowling Green and have one (1) of the following documents with the same address:
- a) Utility bill issued within 30 days (electric, gas, water, sewer, trash, telephone, or cable/satellite), or
  - b) Benefit letter issued within 30 days (from Social Security Administration, Food Stamps, Welfare Office, Pension or Retirement), or
  - c) Paystub that indicates name and the address of the applicant, issued within 30 days.
- I am working or have been notified that I am hired to work in City limits of Bowling Green and have one (1) of the following documents to verify it:
- a) Most recent Paystub that indicates name of the applicant along with a physical address of employment site.
  - b) Employment form or a statement from the current employer verifying name, employment status and the address of the job site.

### HOMELESS PREFERENCE (1 POINT)

- I am claiming the Homeless Preference and I have a referral letter from the local shelter or the homeless service organization that indicates the family resided at the shelter for at least 30 of the past 45 days or the family completed homeless services and is prepared for permanent housing and will continue to receive case management services.

**All claims for above preferences will be verified based on current circumstances at the time preference is selected and during the time the applicant is selected from the waiting list.**

**WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly or willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.**

**I, the undersigned, do hereby swear and attest that all of the information on this application is true and correct. I understand that submission of false information or misrepresentation may result in loss of eligibility to participate in the housing choice voucher program.**

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Other Adult

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Other Adult

\_\_\_\_\_  
Date