



**Housing Authority of the County Of Jackson, Illinois**

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**HOUSING CHOICE VOUCHER (SECTION 8)**  
**RENTAL ASSISTANCE PROGRAM APPLICATION**

**PLEASE LOOK OVER THE ENTIRE APPLICATION AND READ CAREFULLY.**

**Fill out all pages, front and back. When finished, attach copies of the items listed below for ALL household members:**

- Birth Certificates (all family members)
- Social Security Cards (all family members)
- Photo ID (ages 18 and older)
- Proof of Income (30 days' worth of check stubs, social security benefits letter, child support, public aid, letters from people helping you financially, etc.)
- Proof of Length of Employment (if employed)
- Current Lease Agreement
- Current Rent Receipt (2)
- Utility Bills (2 of each you pay: gas, electric, water, sewer and trash)

**Applicant must be 18 years of age or older to apply.**

It is preferable that applications be brought in personally so that any questions can be addressed immediately. If this is not possible, be sure that all above information is included with your application, or it cannot be processed.

When this application is received in our office, your name will be placed on our waiting list. Due to limited funding and the process involved to determine your eligibility **we cannot determine how long it may be until assistance can be provided.**

If you wish to know the placement of your application on the waiting list, you may call our office on the **FIRST FRIDAY OF THE MONTH, AFTER 10:00 AM.** Placement numbers will not be given out at any other time. Please remember, placement on the waiting list may change from month to month depending on your verified preference points and date of application in relation to those of other applicants.

During this waiting period it is essential that you **report changes of address, telephone number, family composition and income status to this office** in person or by mail/e-mail using the application updates available in our office or by request. Failure to report changes may significantly delay issuance of your voucher. **If mail addressed to you is returned by the post office as undeliverable, your name will be removed from the waiting list.** There is an annual mandatory update for all waiting list applicants which will be mailed to all applicants at the same time. **Failure to respond to the mandatory update by the due date will result in your name being removed from the waiting list.**

Please read the "Section 8 Housing Assistance Program Information Guide" for more information.

**If we do not receive all requested documentation, we will not be able to determine your placement on the waiting list.**