

THE HOUSING AUTHORITY OF THE CITY OF WINTER PARK

718 MARGARET SQUARE • WINTER PARK, FLORIDA 32789

PHONE: (407) 645-2869

TTY: 1-800-955-8771

FAX: (407) 629-4575

INFORMATION PACKET

THIS IS A PRE-APPLICATION!!

Dear Applicant:

Thank you for your interest in subsidized housing in the Winter Park area. The family site and our main office are located at Margaret Square approximately ½ mile west of Hwy 17-92 (see map). The second site, Tranquil Terrace, serves primarily elderly and disabled persons and is located behind the Winter Park Village Mall at the north corner of Swoope and Denning Avenue.

*****WE DO NOT OFFER SECTION 8 HOUSING ASSISTANCE*****

****WE CHECK CREDIT REPORT AND POLICE BACKGROUND ON ALL APPLICANTS****

On the reverse you will find a list of documents and other information required. You must bring all items which apply to your situation when you come for your formal application appointment. **Do not bring or mail back any information in advance of your appointment.**

Also, in this packet you will find the following forms that need to be completed. Employment History form, Landlord References form and Personal Declaration form. Please be sure to complete all of the requested information so that we may process your pre-application as quickly as possible.

Please be on time for your formal application appointment; do not be early or late. **PLEASE DO NOT BRING CHILDREN TO THE FORMAL INTERVIEW.** Parents who are late or bring children will be advised when to call again in the following month to reschedule the formal interview.

If you are physically challenged and stairs create a problem, please advise us when we schedule the formal application appointment. We can make arrangements to meet you at our accessible site. Hearing impaired persons please use the Florida Relay Service 1-800-955-8771. Alert us in advance of your appointment if you wish us to schedule an interpreter for your interview.

If you are unable to keep your appointment, please call us in advance to cancel it. This staff appreciates your cooperation and consideration. We look forward to meeting you and assisting with your housing needs.

SE HABLA ESPAÑOL

www.winterparkha.org

Sincerely,
CFLane, LLC (Agent)
Winter Park Housing Authority



YOU WILL NEED TO BRING THE FOLLOWING FOR YOUR HOUSING APPLICATION APPOINTMENT:

1. Each applicant over 18 years of age must be present with a picture ID (Florida driver's license or Florida state ID)
2. Family Records
 - *Birth certificate for each family member
 - *Social Security Card for each family member
 - *Green Card (if applicable)
 - *Marriage Certificate (if applicable)
 - *Divorce Decree (if applicable)
 - *Exact name, address and telephone number of child care provider (if applicable)
 - *One month of receipts from child care provider (if applicable)
 - *Adoption/Legal Custody papers (if applicable)
 - *Statement of Disability (if applicable)
 - *Written verification of military service or discharge papers (if applicable)
3. Record of Earned Income
 - *One month pay stubs from job (if applicable)
 - *Exact name, address and telephone number of employer (if applicable)
 - *Copy of W-2 forms from all employers from last year [not your tax return] (if applicable)
 - *Business Records if self-employed
4. School/Job training program
 - *Written verification of attendance/schedule for everyone over 18 years if age (if applicable)
 - *Award letter showing scholarship's purpose, amount and dates of the awards
5. Record of All Other Income (Current Written Verification)
 - *WAGES (AFDC) Benefit Letter
 - *Social Security Award Letter
 - *Supplemental Security Income Award Letter
 - *Pensions/Annuities most recent notice
 - *Unemployment Compensation Form 200 or UC 30
 - *Child Support Printout from the Court House (including the case number and the absent parent's social security #)
 - *Railroad Pension Award Letter
 - *Worker's Compensation Form DOL 203
 - *Alimony (Court Order)
 - *Income from Assets (most recent bank statement)
 - *Dividends / Interest on Investments
 - *Educational scholarships, stipends, grants
 - *Regular gifts/payments made to or on behalf of the household bills/expenses
 - *Written verification of all other income with name of source
6. Asset Documents
 - *Copy of most recent bank statement
 - *If you sold property, bring copy of bank statements for the past 2 years
 - *Copy of Property Assets sold in the past 2 years
 - *Stocks, Bonds, Certificate of Deposit, Treasury Bills, Mutual Funds, etc.
 - *IRA and other retirement funds
 - *Property: mortgage documents with current principal due and current interest rate and leases if the property is being rented out
 - *Insurance policy including current value, penalties for surrendering and rate of interest earned
7. Medical Out of Pocket Expenses (Elderly and/or Disabled Only)
 - *Proof of health insurance payments
 - *Receipts for medical bills that are not reimbursed
 - *Pharmacy printout for prescriptions that are paid out-of-pocket and not reimbursed (one-year record if applicable)