

Your Criminal History And the Admissions Process

YOUR CRIMINAL RECORD

- You can NOT be charged for criminal background checks.
- If a PHA decides to reject your application BECAUSE of your criminal record, the PHA MUST give you a copy of the criminal record BEFORE your application is formally rejected.
- Your application CAN NOT be rejected because of the criminal record of a guest or any other person who is NOT a member of your household.

CRIMINAL BEHAVIOR THAT WILL PREVENT YOUR APPLICATION FROM BEING ACCEPTED

- **Being a Lifetime Sex-Offender.** A member of your household is a lifetime registered sex-offender.
- **Illegal Drug Use.** A member of your household is a current illegal drug user.
- **Meth Production.** A member of your household was convicted of producing meth ON the premises of government-subsidized housing.
- **Being Evicted for Drug Crime.** If a member of your household was evicted for a drug-related crime sometime over the past 3-5 years you will not be able to get public housing.



Appalachian Research and
Defense Fund of Kentucky, Inc.

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**WHAT YOU
SHOULD
KNOW WHEN
YOU APPLY
FOR PUBLIC
HOUSING**



Applying for Public Housing



Here are just a few things you should know when you apply for public housing.

YOUR APPLICATION

- Applying for public housing is free! Public Housing Authorities (PHAs) cannot make you pay application fees.
- You must provide the Social Security Number (SSN) of every member of your household. (There are VERY few exceptions to this rule).
- PHAs can NOT reject your application because you live in another town, county or state.
- If your application is rejected the PHA must tell you the specific reason(s) why.
- PHAs must inform you in writing when your application is accepted or rejected.
- If you owe money to the PHA you are applying to, or another PHA, the chance of your application being accepted will be greatly reduced.

IF YOUR APPLICATION IS ACCEPTED. You will be offered a public housing unit to rent. Some PHAs, but not all, will let you reject the unit and wait for another to open up.



THE APPLICATION WAITLIST. If your application is accepted but no public housing units are available, you will be put on a waitlist.

BEING REMOVED FROM THE WAITLIST. If you are removed from a waitlist you must be notified in writing. You can ONLY be removed from a waitlist for certain reasons, such as...

- You asked to be removed.
- You were moved into public housing.
- You failed to respond to a PHA's "update letter" OR a PHA was unable to send you an update letter because you gave them an incorrect mailing address.
- You didn't show up for a scheduled interview that a PHA required as part of its admission process.

Know Your Rights!

RIGHT TO BE INFORMED OF THE ADMISSIONS PROCESS

- Every PHA has an admissions policy that lays out all the rules and procedures it must follow during the admissions process. PHAs must give you a copy of the admissions policy if you ask for one. However, PHAs may charge you a reasonable fee for the cost of making copies.
- PHAs must tell you about the preferences they have when reviewing applications (for example, a Housing Authority might give a preference to households where one or more members are disabled). You must be given an opportunity to show that any of the preferences apply to you.

RIGHT TO A HEARING. If a Housing Authority removes you from a waitlist or rejects your application you must be allowed to challenge that decision at an informal hearing.

- **IF YOUR APPLICATION IS REJECTED.** If your application is rejected the Housing Authority must tell you why BEFORE the hearing takes place.
- **LOSING THE RIGHT.** You can lose your right to a hearing if you wait too long to ask for one. You must ask for a hearing within a reasonable time (usually 10 days) after the Housing Authority decision you want to challenge was made.