



## PUBLIC HOUSING APPLICATION: HIGH-RISE ONLY

HOUSING AUTHORITY OF SPRINGFIELD, MO  
421 W. MADISON ST., SPRINGFIELD, MO 65806  
417-866-4329 TTY: (800)735-2966 (Relay Missouri)



# PUBLIC HOUSING HIGH-RISE ONLY 0 BEDROOM & 1 BEDROOM

Applications are accepted from 8 am until 5 pm Mondays, Tuesdays, Thursdays, and Fridays and from 10 am until 5 pm on Wednesdays-closed Holidays. There is no application fee. If you have questions about the application, please call 417-866-4329 for assistance. If you receive a letter from HAS, check the letter for the name and phone number of your contact person.

Please read the application carefully and complete all questions. Incomplete applications cannot be processed. If the application remains incomplete after 30 days, it will become void and you will be required to complete a new application.

### Preference

Priority is given to applicants who qualify as a Veteran, a spouse of a Deceased Veteran, Elderly, disabled or handicapped and households with 2 or more people. Official documentation must be submitted to verify if your household qualifies for the preference.

You **MUST** provide the following to claim the preference:

- Veteran: Copy of DD214 with an honorable discharge
- Spouse of a Deceased Veteran: A copy of DD214 for deceased veteran, death certificate for deceased Veteran and marriage certificate to deceased Veteran
- Elderly, Disabled or Handicapped: Must be receiving SSI/SSD or provide certification of a disability with a physician statement
- Families of two or more people. A copy of the social security card for each person.

The "Violence Against Women Act" brochures, available in our office, explain the procedures that HAS Properties has in place for any male or female victims of domestic violence. If you have questions, you may contact the front desk for more information.

The Housing Authority is committed to making reasonable accommodations when such accommodations may be necessary to afford persons with disabilities an equal opportunity to make a preliminary application. If an applicant needs an accommodation in order to complete the application process, such as reading the application aloud, assistance with writing, or interpretation, please ask the front desk for assistance or call (417) 866-4329.

**Please Note: Birth Certificates will be required before being housed.**



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The following check list is provided to help you complete the application

- 1) Social Security numbers for **everyone** on the application
- 2) The "Application" pages **1 through 4** completed and signed
- 3) "Supplement to Application for Federally Assisted Housing" completed by the head of household only.
- 4) "Debts Owed to Public Housing Agencies and Terminations" signed by everyone 17 ½ or older. Read form and sign on back

**Our process is handled by mail. We must have a current mailing address at all times. Please notify us in writing of any changes to your mailing address and/or phone number. We do NOT accept changes over the phone. If a letter is returned to us stamped "no forwarding address" or "insufficient address", your application will be placed inactive.**

### ABOUT HAS PROPERTIES

We do **NOT** provide emergency housing, emergency assistance for rent or utility payments, or home buying programs. The application will be screened for income and preference eligibility only for placement on the waiting list. The gross income of the applicants' household (before any taxes or deductions) is used to determine eligibility and must fall within these guidelines.

Persons	1	2
Low Income	\$49,850	\$57,000

This information sheet is designed to answer some of your questions about us and our application process. Our goal is to provide you with affordable rental housing within the city limits of Springfield, Missouri. The rent is based on approximately 30% of the eligible applicant's adjusted income. Exact rents cannot be determined until you have turned in all verification and are ready to be housed.

HAS Properties is your landlord and you would rent one of the apartments owned by the company. High-Rise apartments are efficiency and 1 bedroom. There is **NO SMOKING** of any kind allowed in the units. There are designated smoking areas.

**Anyone who is within six months of turning 18 years old and who falls within the income guidelines may apply. Applicants must be at least 18 years old to sign a lease. Both head of household and co-head must be 18. A minor who is emancipated under state law may be housed before they are 18. Verification will be required.**



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We run Criminal Background Checks (CBC) and credit checks on all adult applicants. Complete housing history is required even if you were not on the lease or homeless. We will contact current and former landlords for the last 3 years. Subsidized housing history is required for **any** subsidized place you have ever lived.

**Please note even if the charge was dismissed, closed or an SIS, you MUST still list it.** Having a police record does not automatically mean you are ineligible. In order for us to determine your eligibility, the fingerprints must be done.

Note: While all completed applications are accepted for processing, the Housing Authority does not house any person who has ever been convicted of arson, a sexual offense, murder, manufacturing methamphetamine or a terroristic threat.