

## METRO WEST HOUSING SOLUTIONS IS ANNOUNCING THE OPENING OF THE HOUSING CHOICE VOUCHER (SECTION 8) PRE-APPLICATION LIST

The pre-application list is scheduled to open **on-line only** at [www.mwhsolutions.org](http://www.mwhsolutions.org)  
**8:00 am on Tuesday, November 10 and will close at 5:00 pm on Friday, November 13, 2015**

*Pre-Applications will be available **on-line only** no paper pre-applications will be available or accepted.*

**IMPORTANT:** MWHS HCV (Section 8) waiting list is a lottery based pre-application list. Applicants WILL NOT be selected from the waiting list based on DATE or TIME of application. Pre-applications will be selected via preference points and a random lottery. This means you DO NOT have to be the first person to apply to be the first person to receive assistance.

Pre-applicants that have the following criteria will be placed on the list first.

- Elderly (62 years or older), disabled, employed (working over 20 hours/week) and/or living or working in the City of Lakewood.

Pre-eligibility Application Requirements:

- You must be 18 years of age or older to apply.
- Only one application per family will be accepted.
- Applications submitted after the list is closed will not be accepted.
- Pre-applicants must also meet the following household income parameters:

### Household Income Limits

1 person	\$28,000
2 people	\$32,000
3 people	\$36,000
4 people	\$39,950
5 people	\$43,150
6 people	\$46,350

Random lottery selections will be performed throughout the year. After you have submitted your pre-application you will now be able to check your status on line at any given time. Please allow at least one month from the close of the waiting list to check your status.

You also **MUST** maintain a current mailing address at all times as you will be contacted through the U.S. Mail when your name is selected. If your mail comes back as undeliverable or if there is no response because you moved and mail was not forwarded, your file will be canceled and you will need to reapply when the waiting list reopens.

**Reasonable Accommodation Policy:** Any applicant with a disability has an opportunity to request a reasonable accommodation at any time. MWHS will provide auxiliary aids and reasonable accommodation as required for effective communication and participation in its programs.

Alternative Formats of this Document Available Upon Request



**NOTICE OF AVAILABILITY OF REASONABLE ACCOMMODATION**

It is Metro West Housing Solutions policy to provide “reasonable accommodation” in housing for applicants, residents, and clients with disabilities who are otherwise qualified for MWHS’s services. This policy is in furtherance of MWHS’s goal of providing affordable housing to low-income persons regardless of disability and in compliance with applicable federal, state, and local law.

A person with a disability is one who (1) has a physical or mental impairment that substantially limits one or more major life activities, such as caring for one’s self, doing manual tasks, walking, seeing, hearing, breathing, learning and working; (2) has a record of such an impairment; or (3) is regarded by others as having such an impairment.

A “reasonable accommodation” is a modification or change the MWHS can make to its procedures and rules, or to the person’s apartment or to a public/common area where such is necessary to provide a person with a disability an equal opportunity to participate in and benefit from MWHS housing, aid, benefits, programs or services.

A reasonable accommodation may also include provision of an appropriate auxiliary aid where such assistance is necessary to enable effective communication between the applicant or resident/client and MWHS.

If you or a member of your household have a disability and think you need a reasonable accommodation, you may request it in writing at any time during the application process or after admission. This is up to you. If you would prefer not to discuss your situation with MWHS, and not request a reasonable accommodation, that is your right.

You may obtain a [Request for Reasonable Accommodation](#) form from MWHS at:

575 Union Blvd, Suite 100  
Lakewood, CO 80228

Or you may request that one be sent to you by contacting:

Telephone: (303) 987-7580  
TDD: (303) 987-7599  
Colorado Relay TDD: (800) 659-2656

If you have questions or problems, please contact the 504 Coordinator, Sabrina Pierre-Louis, at the address and phone numbers listed above.

**NOTICE OF AVAILABILITY OF ALTERNATIVE FORMS OF COMMUNICATION**

If you have a disability and require an alternative form of communication including, but not limited to, sign-language interpreter, or assistance completing forms, you may make your request at any time during the application process or after admission. Please complete the “Request for an Alternative Form of Communication” to request the alternative form of communication. THIS DOES NOT INCLUDE THE PROVISION OF A FOREIGN LANGUAGE INTERPRETER.

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