

**APPLICATION MUST BE MAILED WITH A POST MARK DATE**

Dear Applicant:

You are currently applying for participation in the Section 8 Rental Assistance Program administered by the Pico Rivera Housing Assistance Agency. The attached application must be **MAILED** with a post mark date to the City's Housing Services Division, 6615 S. Passons Boulevard, Pico Rivera, California 90660. **No application will be accepted via hand delivery, e-mail or fax.**

Families on the waiting list will be assisted as current participants leave the program. Please **do not** contact the Agency to inquire where your position is on the waiting list. There is no method of determining the length of time you will remain on the waiting list prior to being qualified. In the past, applicants have waited from 3 to 5 years for assistance but this can vary. We can only encourage you to remain patient.

In developing the waiting list for this program, applications will be processed in the order received - with preference being given to applicants who **live or work** in the City or meet certain local preferences that have been developed for this program.

You will be notified by mail when your application has reached the top of the waiting list. Before you are issued assistance, the Agency will need to obtain written verification of all the information you provided on your application and conduct a modified criminal history check and sex offender background check on everyone 18 or older listed on the application. If the Agency is unable to secure verifications or if a discrepancy exists, it is possible that you will be determined to be ineligible to receive assistance at that time.

It is your responsibility to notify the Agency immediately if you move or have any changes in your family size. Again, those applicants who live or work in the City of Pico Rivera will be assisted before those who neither live nor work in the City. **All changes must be made in writing.** **PHONE CALLS WILL NOT BE ACCEPTED.**

Please note, in order to receive assistance, at least one family member must be a U.S. citizen or eligible immigrant. The eligibility for you and each individual in your family will be verified prior to you receiving assistance.

It is possible that each year the waiting list will be updated. You will receive a questionnaire inquiring whether you wish to remain on the waiting list. Please respond to this questionnaire immediately. **IF THE QUESTIONNAIRE IS NOT RETURNED BY THE REQUIRED DATE, YOUR NAME WILL BE REMOVED FROM THE AGENCY'S WAITING LIST FOR SECTION 8 RENTAL ASSISTANCE.**

Thank you for your cooperation. Please call the Housing Services Division at (562) 801-4347, if you have any further questions.

Pico Rivera Housing Assistance Agency