

## NOTICE

### ACCEPTANCE OF LIMITED REGISTRATIONS FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM BY THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO Managed by THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

The Housing Authority of the Borough of Glassboro (GHA) will be accepting pre-applications for the Section 8 Housing Choice Voucher Program. **PRE-APPLICATIONS RECEIVED BY MAIL WILL BE DATE AND TIME STAMPED UPON RECEIPT BY THE AUTHORITY IN THE ORDER THEY ARE RECEIVED. YOU MAY ALSO APPLY ONLINE AT [WWW.GLASSBOROHOUSING.ORG](http://WWW.GLASSBOROHOUSING.ORG)** Pre-applications will contain sufficient information for the Authority to make a preliminary determination of eligibility. **ONLY PROPERLY COMPLETED PRE-APPLICATIONS WILL BE PROCESSED.**

Applicants will be mailed a confirmation of receipt of their pre-applications after their name is placed on the waiting list. This confirmation will include their "Registration number" and the waiting lists you have been placed on.

If the information on the pre-application shows the applicant to be obviously ineligible, the confirmation letter will state the reasons for the determination of ineligibility and offer the applicant the opportunity for an informal hearing.

#### **GENERAL INFORMATION**

1. **To access on-line applications, please go to [www.glassborohousing.org](http://www.glassborohousing.org), click on the "Apply for Housing" tab, "Online Application" option. (Note: You will be forwarded to the Housing Authority of Gloucester County website). Select the language you prefer and complete ALL required information.**

**Applications submitted online from 12:01 AM on 8/8/2016 through 11:59 PM on 8/13/2016 ONLY will be accepted.**

2. Pre-applications may be downloaded from the GHA website [www.glassborohousing.org](http://www.glassborohousing.org) by clicking on the "Apply for Housing" Tab, "Section 8" option – OR – printed applications are available for pick up at the Housing Authority of Gloucester County and/or the Housing Authority of the Borough of Glassboro. Pre-applications must include a properly signed Authorization for Release of Information. Only 2 pre-applications will be distributed per person.

3. Interested parties who wish to file a paper pre-application must do so by mailing a properly completed pre-application to:

The Housing Authority of the Borough of Glassboro: HCV Application  
c/o Housing Authority of Gloucester County  
100 Pop Moylan Blvd.  
Deptford, New Jersey 08096

**Mailed Pre-applications must be POST MARKED with one of the following dates to be placed on the wait list.**

Monday, August 8, 2016  
Tuesday, August 9, 2016  
Wednesday, August 10, 2016  
Thursday, August 11, 2016  
Friday, August 12, 2016  
Saturday, August 13, 2016

4. Only pre-applications post marked between August 8, 2016 and August 13, 2016 will be placed on the GHA Section 8 Housing Choice Voucher waiting list. **PRE-APPLICATIONS WILL ONLY BE ACCEPTED BY MAIL. PRE-APPLICATIONS WILL NOT BE ACCEPTED IN PERSON OR BY FAX.** Pre-applications will be date/time stamped by the Authority, during our regular business hours, in the order the pre-applications are received from the mail carrier.



5. Further documentation must be provided to the Authority prior to formal determination of eligibility for the Section 8 Housing Choice Voucher Program.
6. Applicants must be a very low-income person or family, as defined by the Federal Government. The following income limits, as determined by U.S. Dept. of HUD, were effective **MARCH 28, 2016**. Family income from all sources shall not exceed the following limits:

Family Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Extremely-Low	\$ 16,900	\$ 19,300	\$ 21,700	\$ 24,300	\$ 28,440	\$32,580	\$ 36,730	\$40,890
Very-Low	\$ 28,150	\$ 32,150	\$ 36,150	\$ 40,150	\$ 43,400	\$ 46,600	\$ 49,800	\$ 53,000

7. In accordance with Federal Regulations, each year 75% of new admissions to the Housing Choice Voucher Program must not exceed the Extremely-Low Income Limit. Applicants, who exceed the Extremely-Low Income Limit, but not the Very-Low Income Limit, will be temporarily skipped until the Authority has fulfilled the 75% requirement.
8. Preference will be given to applicants who are living or working in the operating jurisdiction the Borough of Glassboro.
9. Applicants may call (856) 848-4924 for the status of the registration. **Please be advised it may take up to one (1) year** to enter all pre-applications. This will not affect the applicant's placement on the waitlist.
10. Please inform us **IN WRITING** of any changes in your household's information. Failure to keep this office informed of all changes of address that will prevent us from contacting an applicant by mail will leave us no alternative but to remove your application from the waiting list. In the event this happens, it will be necessary for you to file a new application effective the date you resubmit it to this office.
11. The Housing Authority of Gloucester County does business in accordance with the Federal and New Jersey Fair Housing Laws. It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familiar status or national origin.

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO  
 MANAGED BY  
 THE HOUSING AUTHORITY OF GLOUCESTER COUNTY  
 TENANT PROCESSING CENTER  
 (856) 853 – 1190

100 POP MOYLAN BLVD.  
 DEPTFORD, NEW JERSEY 08096

HOURS OF OPERATION:  
 MONDAY THROUGH FRIDAY  
 8:00 AM TO 5:00 PM  
 CLOSED 12:00 PM TO 1:00 PM FOR LUNCH  
 CLOSED DESIGNATED HOLIDAYS

