

# Section 8 Housing Choice Voucher Program MassNAHRO Centralized Waiting List

## FAQs *(Frequently Asked Questions)*

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**Q: How do I apply to the new Section 8 Centralized Waiting List?**

**A:** Complete ONE preliminary application and return it to a participating housing authority. (See list on back.) You can get a preliminary application by contacting a participating housing authority and having one mailed or faxed to you, or download and print one from the MassNAHRO website at [www.massnahro.org](http://www.massnahro.org). COMPLETE ALL SECTIONS on the pre-application, include an original signature, and mail or deliver it in person to a participating Housing Authority. Incomplete, faxed or photocopied applications will not be included on the list and will be returned to you.

APPLY ONLY ONCE, and you will be considered by ALL participating housing authorities. If you apply to more than one participating housing authority, your duplicate application(s) will not be included on the list.

**Q: How long will the centralized waiting list stay open?**

**A:** Beginning on January 6, 2003, the centralized list will remain open always.

**Q: How can I find out where I am on the list?**

**A:** Your position on the centralized waiting list is constantly changing. Because there is only one pool of applicants, and each participating housing authority uses its own priorities and preferences to rank the list, your position on the list will change depending on which housing authority is looking at the list on a particular day. It may be more

appropriate to ask for an estimate of your waiting time with a particular housing authority.

**Q: Do I have to go back to the Housing Authority where I originally applied to report a change in my situation or address?**

**A:** No. You can contact any of the participating housing authorities to update your record. All participating housing authorities are able to look up and update any applicant's record, regardless of where the application was first entered into the system. Send all changes in writing.

**Q: I applied to several housing authorities' Section 8 waiting lists in the past. Will I be removed from those lists if I apply to the Centralized Waiting List?**

**A:** No. If your name is already on an existing list at one or more housing authorities, it will not be removed UNLESS:

- you voluntarily ask to be removed.
- you do not respond to a mailing from the housing authority.

You are strongly encouraged to ALSO apply ONCE to the Centralized Waiting List. You will increase your opportunity to be selected because 59 housing authorities will consider your application.

**Q: Once I am selected by a housing authority and receive a voucher, do I have to use my voucher in that housing authority's town?**

**A:** No. If you receive a voucher in Massachusetts you can use it anywhere.

**Participating Housing Authorities:**

Abington Housing Authority, 71 Shaw Ave., Abington, MA 02351 781-878-3469  
Acton Housing Authority, 68 Windsor Ave., PO Box 681, Acton, MA 01720 978-263-5339  
Amherst Housing Authority, 33 Kellogg Ave., Amherst, MA 01002 413-256-0206  
Andover Housing Authority, 100 Morton St., Andover, MA 01810 978-475-2365  
Arlington Housing Authority, 4 Winslow St., Arlington, MA 02474 781-646-3400  
Belmont Housing Authority, 59 Pearson Rd., Belmont, MA 02478 617-484-7678  
Beverly Housing Authority, 137 Rear Bridge St., Beverly, MA 01915 978-922-3100  
Bourne Housing Authority, 871 Shore Rd., Pocasset, MA 02559 508-563-7485  
Bridgewater Housing Authority, 10 Heritage Road, PO Box 306, Bridgewater, MA 02324 508-697-7405  
Brookline Housing Authority, 90 Longwood Ave., Brookline, MA 02446 617-277-1885  
Burlington Housing Authority, 15 Birchcrest St., Burlington, MA 01803 781-272-7786  
Chelmsford Housing Authority, 10 Wilson St., Chelmsford, MA 01824 978-256-7425  
Chelsea Housing Authority, 54 Locke St., Chelsea, MA 02150 617-884-5617  
Chicopee Housing Authority, 128 Meetinghouse Rd., Chicopee, MA 01013 413-592-6132  
Concord Housing Authority, 115 Stow Street, Concord, MA 01742 978-369-8435  
Danvers Housing Authority, 14 Stone Street, Danvers, MA 01923 978-777-7926  
Dedham Housing Authority, 163 Dedham Blvd., PO Box 4067, Dedham, MA 02026 781-326-3543  
Dennis Housing Authority, 167 Center St., So. Dennis, MA 02660 508-394-3120  
Duxbury Housing Authority, 59 Chestnut St., Duxbury, MA 02332 781-934-6618  
Everett Housing Authority, 393 Ferry St., Everett, MA 02149 617-387-6389  
Fall River Housing Authority, 180 Morgan St., Fall River, MA 02722 508-675-3595  
Fitchburg Housing Authority, 50 Day Street, Fitchburg, MA 01420 978-345-1963  
Gardner Housing Authority, 116 Church St., Gardner, MA 01440 978-632-6634  
Gloucester Housing Authority, P.O. Box 1599, Gloucester, MA 01931-1599 978-281-4770  
Greenfield Housing Authority, One Elm Ter., Greenfield, MA 01301 413-774-2932  
Haverhill Housing Authority, 25-C Washington Square, Haverhill, MA 01831-2451 978-372-6761  
Holbrook Housing Authority, One Holbrook Court, Holbrook, MA 02343 781-767-0024  
Holyoke Housing Authority, 475 Maple St., Holyoke, MA 01040 413-539-2220  
Hudson Housing Authority, 8 Brigham Cir., Hudson, MA 01749 978-562-9268  
Ipswich Housing Authority, One Agawam Village, Ipswich, MA 01938 978-356-2860  
Lawrence Housing Authority, 353 Elm Street, Lawrence, MA 01842 978-685-3811  
Leominster Housing Authority, 100 Main St., Leominster, MA 01453 978-537-5300  
Lexington Housing Authority, One Countryside Village, Lexington, MA 02420 781-861-0900  
Malden Housing Authority, 89 Pearl St., Malden, MA 02148 781-322-9460  
Marlborough CDA - Housing Division, 240 Main Street, Marlborough, MA 01752 508-624-6908  
Medford Housing Authority, 121 Riverside Ave., Medford, MA 02155 781-396-7200  
Melrose Housing Authority, 910 Main St., Melrose, MA 02176 781-665-1622  
Methuen Housing Authority, 24 Mystic St., Methuen, MA 01844 978-682-8607  
Middleboro Housing Authority, 8 Benton St., PO Box 502, Middleboro, MA 02346 508-947-3824  
Millis Housing Authority, c/o Dedham H.A., PO Box 4067, Dedham, MA 02026 781-326-3543  
Milton Housing Authority, 65 Miller Ave., Milton, MA 02186 617-698-2169  
Natick Housing Authority, 4 Cottage St., Natick, MA 01760 508-653-2971  
Needham Housing Authority, c/o Dedham H.A., PO Box 4067, Dedham, MA 02026 781-326-3543  
Newburyport Housing Authority, 25 Temple St., Newburyport, MA 01950 978-465-7216  
North Andover Housing Authority, One Moreski Meadows, No. Andover, MA 01845 978-682-3932  
North Attleboro Housing Authority, PO Box 668, North Attleboro, MA 02761 508-695-5142  
North Reading Housing Authority, Peabody Ct., No. Reading, MA 01864 978-664-2982  
Norwood Housing Authority, 40 William Shyne Cir., Norwood, MA 02062 781-762-8115  
Oxford Housing Authority, 23 Wheelock St., Oxford, MA 01540 508-987-5055  
Plymouth Housing Authority, 69 Allerton St., PO Box 3537, Plymouth, MA 02361 508-746-2105  
Quincy Housing Authority, 80 Clay Street, Quincy, MA 02170 617-847-4350  
Reading Housing Authority, 22 Frank Tanner Dr., Reading, MA 01867 781-944-6755  
Revere Housing Authority, 82-84 Cooledge St., Revere, MA 02151 781-284-1700  
Salem Housing Authority, 27 Charter St., Salem, MA 01970 978-744-4431  
Salisbury Housing Authority, 23 Beach Road, Salisbury, MA 01952 978-462-8600  
Shrewsbury Housing Authority, 36 No. Quinsigamond Avenue., Shrewsbury, MA 01545 508-757-0323  
Somerville Housing Authority, 30 Memorial Road, Somerville, MA 02145 617-625-1152  
Southbridge Housing Authority, 60 Charlton St., Southbridge, MA 01550 508-765-5858  
Springfield Housing Authority, PO Box 1609, Springfield, MA 01101 413-785-4517  
Stockbridge Housing Authority, PO Box 419, 5 Pine St., Stockbridge, MA 01262-0419 413-298-3222  
Taunton Housing Authority, 30 Olney St., Taunton, MA 02780 508-823-6308  
Tewksbury Housing Authority, Saunders Circle, Tewksbury, MA 01876 978-851-7392  
Wakefield Housing Authority, 26 Crescent St., Wakefield, MA 01880 781-245-7328  
Walpole Housing Authority, 8 Diamond Pond Ter., Walpole, MA 02081 508-668-7878  
Waltham Housing Authority, 110 Pond St., Waltham, MA 02451 781-894-3357  
Ware Housing Authority, 20 Valley View, Ware, MA 01082 413-967-4477  
Warren Housing Authority, P.O. Box 3021, Warren, MA 01083 413-436-7184  
Wayland Housing Authority, 106 Main St., Wayland, MA 01778 508-655-6310  
Wellesley Housing Authority, c/o Dedham H.A., PO Box 4067, Dedham, MA 02026 781-326-3543  
Westfield Housing Authority, 12 Alice Burke Way, PO Box 99, Westfield, MA 01086 413-568-9283  
West Springfield Housing Authority, 37 Oxford Pl., West Springfield, MA 01089 413-788-0988  
Weymouth Housing Authority, 402 Essex St., Weymouth, MA 02188 781-331-2323  
Winchendon Housing Authority, 108 Ipswich Dr., Winchendon, MA 01475 978-297-2280  
Winchester Housing Authority, 13 Westley St., Winchester, MA 01890 781-721-5718  
Woburn Housing Authority, 59 Campbell St., Woburn, MA 01801 781-935-0818  
Worcester Housing Authority, 40 Belmont St., Worcester, MA 01605 508-635-3148

**Return completed application to ONE of the participating housing authorities above, either in person or by mail. Incomplete, photocopied, e-mailed or faxed applications will not be accepted.**

**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM  
CENTRALIZED WAITING LIST PRE-APPLICATION**

**For Agency Use Only:**  
Date/Time

**1. HEAD OF HOUSEHOLD**

Social Security or Alien Registration #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address\*: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Work Address\* (City/Town ONLY): \_\_\_\_\_

**\*Some housing authorities give preference to applicants and/or spouses living or working in the housing authority's town.**

Mailing Address (if different from Home Address): \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**2. SPOUSE/PARTNER**

Social Security or Alien Registration Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Work Address\* (City/Town ONLY): \_\_\_\_\_

**3. HOW MANY PEOPLE WILL LIVE IN THE UNIT?** Please include yourself. \_\_\_\_\_

**4. TOTAL GROSS ANNUAL HOUSEHOLD INCOME:** \_\_\_\_\_

**5. RACE & ETHNICITY** (Not mandatory. For HUD statistical purposes only)

Check all that apply:

- White
- Black/African American
- American Indian/Alaska Native
- Asian
- Native Hawaiian/Other Pacific Islander

Check one:

- Hispanic or Latino
- Non-Hispanic or Non-Latino

**6. PREFERENCES** (Check ALL that apply.)

Please read attached "Definitions of Preferences" to determine which apply to you. **NOTE: Participating housing authorities may or may not use some or all of the preferences listed below.** (A housing authority will request documentation of preferences at the time you reach the top of the waiting list and are selected for final determination.)

- |   |  |
|---|--|
| <input type="checkbox"/> 1. Board of Health Condemnation                          | <input type="checkbox"/> 14. Rent Burdened 40% of Income                         |
| <input type="checkbox"/> 2. Disabled  | <input type="checkbox"/> 15. Resident of Greater Chelmsford Area (see town list) |
| <input type="checkbox"/> 3. Displaced by Hate Crimes, Reprisals                   | <input type="checkbox"/> 17. One-person Family                                   |
| <input type="checkbox"/> 4. Displaced by Landlord Non-Renewal                     | <input type="checkbox"/> 18. Substandard Housing (includes homeless)             |
| <input type="checkbox"/> 5. Displaced by Natural Disaster                         | <input type="checkbox"/> 19. Client for Project Based Section 8 Unit             |
| <input type="checkbox"/> 6. Displaced by Public Action                            | <input type="checkbox"/> 20. Tenant of Project Based Section 8 Unit              |
| <input type="checkbox"/> 7. Displaced by Domestic Violence                        | <input type="checkbox"/> 21. Veteran   |
| <input type="checkbox"/> 8. Elderly   | <input type="checkbox"/> 22. Working   |
| <input type="checkbox"/> 9. Near Elderly (55+)                                    | <input type="checkbox"/> 25. Participant in Metco Program in Wayland school      |
| <input type="checkbox"/> 10. Extremely Low Income                                 | <input type="checkbox"/> 26. Resident of South Berkshire County (see town list)  |
| <input type="checkbox"/> 11. Health Condition (disability affecting housing need) | <input type="checkbox"/> 27. Resident of Quincy or Adjacent Town (see town list) |
| <input type="checkbox"/> 12. Homeless   | <input type="checkbox"/> 28. Activated Military Personnel to Persian Gulf        |
| <input type="checkbox"/> 13. Rent Burdened 50% of Income                          |  |

**7. I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE.**

I understand that submission of false information or misrepresentation may result in loss of eligibility to participate in the Section 8 Housing Choice Voucher Program. I certify that I have attained the age of eighteen and therefore have full legal capacity to act on my own behalf in the matter of contracts.

Signature of Head of Household \_\_\_\_\_ Date \_\_\_\_\_

**Complete ALL information. Return completed application to one of the participating housing authorities listed on the back of this form. Incomplete, photocopied, e-mailed, or faxed applications will not be accepted.**

MassNAHRO  
Section 8 Centralized Waiting List  
**Definitions of Preferences**

**NOTE:** *Participating housing authorities may or may not use some or all of the preferences listed below. These definitions are minimum qualifications; housing authorities may have more specific criteria within a particular preference. A housing authority will request documentation of preferences at the time you reach the top of the waiting list and are selected for final determination.*

**Board of Health Condemnation:** An applicant who can provide documentation from the Board of Health that they have been displaced most recently or about to be displaced due to the Board of Health condemning their unit.

**Disabled:** An applicant or family member who:

- 1) has a physical or mental impairment which substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, learning, breathing and working;
- 2) has a record of or has a history of such an impairment; or
- 3) is regarded as having an impairment or the impairment is treated by the applicant as constituting such a limitation of one or more life activities.

Verification must include one or more of the following:

- 1) Receipt of Social Security Disability or Supplemental Security Income, or
- 2) Letters regarding qualification for SSI payments, or
- 3) Proof of residence in an institution, or
- 4) Documents showing hospitalization for a disability, or
- 5) Letter from another knowledgeable professional, such as a health or service professional or a social worker.

**Displaced by hate crimes, reprisals:** An applicant is involuntarily displaced if the hate crime occurred recently or is of continuing nature, and:

- 1) Family members provided information on criminal activities to a law enforcement agency, or
- 2) One or more members of an applicant's family has been the victim of one or more hate crimes, AND the applicant has vacated the unit or must vacate because the activity interferes with his quiet enjoyment of the premises.

Documentation must be provided by a law enforcement agency that verifies there has been actual or threatened physical violence or intimidation that is directed against a person or his or her property, and that is based on a person's race, color, creed, religion, sex, national origin, disability or familial status.

**Displaced by Landlord Non-renewal:** Displaced by landlord through no fault of their own, i.e.,:

- 1) Condo conversions
- 2) Closure of unit (e.g., rehab)
- 3) Owner wants unit for personal or family use
- 4) Unit sold with applicant's agreement to vacate upon sale
- 5) Any legally-authorized act that results in owner's taking unit off rental market

- 6) Or any other definition set by a particular housing authority

Verification must include documentation of such action an/or court executed documents.

**Displace by Natural Disaster:** An applicant who has been displaced by a disaster recognized by the Federal government, which extensively damaged or destroyed their dwelling, i.e. fire, flood or other natural disaster and documented by the local Buildings Department or Board of Health.

**Displaced by Public Action:** An applicant who has been displaced through governmental action. Verification must be documented by the government agency displacing the applicant.

**Domestic Violence:** An applicant who vacated their unit because of domestic violence or lives in a unit with a person who engages in violence.

Documented actual or threatened violence directed toward self or member(s) of household by spouse or other member of applicant's household must come from a third party source, i.e. shelter advocate, social worker, law enforcement agency, etc.

The domestic violence should have occurred recently or be of a continuing nature.

**Elderly:** An applicant or spouse who is sixty-two (62) years of age or older.

**Near Elderly (55+):** An applicant or spouse who is at least fifty five (55) but less than sixty-two (62) years of age.

**Extremely Low Income:** An applicant whose gross family income does not exceed 30% of the Median income limit for the highest part of the State (Eastern Worcester County area) by family size, currently:

1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
\$19,250	\$22,000	\$24,750	\$27,500	\$29,700	\$31,900	\$34,100	\$36,300

**Health Conditions (disability affecting housing need):** An applicant who is or about to be displaced due to:

- 1) A member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit, AND
- 2) The owner is not legally obligated to make changes to the unit, or
- 3) Any other definition used by a particular housing authority.

**Homeless:** Applicant must be currently homeless and must be able to provide third party documentation of their homelessness that they:

- 1) Lacks fixed, regular, and adequate nighttime residence; OR
- 2) Has primary nighttime residence that is:

A supervised public or privately operated shelter designated to provide temporary living accommodations. (Welfare Hotels, congregate shelters and transitional housing).

An institution that provides temporary residence for individuals intended to be institutionalized (not incarcerated).

A public or private place not designated or normally used as regular sleeping place for humans.

**Rent burdened 50% of income:** An applicant who can document that they are paying more than 50% of their monthly gross family adjusted income (adjustments for dependent allowance, medical expenses, etc.) toward monthly housing costs (rent and utilities).

**Rent burdened 40% of income:** An applicant who can document that they are paying more than 40% of their monthly gross family adjusted income (adjustments for dependent allowance, medical expenses, etc.) toward monthly housing costs (rent and utilities).

**Resident of Greater Chelmsford Area:** An applicant who lives or works in one of the following towns: Chelmsford, Westford, Groton, Dracut, Tyngsboro, Carlisle, Dunstable, Lowell, Townsend and Littleton.

**Resident of Franklin or Hampshire County:** An applicant who lives or works in Franklin or Hampshire County (Franklin County comprises Ashfield, Bernardston, Buckland, Charlemont, Colrain, Conway, Deerfield, Erving, Gill, Greenfield, Hawley, Heath, Leverett, Leyden, Monroe, Montague, New Salem, Northfield, Orange, Rowe, Shelburne, Shutesbury, Sunderland, Warwick, Wendell, Whately. Hampshire County comprises Amherst, Belchertown, Chesterfield, Cummington, Easthampton, Goshen, Granby, Hadley, Hatfield, Huntington, Middlefield, Northampton, Pelham, Plainfield, South Hadley, Southampton, Ware, Westhampton, Williamsburg, Worthington.)

**Resident of South Berkshire County:** An applicant who lives or works in one of the following towns: Alford, Becket, Egremont, Great Barrington, Lee, Lenox, Mill River, Monterey, Mount Washington, New Marlborough, Otis, Richmond, Sandisfield, Sheffield, Stockbridge, Tyringham, Washington, West Stockbridge.

**Resident of Wayland:** An applicant who lives or works in Wayland; an applicant with a family member who participates in the Metco Program in a Wayland school.

**Single Person:** A one-person family if they meet all other eligibility criteria.

This includes an elderly person, disabled person and a single pregnant person.

**Substandard Housing (includes homeless):** Applicant who can document through a third party certified to do so, that:

Applicant resides in a unit that:

- 1) Does not provide safe and adequate shelter and endangers the health, safety, or well-being of family; or
- 2) Has one or more critical defects or combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding (i.e has not satisfied HQS or other regulatory standard used by particular housing authority) .

OR

Applicant is homeless (see 'Homeless'):

**Tenants of Project-Based Units:** An applicant who currently resides in a unit that has been designated for Project-Based Assistance. This Preference selection must be accompanied by a letter of verification from the designated Project-Based landlord.

**Clients for Project-Based Units** An applicant who has met the qualifications of a designated Project-based unit. This Preference selection must be accompanied by a letter of verification from the designated Project-Based landlord.

**Veteran:** An applicant who can document that they are:

- 1) a veteran with service-connected disability;
- 2) a family of a deceased veteran who's death was service-connected; or
- 3) other veteran that meets the definition of a particular housing authority's administrative plan.

**Working:** An applicant and/or spouse is currently employed.