**DATE**

**Applicant Name**

**Applicant Address**

**City, State Zip**

**Dear Applicant Name,**

You are approaching the top of the Housing Choice Voucher wait list. In the next month(s), the Rental Assistance team at **Agency Name** will be sending you a letter with next steps. We are requesting you provide us the documents by **XXXX (date of next draw)** to prepare for your name being drawn.

* Completed Full Application
* Birth Certificates for all household members or a receipt showing that these have been requested a copy
* Social Security cards for all household members or a receipt showing that these have requested from Social Security
* Valid State ID for all adults, ages 18 and up in the household
* Verification of earned (employment) and/or unearned (AND, OAP, SSI, SSDI, TANF, etc…). Must be dated within last 60 days
* Verification of all assets (bank accounts, etc…). Must be dated within last 60 days
* **Verification of Preference(s) – include which applies**
* **\_\_\_\_\_ Families that include a person with a disability- provide a copy of your Social Security award letter or complete the attached document signed by a knowledgeable professional.**
* **\_\_\_\_\_ Families that are experiencing homelessness (statement from agency, on agency letterhead that you are literally homeless)**
* **\_\_\_\_\_ Families that include victims of domestic violence.**
* **\_\_\_\_\_ Non-Elderly Disabled Families transitioning from nursing homes and other approved institutional settings into independent, community-based living.**
* **\_\_\_\_\_ Families that are current participants in a DOH housing program (SHV, CoC PSH, CATV, Section 811, Rapid Rehousing).**

Again, your name is near the top of the list, it has not yet been selected. We appreciate your efforts to gather vital documents in preparation for your name being selected in the future**. If documentation is not received by DATE your application will be removed from the Agency Name waiting list**. Please feel free to reach out to me by phone or email, should you have any questions.

Thank you,

**Agency Contact Name**

**Phone number**

**Email**