



Stark Metropolitan Housing Authority

400 East Tuscarawas St.

Canton, OH 44702

PH: 330-454-8051

FX: 330-580-9000

www.starkmha.org



IMPORTANT INFORMATION

Please read carefully, as this information sheet answers most questions that are asked.

- Your application will be processed to verify the information you supplied. An inquiry will be conducted as to your rental history, criminal background and other information required in the SMHA screening procedures. You will be notified by mail if any information is discovered that would prevent you from being placed on our waiting list. **This process WILL take THREE to FIVE months.** You will not be notified if your application is approved.
- You can check your progress on the waiting list by logging on to our website at www.starkmha.org. The website will walk you through the process of obtaining your application status by entering your Social Security Number. Prior to approval, your application will show as 'Pending'. **Again, your application will be 'Pending' for at least THREE to FIVE months while we are determining whether you are eligible!** Once your application has been approved, your waiting list status will change from 'Pending' to 'Eligible' and you will receive a waiting list number. **Your number may go forwards or backwards or it may not change at all!** There are many reasons why this may happen. The most common reasons are due to changes in applicant preferences, applicants being taken off the waiting list, applicants being placed on the waiting list (sometimes with a higher preference than yours) and sometimes we may not have anything available for the waiting list you are on.

PLEASE DO NOT CALL THE OFFICE REGARDING WHY YOUR WAITING LIST NUMBER HAS OR HASN'T CHANGED. WE WILL NOT RETURN THOSE PHONE CALLS.

- **We do not have emergency housing.** All approved applicants will be placed on a waiting list and notified when housing becomes available. Your place on the list is determined by the date and time of application and by the verified preferences established for the Housing programs.
- SMHA can only assist a limited number of households and unfortunately the demand is far greater than the assistance we can provide. The estimated time from application to offers of housing assistance is constantly changing. It is currently approximately:
 - 8 – 10 months** for one bedroom applicants on the PUBLIC HOUSING CANTON waiting list *that have been verified as elderly, disabled or homeless*
 - 12 months or more** for one bedroom applicants on the PUBLIC HOUSING MASSILLON or PUBLIC HOUSING ALLIANCE waiting lists *that have been verified as elderly, disabled or homeless*
 - 12 months or more** for two, three, four and five bedroom applicants on the PUBLIC HOUSING CANTON, MASSILLON or ALLIANCE waiting lists
- Be sure and notify us **in writing** of any changes of address, phone number, amount or source of income, change in your family or any other change that may affect your preferences (education status, employment status, having a homeless certificate from a shelter, being elderly/disabled/handicapped, paying 50% or more of your monthly income toward rent and utilities, etc.). You must also **submit verification** to support these changes when you submit your written notice. If you call and give this information to someone or leave it on a voicemail there is no guarantee that it was received. **All information must be submitted in writing. This is your responsibility.**
- **You will be placed on the waiting list and offered a unit in the area that you selected on your prescreening interview form.** Once you have been offered **three** units under the Public Housing program you will be taken off of the waiting list.
- If you applied for both programs and receive housing assistance under either program you will be taken off of the other waiting list.
- Respond to all correspondence from SMHA. Failure to respond will cause us to believe you are no longer in need of our services and will result in your name being removed from all waiting lists that you applied for.