

FAQ For Applicants

1. How do I apply for rental assistance?

Fill out HACNC Housing Choice Voucher Application.

Eligible applicants must 'live or work' in National City and must be low-income families with dependent child(ren) or persons who are disabled, and/or the elderly (62-years or older). The total household income may not exceed program limits.

Our office is located at 140 E 12th Street, Suite B, in the Martin Luther King Jr. Community Center at Kimball Park. The office hours are: Monday through Thursday from 7:00 AM to 6:00 PM. We are now closed on Fridays.

You can call (619) 336-4254 or email us at Section8@nationalcityca.gov to ask for information and request for an application to be mailed to you or, you can download, print, complete and mail the HACNC Section 8 application to our office. If you meet the eligibility requirements, your name will be placed on the waiting list according to the date and time of receipt of application, and any local preferences to which you may be entitled.

Please note: You can apply with the HACNC if you do not 'live or work' in National City, however, we must advise you that your application would be placed on the least priority list and the chances of your name coming up in the near future is slim to none. We can, upon written request, transfer your application to the proper Housing Authority in San Diego County, so that your application is given the proper residency preference. For further information, please call (619) 336-4254.

2. How long will it be before I start receiving rental assistance?

The wait for rental assistance after a family (who is assigned the highest priority) is placed on the waiting list is usually an average of 6 – 8 years.

3. What if I need to report an address change or a change to my household?

If you need to report a change to your address or a change to your household (addition to family, change in income, etc.), you have three options:

- (i) You may report your changes in writing (always include the last four numbers of your ssn) to: HACNC Housing Choice Voucher Program,

Attn: Waiting List Unit, 140 E 12th Street, Suite B, National City, CA 91950.

- (ii) You can call (619) 336-4254 to ask for the forms to be mailed to you. Complete the form and return it to our office.
- (iii) Walk in to our office, request the Change of Information form. Once complete return it to Section 8 office.

Once submitted, your information will be updated on the waiting list and a confirmation letter will be mailed to you within 4 to 6 weeks.

4. *Can I be put at the top of the list if I have an emergency situation?*

Unfortunately, no. The HACNC does not provide emergency rental assistance. If you need emergency housing or a shelter, please call 211 San Diego or visit their website at: www.211sandiego.org.

5. *Can I transfer my housing assistance application to another housing agency's waiting list?*

Yes, but only to those Housing Authorities within the County of San Diego *in which you reside or work*. This request must be made in writing to us. You can call (619) 336-4254 to find out which office handles your new jurisdiction. Once the transfer is done, you can contact the other Housing Authority for any updates to your application.

6. *What will happen to my application with the HACNC?*

Once your application has been transferred to the new Housing Authority, your application with the HACNC will continue to be active but with a low-priority as long as you keep your application current with us.

IMPORTANT: Keep your application current!

IT IS YOUR RESPONSIBILITY! In order to keep your application current and increase your likelihood of being assisted, you must respond to any correspondence requesting information. Also, always be sure to notify us if you move or have any changes in your household size or monthly income. Write to us at: HACNC Housing Choice Voucher Program, Attn: Waiting List Unit, 140 E 12th Street, Suite B, National City, CA 91950. *If we are unable to contact you or you fail to respond to a letter, your name will be dropped from the waiting list and you will have to reapply and start all over again on the Waiting List.*

7. What is the intake process?

When your name comes up on the waiting list, you will be scheduled by mail for an intake appointment. You will be mailed an Intake Packet with instructions of what items you will be required to bring. At the interview, all information and preferences will be verified to determine if your family is still eligible for the Housing Choice Voucher Program.

Once determined eligible, you will be scheduled, in writing, for a briefing appointment. The briefing explains the program and your responsibilities. Your voucher will be issued to you at this briefing. Effective that date, you will have 60 days to find a suitable rental unit.

Once you receive a voucher, you can look for the house or apartment you want to rent within the National City jurisdiction and negotiate a lease with the rental owner or manager, just as you would in the "regular" rental market, providing the amount is within HUD (U.S. Department of Housing and Urban Development) guidelines. In many cases, you can use your voucher where you are currently living, if your landlord will accept it.

If you fail to find an acceptable unit within the 60-day time frame, you can request for a thirty-day extension. Please note: you must submit the Request for Extension two weeks before your voucher expires. If your voucher expires, you will have to reapply once more and wait for your name to come up. You will have to wait anywhere from six to eight years.