

**RETURN TO: Vermillion Housing and Redevelopment Commission**

P.O. Box 362  
Vermillion, SD 57069

Office: 605-677-7191  
Fax: 605-677-7192

**You must notify VHRC of any changes,  
in address, family composition or  
income within 10 days.**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Last First City/State MI Zip

Members of Household	Relationship to Family Head	✓ If Disabled or Handicapped	Sex M/F	Social Security Number
_____	SELF	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total gross income for all member of your family Weekly \$ \_\_\_\_\_ or Biweekly \$ \_\_\_\_\_ or Monthly \$ \_\_\_\_\_

The Housing Assistance Program is an Equal Housing Opportunity. The following information is requested by Federal Regulation for statistical purposes and in no way influences determinations regarding eligibility for or amount of rental assistance.

- Race (circle all that apply)
- 1=White
  - 2=Black/African American
  - 3=American Indian/Alaskan Native
  - 4=Asian
  - 5=Native Hawaiian/Pacific Islander

- Ethnicity (Circle one Number)
- 1=Hispanic/Latino
  - 2=Non-Hispanic/Non-Latino

- \*Local preference may be given to applicants who are:
- Domestic Violence
  - Elderly or Disabled
  - Working Families with Children (20 or more hours per week)
  - All other families

Do you need a Handicapped Accessible unit?  Yes  No

FOR VHRC USE ONLY:

Signature of Family Head \_\_\_\_\_ Date \_\_\_\_\_

Date:  
Time:

Alternate Contact Name \_\_\_\_\_ Relationship to you \_\_\_\_\_ Phone Number \_\_\_\_\_

## VERMILLION HOUSING AND REDEVELOPMENT COMMISSION

P.O. BOX 362

VERMILLION, SOUTH DAKOTA 57069

605-677-7191

### PREMIMINATY APPLICATION PROCESS

#### (WAITING LIST)

1. Please fill out the above card. This is a preliminary application for the Vermillion Housing Section 8 program. **NOTE: Placement on the waiting list is according to date and time the card is received in our office.\*\*\*\*It is the applicant's responsibility to update Vermillion Housing of any mailing, address changes or income status changes.**
2. A letter will be sent to the applicant notifying him/her that his/her name is at the top of the list and a full application will be mailed. This application must be returned within 10 days.\*\***If an applicant does not receive the letter because of an unreported address change their name will be removed from the waiting list and it will be necessary to reapply.**
3. The client **must** provide copies of Social Security cards for **all members** of the household and sign a Declaration of Citizenship form. If single with dependents and not listing a spouse **we must** have copes of the divorce, legal separation, and/or custody papers.
4. If the applicant is under 18 years of age and applying for assistance he/she must be legally emancipated.
5. After we receive the application we will notify the head of house when they will need to attend an orientation session where a voucher will be signed.
6. The client then begins to look for a housing unit. In some cases, the client already has found a unit to live in. A request for lease form is given to the client and must be filled out by prospective landlord and signed by the tenant. This form must be returned to Housing before an inspection will be scheduled.
7. VHRC inspects the housing unit. If it passes, assistance can begin the very next month. If it fails, a letter of repairs will be sent to the landlord. When the repairs are completed, the landlord must notify VHRC to schedule a re-inspection. The unit must pass inspection before assistance will begin. If the landlord takes more then 30 days or notifies VHRC that repairs will not be made, we advise the tenant to look for a new unit that will pass HUD HQS and a new request for lease approval form will be provided.
8. Landlords must provide a lease with the minimum of 1 year. Checks are issued on the first of the month and mailed directly by the fifth of the month.
9. Every year we will recertify the tenant and the housing unit. The unit will be reinspected and the tenant's income verified. The tenant signs a one-year lease. At the time of recertification, if the tenant wished to move to another unit or transfer to another locality, he/she must notify VHRC. The tenant must give the landlord and VHRC 30-day written notice beginning from the first of the month.