



Dallas Housing Authority * Application & Eligibility Office * 951-8300

NECESSARY INFORMATION FOR MAKING A HOUSING APPLICATION

1. IDENTIFICATION for all family members: birth certificates for the head of household and spouse; birth certificates for all other family members.

2. SOCIAL SECURITY CARD - All family members.

W-2 forms or Texas Employment Commission (TEC) cards with Social Security numbers are acceptable if presented with birth certificates or driver's licenses. Verification from the Social Security Administration is acceptable.

3. PROOF OF FAMILY RELATIONSHIPS - Certain forms must be verified:

- a. Marriage certificate or common law affidavit for informal marriages
- b. Birth certificates for all families members who are part of the household
- c. Court order for adoptions
- d. Court order or AFDC certification for caretaker families
- e. Statement from placement agency for foster children

4. INCOME VERIFICATION - All sources of income must be verified.

- a. Verification must be in writing and must come from the source.
- b. DHA forms are available for this purpose at DHA offices.
- c. Check stubs or checks are not acceptable.
- d. Assets, excluding cars and furniture, must be verified in writing from the source (such as a bank or other financial institution).

NOTES:

- If your marital status is "separated" you must provide a copy of the marriage license from your most recent marriage.
- If your marital status is "divorced" you must provide a copy of the divorce decree. If you have been divorced more than once, and there are children currently part of your household affected by the decree, a copy of each divorce decree must be provided.
- All family members 18 years old or older who do not work must sign an affidavit of non-employment. If they are in school, these family members must provide proof of attendance from the educational institution.



REACH OF DALLAS INDEPENDENT LIVING CENTER
HOUSING FACT SHEET

NECESSARY INFORMATION FOR MAKING A HOUSING APPLICATION

THE DALLAS HOUSING AUTHORITY

The following is a list of application sites for DHA's Elderly and Handicapped housing. Be sure to tell them that you are interested in housing for persons with disabilities. Also, it would be wise to call the phone number listed for the site you have chosen to apply at to verify your visit.

Dallas Housing Authority 3939 N. Hampton
951-8300 Monday - Thursday, 8:00 to Noon

Day Resource Center 901 S. Ervay
670-3043 Mondays 8:30 to 10:30

Deaf Action Center 3115 Crestview Dr.
521-0407 Tuesdays, 8:30 to 10:15

Cliff Manor 2423 Ft. Worth Ave.
943-5911 Wednesdays, 8:30 to 3:00

As always, if you should have any further questions, please feel free to call me (Linda S. Johnstone, 630-4796).

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All family members 18 years old or older who do not work must sign an affidavit of non-employment. If they are in school, these members must provide proof of attendance from the educational institution.

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REACH OF DALLAS RESOURCE CENTER ON INDEPENDENT LIVING
COMMERCIAL HOUSING INFORMATION FACT SHEET

The following is a list of locator services who not only help with commercial apartments, but will also help in locating condominiums, townhouses, duplexes, and homes for rent:

Apartment Rental Service 214/380-5222
16970 Dallas Parkway
Dallas, Texas 75248

Special Settings/Apartment World 214/437-2278
11886 Greenville Avenue, #114
Dallas, Texas 75243

Apartment Finders 214/340-0833

Find-It 800/759-1815
(Covers entire Metroplex)

(For additional Apartment Locating Services, check the Yellow Pages)