

CDA Housing Wait List Preferences and Required Verification

If your current situation fits into any of the following categories, you may move up more quickly on the waiting list if you submit the required documentation.

- Eligible applicants are assigned a place on the wait list based upon awarded preferences and the date/time a complete pre-application is received by the CDA
- Only the Head of Household, Spouse, or Co-Head may qualify for a preference
- In order to receive a preference, you must provide the required verification for the preference you are claiming
- Obtaining a preference does not guarantee admission into the Public Housing program nor immediate housing
- Preferences may be awarded at the time of application, or at any time prior to admission

Category 1 – Residency Preference *Public Housing, Multifamily Housing, Section 8*

If you live, work, have been hired to work, attend school, or participate in a training program in the City of Madison or Dane County, submit one of the following items:

- If you live in the City of Madison or Dane County, provide a copy of your current lease or a utility bill in your name.
- If you are staying in a shelter in the City of Madison or Dane County, submit a shelter verification letter.
- If you are staying in a motel/hotel in the City of Madison or Dane County, submit a copy of your most recent receipt.
- NOTE: If the three options above do not apply to your situation, ask your social worker to complete the CDA form “Social Service Agency Residency Verification Affidavit”, available at the CDA Central Office or on the CDA website: www.cityofmadison.com/housing.
- If you are hired to work in the City of Madison or Dane County, provide written employer certification. You may submit a copy of your most recent pay statement if it includes the local address of your employer.
- If you are attending school in the City of Madison or Dane County, provide **current** school registration records.

Category 2 – Family/Elderly/Disability Preference *Public Housing, Multifamily Housing, Section 8*

- Family preference – you must include your minor children on your housing pre-application.
- Elderly preference - you must be 62 years of age or older.
- Disability preference - submit a copy of your Social Security Proof of Income letter for the current year. If you do not receive Social Security benefits, provide a letter from your medical professional that confirms which household member has a disability.

Category 3 – Homeless/Victim of Domestic Abuse Preference *Section 8 programs only!*

Includes Housing Choice Voucher and Project-Based Voucher programs

- If you are homeless, submit written certification by a public or private facility providing shelter.
- If you are staying in a motel/hotel, submit a copy of your most recent receipt.
- If you stay with other people because you are homeless, ask your social worker to complete a CDA “Social Service Agency Residency Verification Affidavit”, available at the CDA Central Office or on the CDA website: www.cityofmadison.com/housing.
- If you are a victim of a domestic-related crime, submit a copy of the relevant police report or a written statement from your Social Worker, Medical Professional, or D.A.I.S. caseworker.