

Shorten Your Wait Time with CDA Housing Preferences

Rules to Remember:

1. Preferences move an applicant ahead of all other applications that do not have a preference.
2. All applications with equal preferences are put in order by their application date/time.
3. Preference verification must be **current**.
4. Only the Head of Household, Spouse, or Co-Head may qualify for a preference.
5. Obtaining a preference does not guarantee admission into any housing program.
6. Preferences may be awarded at the time of application or at any time prior to admission.
7. All preferences must be re-verified by the CDA prior to admission.



Category 1: Disabled, Elderly, or Family

If your application includes minor children, shows you are 62 years of age or older, or you self-certify that you are disabled and currently receiving Social Security benefits you are automatically awarded this preference and you do not need to submit further written verification for this category.



Category 2: City of Madison or Dane County Residency

This preference is awarded to applicants who have a head, cohead, or spouse that lives, works, or goes to school in the City of Madison or Dane County. People with the City Preference are prioritized over people with the County Preference. Documentation must include an address within the City or County.

Submit 1 of the following accepted forms of verification:

- Copy of a current signed lease (must be signed by landlord)
- Utility bill in your name
- Shelter verification letter
- Recent hotel or motel receipt clearly showing a City or County address
- Pay stub with employer address
- School registration records
- Social Service Agency Residency Verification Affidavit (A CDA Form found on the CDA Website) completed by someone from a social service agency



Special Category 3, Section 8 Programs ONLY: Homeless, Victim of Domestic Violence, or Rent Burden

This preference does not apply to Public Housing programs.

Submit 1 of the following forms of verification for the Homeless Preference:

- Written certification by a public or private facility providing shelter
- Hotel/Motel receipt
- Social Service Agency Residency Verification Affidavit (A CDA Form found on the CDA Website) completed by someone from a social service agency

Submit 1 of the following forms of verification for the Victim of Domestic Violence Preference:

- Relevant police report showing verification of domestic violence
- Report or written statement from a Social Worker, Medical Professional, or DAIS worker.

Rent Burden Preference:

- This preference is awarded to applicants who self-certify they pay more than 50% of their gross monthly family income for rent and utility costs for at least 90 consecutive days (starting before being selected from the wait list). Income, rent, and utility payments will be verified at the time of full application.

How to Submit Preference Documents:

Online via Applicant Portal (<https://madisoncda.myhousing.com/Account/Login>), **Mail** (PO Box 1785, Madison, WI 53701), **Fax** (608.264.9291), **In Person** (215 Martin Luther King Jr Blvd Suite 161, Madison, WI), or **Email** (housing@cityofmadison.com)