



CommunityDevelopmentAuthority
 Madison Municipal Building, Suite 161
 215 Martin Luther King Jr Blvd, Madison, WI 53701
 mail P.O. Box 1785, Madison, WI 53701-1785
 email: housing@cityofmadison.com
 ph (608)266.4675 fx (608)264.9291

Dear Applicant,

You have recently submitted an online application(s) for **CDA Low Rent Housing** and have claimed that you: live, work or go to school in the City of Madison or Dane County.

In order to obtain this preference, we require written verification of residency. Please reference the table below and **submit any (1) one** of the acceptable documents from any of the categories below (live, work or school):

Residency Preference		
The CDA serves City before County, and then all others.		
	Submit 1 of the Following:	Verification Must Be:
Live	<ul style="list-style-type: none"> ▪ Signed lease Agreement ▪ Utility Bill ▪ Shelter Verification Letter ▪ Motel/Hotel receipt ▪ Social Service Agency Residency Verification Affidavit (SSARVA – www.cityofmadison.com/housing) go to Resources/Forms 	<ul style="list-style-type: none"> ▪ Current ▪ In head, cohead or spouse’s name ▪ Lease signed by resident and landlord ▪ On Shelter Letterhead and signed ▪ Show an address located in Madison or Dane County
Work	<ul style="list-style-type: none"> ▪ Pay Stub ▪ Employment Verification letter 	<ul style="list-style-type: none"> ▪ Show an address located in Madison or Dane County ▪ Include a City or County address and be signed
School or Training Program	<ul style="list-style-type: none"> ▪ School Registration Records 	<ul style="list-style-type: none"> ▪ Current and must show head, cohead or spouse is enrolled (not minors) ▪ Enrollment cannot be for online courses

Please submit documentation no later than **Date**. If you are unable to verify residency at this time, your application will remain in “Active” status on the waiting list. **Please note that preferences can be verified and awarded at any time.** If you have any questions, please call 608-267-4904.

Thank you,
 Admissions & Eligibility Team
 CDA Housing Operations
 608-267-4904 *phone*
 608-264-9291 *fax*
housing@cityofmadison.com

Cc:

If you or any member of your family need an interpreter, materials in alternate formats, or if you require a reasonable accommodation due to a disability to apply for, receive, or continue to receive this service, activity, or program, please contact Housing Operations at (608) 267-4904 or housing@cityofmadison.com.