



## WESTLAND HOUSING COMMISSION - HOUSING CHOICE VOUCHER PROGRAM OPEN WAITING LIST - APPLICATIONS ACCEPTED: June 2 – 5, 2023

The Westland Housing Commission will accept applications for the Housing Choice Voucher program waiting list  
**Friday, June 2, 2023 through Monday, June 5, 2023, through the website:**

**<https://westlandhc2023.hdswaitinglist.com>**

- The Housing Commission will provide application instructions on the website.
- Applications may be submitted online **June 2 – 5, 2023**. The WHC does not accept paper applications; applications are not available at the Housing Commission or City of Westland offices.
- Applicants may submit only one (1) application electronically per adult.
- The on-line application process should take approximately 15 minutes to complete.
- Upon the closing of the application period, the Housing Commission will conduct an electronic random lottery of all applications and place 1,000 applicants on the waiting list.
- The WHC ranks applications in order of preference, given to elderly or disabled persons and persons that live or work in the City of Westland.
- The Housing Commission maintains one waiting list for the Housing Choice Voucher program.
- Applicants can return to this website to check whether the lottery selected their application for the waiting list, by clicking the “Search Existing Record” button.

**Do not call the WHC or City of Westland office to check whether you were placed on the waiting list.**

- Applicants should have the following information available for all family members before starting the application:
  - First and last names of all members of your household
  - A valid mailing address
  - A valid phone number
  - A valid alternate phone number
  - A valid Email address
  - Social Security number for all members of your household
  - Birthdate for all members of your household
  - Gender for all members of your household
  - Disability status for all members of your household
  - Race and ethnicity for all members of your household
  - Annual household income for all members of your household:
    - This includes wages, business income, unemployment benefits, DHS cash assistance, child support, pension, social security benefits, supplemental security income (SSI), and other support payments for every household member for one year.

**If the required information is not provided, the application will not be accepted nor processed.**

Application instructions are posted on the website: **<https://westlandhc2023.hdswaitinglist.com>**.

### **HELPFUL TIPS!**

**\*Locate a secure computer with internet access prior to the application opening to ensure you are able to submit.**  
Check with local libraries, schools, social service agencies, and friends if you do not own a computer.

**\*Establish an email address.** If you do not have an email address, obtain one free of charge through Yahoo (www.mail.yahoo.com) or Google (www.gmail.com). Once you establish the email address, retain the email address for the application process and to receive future information and communications from the Westland Housing Commission.

### **Income Limits by family size:**

1 - \$31,350   2 - \$35,800   3 - \$40,300   4 - \$44,750   5 - \$48,350   6 - \$51,950   7 - \$55,500   8 - \$59,100

For recorded information, call 734.793.9388

## **FREQUENTLY ASKED QUESTIONS**

Q) *How do I obtain an application to apply for the Westland Housing Choice Voucher program?*

A) Applications will only be available online at: <https://westlandhc2023.hdswaitinglist.com>, on **June 2 – 5, 2023**  
**No paper applications will be distributed.**

Q) *Are applications available at the Westland Housing Commission/JBCVC or City Hall?*

A) No, applications are not available at the Jefferson Barns Community Vitality Center or Westland City Hall.

Q) *Should I come to the City of Westland to apply?*

A) No, paper applications are not available at any location in the City of Westland.

Q) *Is the Housing Commission or City Hall providing access to computers?*

A) No, applicants must locate a computer to complete an application.

- Suggested sites: public libraries, schools, social service agencies, friends.

- Prior contact at the above locations, it is recommended to schedule time for a computer.

Q) *How do I obtain an email address?*

A) All Housing Choice Voucher applicants must have an email account in order to submit their applications.

- Email accounts are available for free at: [www.mail.yahoo.com](http://www.mail.yahoo.com) or [www.gmail.com](http://www.gmail.com).

Q) *If I would like to edit my application, should I submit a second one with the updated information?*

A) No. If you would like to edit your application, use the **modify button** located on the online application website. If multiple applications are submitted by the same person, all applications will be removed from the lottery drawing.

Q) *If I am one of the 1,000 randomly selected applicants, how and when will I be notified?*

A) Applicants can return to the website to check whether they are placed on the waiting list by clicking the “**Search Existing Record**” button. The Westland Housing Commission will notify only the selected applicants via regular mail by September 30, 2023 that the system randomly selected their application to be placed on the WHC waiting list.

Q) *If I am one of the 1,000 applicants placed on the waiting list, will I definitely receive a housing choice voucher?*

A) No, the WHC uses the application process to create the waiting list. WHC will determine applicant eligibility prior to issuing Housing Vouchers, in accordance with HUD regulations and funding availability.

Q) *When I apply online, do I apply for myself or my entire family?*

A) The Housing Voucher application will request information for the head of household and all family members. You will only list persons that will reside in your Housing Voucher household.

Q) *What information will I be required to provide when I apply between **June 2 – 5, 2023**?*

A) The following information is required when completing the application:

- First and last names of all members of your household
- A valid mailing address
- A valid phone number
- A valid alternate phone number
- A valid Email address
- Social Security number for all members of your household
- Birthdate for all members of your household
- Gender for all members of your household
- Disability status for all members of your household
- Race and ethnicity for all members of your household
- Annual household income for all members of your household:
  - This includes wages, business income, unemployment benefits, DHS cash assistance, child support, pension, social security benefits, supplemental security income (SSI), and other support payments for every household member for one year.