



## Frequently Asked Questions

### 1. What is Public Housing?

Public Housing is a federally funded affordable housing program. The Galena Housing Authority owns 40 apartments.

### 2. How Do I Apply for Public Housing?

To apply click the Application tab on our home page and print off the application. The application must be filled out entirely. Once filled out call the number of the application to set up an appointment. You must provide the following documentation for every member in the household.

- Birth Certificate
- Original Social Security Cards

Applications missing any of the above information or not completely filled out will NOT be placed on the waiting list. Incomplete applications will be kept for fourteen (14) days to allow applicant to provide required documentation; applications not completed within fourteen (14) days will be considered inactive and applicant will be required to re-apply. The Waiting List date will be date the application is completed.

### 3. What Are The Requirements For Eligibility?

Basic qualifications for the Public Housing program are: you must meet the income requirement guidelines established by the Department of Housing and Urban Development (HUD); you must be 18 years of age or legally emancipated; you must meet citizenship requirements; you must undergo a criminal background screening; and you must have an acceptable and verifiable past rental history ( landlord references) and must be able to get utilities in your name.

### 4. How Long Will It Be Before I am Housed?

Of course, it is not possible to give you a definite date when a rental unit will be available; however the usual wait is three to six months. Once your name reaches the top of the waiting list, you will be notified.

### 5. How Much Will My Rent Be?

You will be offered two (2) different options to determine how much rent will be calculated:  
Income Based: You will pay 30% of your adjust gross monthly income (gross minus allowable deductions) unless that amount is lower than the minimum rent (\$50.00)

Flat Rent: You pay the same amount every month which varies for each development and number of bedrooms in the unit, regardless of fluctuations in your income.

### 6. Will I Be Required To Pay A Security Deposit?

Yes. The security deposit amount is determined by unit size. The deposit may be broken down into twelve (12) equal payments with the first payment due at lease signing and the remainder of payments due with your monthly rent payment.

**7. Will I Be Required To Pay A Pet Deposit If I Have A Pet?**

Yes. A refundable Pet Deposit in the amount of one-half month's Total Tenant Payment paid for a dog or cat. If amount exceeds \$100, \$100 must be paid before pet is moved into the unit with monthly payments of \$25 above rent payment and Security Deposit payment if applicable. Pet Deposit must be paid for all animals.

Deposit will be refundable within 30 days of vacancy of unit if there are no expenses incurred from said pet and no balance due on your account. Pet must be registered and approved by the GHA staff before being allowed into the complex.

**8. Am I Required To Do Community Service?**

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help individual toward self-sufficiency and economic independence. This is a requirement of the Galena Housing Lease

**EXEMPT ADULT**-An adult member of the family who:

- Is 62 years of age or older;
- Has a disability that prevents him/her from being gainfully employed;
- Is the caretaker of a disabled person;
- Is working at least 30 hours her week; or  
Is participating in a welfare to work program.

**9. What Should I Do If Anything Changes While I Am On The Waiting List?**

Be sure to notify the Galena Housing Authority (GHA) in writing immediately of any changes to your application, especially if you're mailing address changes. Although we do ask for an e-mail address, this is for a secondary contact only. All correspondence will be sent to your mailing address (street address or post office box.) Mail returned to our office as a result of failure to report an address change or failure to respond by a specific deadline will result in your name being dropped from the waiting list and your file will be place inactive. You may re-apply at any time if you wish.