



## **WICHITA FALLS HOUSING AUTHORITY**

501 Webster Street • P.O. Box 544  
Wichita Falls, Texas 76307  
(940) 723-8389. Fax (940) 723-1680

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Donna Piper, Executive Director

### **REQUIREMENTS FOR HOUSING**

**APPLICATIONS ACCEPTED ON TUESDAY, WEDNESDAY & THURSDAY BETWEEN 10:00 A.M. & 2:00 P.M. ONLY! NO APPLICATIONS WILL BE ACCEPTED THE 1<sup>ST</sup> 7 DAYS OF THE MONTH! BE PREPARED TO BE INTERVIEWED UPON SUBMISSION OF APPLICATION.**

**PLEASE READ CAREFULLY BEFORE FILLING OUT APPLICATION.**

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION:**

- 1) VALID STATE ISSUED DRIVERS LICENSE OR IDENTIFICATION CARD FOR ALL ADULTS 18 YEARS OF AGE AND OLDER.**
- 2) ORIGINAL SOCIAL SECURITY CARDS FOR ALL FAMILY MEMBERS.**
- 3) ORIGINAL BIRTH CERTIFICATES FOR ALL CHILDREN UNDER 18 YEARS OF AGE.**
- 4) VERIFICATION OF INCOME, CHILD SUPPORT AND/OR CUSTODY PAPERS.**
- 5) CHILD CARE EXPENSES.**

**ALL ADULTS AGE 18 YEARS AND OLDER MUST PASS A CRIMINAL BACKGROUND CHECK DATING BACK TWO (2) YEARS.**

**\*\*APPLICANT WILL BE GIVEN POLICE CLEARANCE LETTER FORM AT THE TIME OF THE INTAKE PROCEDURE. \***

**RESIDENCY FOR THE PAST THREE (3) YEARS WILL BE VERIFIED. CORRECT AND WORKING PHONE NUMBERS FOR PREVIOUS LANDLORDS ARE ESSENTIAL.**

**CREDIT CHECKS ARE CONDUCTED AT INTAKE PROCEDURE.**

**THE APPLICATION WILL NOT BE ACCEPTED IF YOU DO NOT HAVE THE DOCUMENTS LISTED ABOVE!**