

APPLICATION PROCESS

How To Apply

Applications are accepted Monday through Friday from 8:00 a.m. to 5:00 p.m. Persons interested in applying for NHA Public Housing may do so by completing an application at the location listed below:

Mary C. Baird Administrative Building
211 19th Ave North
Nampa, ID 83687

An application may be printed from this website and filled out prior to visiting our Administrative office, or the application may be mailed in.

How long until I get a unit?

Approximate waiting list times vary by bedroom size, type of unit (family vs. elderly), and admission preferences. Even though your name is on a waiting list, it has not yet been determined that you are eligible to participate in any housing programs. Your eligibility will be determined when you have successfully passed all screening requirements.

When will I know if I am Eligible?

When your name approaches the top of the waiting list, we will send you a letter requesting you to schedule an interview. Once applicants have been interviewed by the Resident Services Supervisor and it is determined that the applicant meets the resident screening criteria, they are notified in writing, unless NHA is able to offer housing immediately. Any applicants determined to be ineligible will receive an explanation telling them why, but are free to request an informal hearing on the decision.

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Rules and Regulations when you lease a unit

When you lease a unit, the Resident Services Supervisor will explain the rules and regulations which apply to you and your family, as residents. For example:

1. Rent is due on the 1st and is considered late if paid after the 5th of the month. There is a \$25 late charge if you pay your rent after the 5th.
2. An Annual Review/Recertification of income, family composition and an inspection of your unit is mandatory.
3. Residents are expected to maintain their unit and surrounding grounds in a clean and orderly manner.
4. Residents are responsible for the behavior and actions of all household members and their guests.



Are There Any Selection Preferences?

NHA has implemented local preferences in resident selection from the waiting list. A “preference” is an applicant for a priority position on the waiting list.

A reference does not guarantee admission. The applicant must meet or exceed the Authority’s resident screening criteria for eligibility. Each preference is equally weighted and are not ranked in any order. Preferences will be given to applicants who are otherwise eligible and who, at the time all other eligibility factors. Information is verified, meet the following criteria:

1. **Working Families**-Defined to mean families where head of household or co-head are working at least 30 hours per week for the past 90 days. (Working hours may change, based on future policies.)
2. **Elderly** (Age 62 and over) Disabled
3. **Full-time student** in an accredited institution or skills-based training program.

Verification of Income and Assets

NHA will also need to verify applicant's income and assets. Please provide documentation for any of the following items that apply:

Employment Income
School Verification
Veteran's Benefits
Annuities
Foreclosure
Child Support Orders
Social Security Income
Pension (Retirement)
Bank Account Statements
TANF Benefits Printout
Railroad Retirements
Unemployment Benefits
Self-Employment Verification
Supplemental Security Income
Home Value (Tax Statements/Appraisals)

What to Bring For an Interview

All applicants for Nampa Housing Authority must be 18 years of age or older and must provide the following information:

1. Picture ID for each person 18 years of age or older (current state ID or driver's license.)
2. Birth Certificates and Social Security cards for each adult and child who will be living in the unit.
3. Present and past landlords. Please provide the names, addresses (street, city, state, zip code), and phone numbers for all landlords for the past 3 years.
4. Applicants who have ever lived in public housing or Housing Choice Voucher Program housing previously, need to provide the address and dates of their residency.
5. Provide proof of child custody.

Security and Pet Deposit

Depending on bedroom size, in addition to your rent, you must also pay a security deposit when you lease your unit. If you have a pet, a deposit of \$250 is required.