

Bay Mills Housing Authority

**Low Rent Housing**

 **Application Process**

The following steps must take place before an application is considered for housing. Please carefully read application and make sure all paperwork is signed by each household member 18 years and over. If you have any questions, please contact the Housing Authority Office at the telephone number below.

**THE FOLLOWING MUST BE COMPLETED:**

* Application (must be signed in person)
* Personal Declaration
* Applicant/Tenant Certification
* Completed BMHA Release of Information Agreement (must be completed by all household members 18 years and older). A Criminal Lien will be run on all these members.
* Personal References
* Landlord Verification List

**THE FOLLOWING MUST BE SUBMITTED:**

* Copy of **All Household Income**: Current pay stubs, Military Pay, Child Support, Unemployment, VA Benefits, SSI, FIA, Self-employed (Housing Authority has a form to fill out), workman’s comp., disability, etc.
* Copy of Tribal I.D. Cards
* Copy of Driver’s License or Valid State ID for household members over 18.
* Copy of Social Security Cards for ALL household members.
* Copy of Birth Certificates for family members under 18 years old.

**THE APPLICANT WILL NOT BE PUT ON THE WAITING LIST UNTIL:**

* **ALL** of the above required information is received
* Criminal Lien check is complete for each household member 18 years and older on the application.
* Utility Verification is completed to verify that all utilities can be put in the prospective applicant’s name.
* Verify that prospective applicant does not have an unpaid balance with Bay Mills Housing Authority or Bay Mills Utility Authority. If Balance exists, it must be paid in full before application is processed.

The Executive Director will review the Criminal Histories. If the Applicant or Household member’s Criminal Lien has been flagged, it will be forwarded to the Housing Board of Commissioners for Eligibility Determination.

If denied by the Housing Board, Applicant will be notified immediately and they will have 10 days to request an appeal hearing.

*\*Important Notice: If the applicant or occupant has ever been Evicted from or Denied Housing, there is a Mandatory Three (3) Year Waiting Period from the date of eviction or denial before application can be accepted.*

**Unfortunately, Bay Mills Housing Authority is unable to offer emergency housing.**