

## **PLEASE READ BEFORE COMPLETING APPLICATION.**

### **NOTICE TO APPLICANTS**

Applications are taken Monday, Tuesday, Thursday and Friday from 8:00 AM to 11:00 AM, and 1:00PM to 3:30 PM. Wednesdays are from 8:00 A.M.- 11:00 A.M. only The leasing office is located at the Housing Authority of Covington Administration Building, 2300 Madison Avenue, Covington, KY 41014. The leasing office number is (859) 655-7325. An application may be mailed to you upon request. The following information is required to complete the application process.

- **All adults 18 years and older must attend the application interview**
- **A valid picture ID** – Drivers license, state ID or welfare ID- **Must have at time of interview**
- **Social Security Cards** – required for all family members 6 years and older
- **Birth Certificates** – from Vital Statistics Offices or Health Department, Military or Baptismal Records
- **Criminal Background Information** – A criminal background check will be performed for all adults, for any states lived in for the last 5 years. **This is at no charge to you.** You may provide the background reports when you come in as long as they are not older than 30 days.
- **Income** – You must provide a listing of each household member and the income they receive. You must provide the employer name, agency, address and phone number.
- **Current & Previous Landlord Information** – You must provide the name, address and phone number of all landlords from which you have rented and/or stayed with in the past five years.
- **Current Assets** – You must provide a listing of any real estate, property, bank accounts and account numbers that you own or have disposed of in the last two years.
- **Child Care Expenses** – If you pay a babysitter to care for your child so you may work or attend school, you must provide the name, address and phone number of this person.
- **Parents** – You must provide proof of temporary, full, or joint physical or legal custody for children who will live with you.
- **Unit Offers** are made based on units available at the time your application processing is complete. We cannot guarantee that an apartment will be available at a particular site. All unit offers will be made in accordance with the Housing Authority's Tenant Selection and Assignment Plan as outlined in Section 10.0 of the Admissions and Continued Occupancy Policy.
- **Any verification must be dated within 30 days of the date you apply for housing.**

The Housing Authority of Covington reserves the right to request any other HUD required items of verification deemed necessary to complete the application process and determine eligibility for housing assistance.

We request that minor children not be brought with you to your appointment and appreciate your cooperation in this process, as our space is limited. However, we do have a waiting room with a few toys if you must bring the children with you.

Management  
Housing Authority of Covington

Housing Authority of Covington Leasing Office  
859. 491.5311 Office      859. 655. 7309 Fax



*Building Community Through Cooperation*