

Section 8 Housing Choice Voucher Program

Steps to Assistance

Opening of the Waiting List: Occasionally the LHAND will open the Section 8 Waiting List. When this occurs, the LHAND will announce the opening of the Waiting List via the Daily Evening Item. Applications will only be accepted during the time the waiting list is opened. Applications must be hand delivered or mailed to the LHAND Admissions Office, 174 South Common Street, Lynn, MA 01905.

[Click here](#) to include your email or mailing address to our list to be notified when the Section 8 Waiting List opens.

Applying for assistance: You will need to submit a completed application while the waiting list is opened. The LHAND will review the application for completeness and initial eligibility. Once the application process is complete and you have been deemed eligible, you will receive a Preliminary Review/Eligibility letter and your application will be placed on our waiting list*. We can not tell you how long your application will be on the waiting list. There are several factors that determine the time it takes to receive a voucher.

*The LHAND uses a Lottery System FOR PLACEMENT ONTO THE SECTION 8 WAITING LIST. Not all applications that are turned in during the appropriate time period will obtain placement on the Waiting List. Applicants who are placed on the waiting list will receive a control number in the mail.

Nearing the Top of the Waiting List: When your application nears the top of the waiting list, you will receive a Nearing the Top of the Waiting List letter. You will be asked to attend an appointment (with all household members 18 and older) to provide us with the information required to make a final determination of eligibility and to sign necessary documents. Household income and household composition will be verified for final eligibility and all household members 14 and older will be screened for history of violent or drug-related criminal history.

Selection from the Waiting List for a Voucher: Once your application reaches the top of the waiting list and you have completed all documentation and screening criteria you will receive a Briefing Appointment letter. You will be asked to attend a briefing where a voucher will be issued to you and the program will be explained in detail.

Selecting a Housing Unit: A family must locate a housing unit that will pass a Housing Quality Standards Inspection, has a rent that is acceptable, and the owner is willing to participate in the program. It is the family's responsibility to locate a suitable unit. The family has 60 days to locate a suitable unit. Depending on the circumstances, an extension may be granted *upon written request* for an additional 30 days.

The Owner/Landlord Approves the Family: The Owner/Landlord of the selected rental unit must approve the family for tenancy in his/her property. This may require more screening and background checks on the part of the Owner/Landlord. When the Request for Tenancy Approval forms are submitted, the LHAND knows the Owner/Landlord has approved the family for tenancy.

LHAND Approves the Tenancy and the Unit: After the family has found a suitable housing unit and the owner/landlord approves of the family, the family returns the Request for Tenancy forms to LHAND. The LHAND must determine if the unit qualifies for the Section 8 Program. This includes setting a Housing Quality Standards (HQS) inspection, and determining if the rent is reasonable.

The HAP Contract and Lease are Signed: After the unit passes the HQS inspection, the tenant signs a lease with the owner/landlord. The owner/landlord signs the Housing Assistance Payment (HAP) Contract with the LHAND. Once all these are signed, the housing assistance payments will begin on the family's behalf.