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What documents do I need when I clear the waiting list?

- **Get a head start!** Please note that we require copies of various documents from you when you submit your actual application for subsidized housing. If you don't have some of the following documents, now would be a good time to begin the process to get them: **Social Security cards for all family members, current driver's license or State ID, birth certificate for all family members. INS documentation if applicable. Verification of child custody, subsidy award letters, asset information, etc.**

What is my status on the waiting list?

- **Your status on the waiting list** is based on the date of pre-application as well as preference points. The highest number of preference points is awarded to people who either work or live within the City of Boulder limits. Your wait time will vary depending on many factors, such as availability of vouchers, and turnover rate. **Due to these factors, we are unable to release your position on the waiting list.** If you do not live or work in the City of Boulder the wait time is indefinite.

What do I do if I change my address?

- **We must have your correct address at all times. If you move, you must inform us of your new address immediately in written form** -phone calls will not be accepted. Please submit any application changes in writing. If we are unable to contact you because you have not provided us with a correct address, your name will be removed from the waiting list. We are not responsible for any non-received mail due to the US Postal Service. **We conduct a purge of the waiting list every year.** You will receive an update letter in the mail. You must respond within the time limit specified on the letter or your name will be removed from the waiting list(s).

How am I notified that I am at the top of the waiting list?

When your name nears the top of the list, you will be contacted by mail at the last known address on your pre-application.