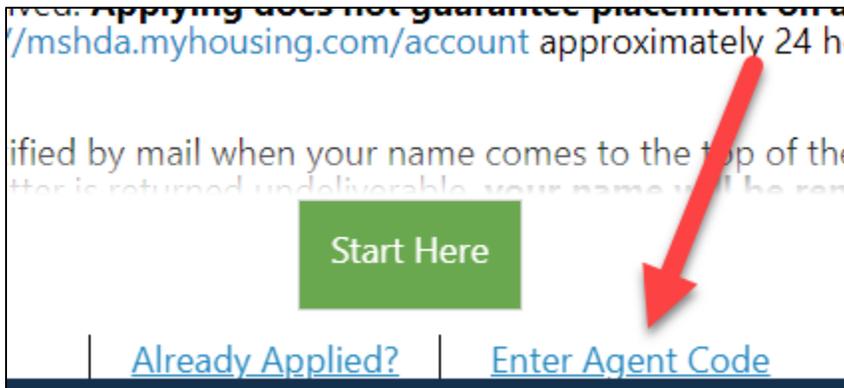


## Completing the Waiting List Pre-Application for Homeless Applicants

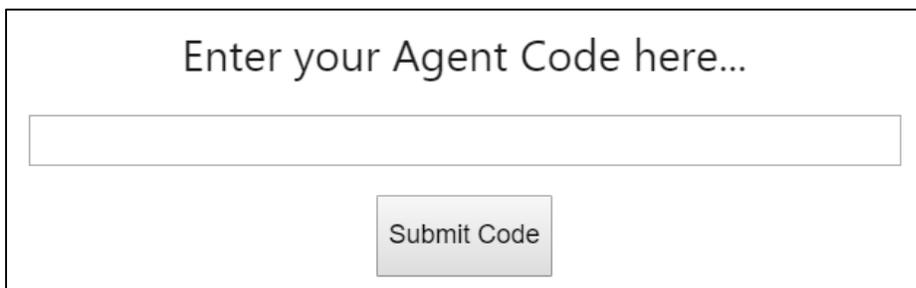
Note: This process should be completed after the applicant has been verified as homeless using MSHDA's Homeless Preference Pre-Application Checklist.

Website: <http://mshda.myhousing.com>

1. Select "Enter Agent Code"



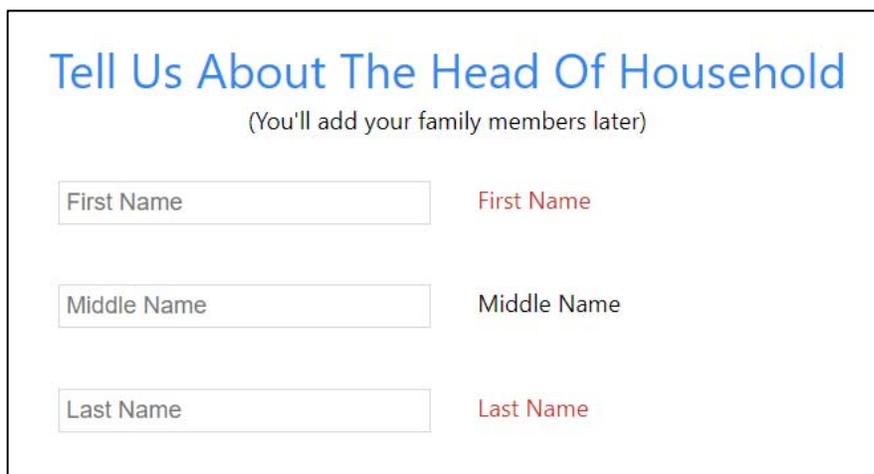
2. Enter your code associated with the list you wish the applicant to apply to. Click Submit Code.



Enter your Agent Code here...

3. Enter the Head of Household Information by completing all the required fields. Click Next.



**Tell Us About The Head Of Household**  
(You'll add your family members later)

<input type="text" value="First Name"/>	First Name
<input type="text" value="Middle Name"/>	Middle Name
<input type="text" value="Last Name"/>	Last Name

4. Select the number of household members, not including the Head of Household. Click Next.

**Tell Us About Your Family**

How many family members (**NOT** including yourself) will be on this application?

0	1	2
3	4	5

[I have more family members](#)

5. Enter required information for each additional household member. Click Next.

**Tell Us About Your Family Members**

[Family Member 1 of 1 - Continue without entering any more.](#)

<input type="text" value="First Name"/>	First Name
<input type="text" value="Middle Name"/>	Middle Name
<input type="text" value="Last Name"/>	Last Name

6. Enter applicant mailing address. Click Next.

**Tell Us About Your Address...**

<input type="text" value="Street"/>	Street
<input type="text" value="Suite/Apt"/>	Suite/Apt
<input type="text" value="City"/>	City
<input style="border-bottom: 1px solid #ccc;" type="text" value="Michigan"/>	✔ State
<input type="text" value="Zip Code"/>	Zip Code

7. If required, select the corrected address, edit address, or continue with the address as entered. Click Next.

## Select an Address

---

**The address you've entered:**  
735 E Michigan Ave  
Lansing, MI  
48909  
[Edit address](#)  
[Use the above address](#)

---

**Here's your corrected address:**  
**735 E Michigan Ave**  
**Lansing, MI**  
**48912-1474**

[Use this corrected address](#)

8. Enter Income information. Click Next.

## Tell Us About Your Family's Income...

Please include income from all family members

✕ Remove This Income

<input type="text" value="--Select--"/>	Whose income is it?
<input type="text" value="--Select--"/>	Type of Income?
<input type="text" value="Who do you receive it from?"/>	Who do you receive it from?
<input type="text" value="Gross Amount"/>	How much do you receive?
<input type="text" value="--Select--"/>	How often do you receive it?

9. Review and, if you agree, respond “Yes” to all certification questions. Click Next.

### Answer Question(s) Below:

Please answer all questions

1  Yes  No

WARNING: TITLE 18, SECTION 1001 OF THE UNITED STATES CODE STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLING MAKING FALSE OR FRADULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AND SHALL BE FINED NOT MORE THAN \$10,000 OR IMPRISONED FOR NOT MORE THAN FIVE YEARS OR BOTH.

Do you hereby certify that the information entered into your pre-application is true, accurate, and complete to the best of my knowledge?

2  Yes  No

Do you understand and accept that any misrepresentation of information requested in this pre-application may disqualify you from consideration for admission or participation and may be grounds for eviction or termination of assistance?

3  Yes  No

Do you understand and accept that it is your responsibility to keep your application information current with the Michigan State Housing Development Authority? (All information must be provided to the Michigan State Housing Development Authority in writing or through Applicant Portal).

10. Review summary information and, if you agree, check the “I verify that this information is correct” checkbox. Click Next.

### What You've Told Us...

Click on an item to make changes

#### Family Info +

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**John Doe (Head of Household)**  
Birth Date: 09/24/1965      Races: Native Hawaiian/Other Pac...    Disabled: No      Veteran: Yes

#### Address Info

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**Residence**  
Address: 735 E Michigan Ave Lansing, MI 48912-1474

#### Income Info

---

**USA**

I verify that this information is correct.

11. Select the Homeless waiting list, associated with the agent code entered earlier, and click next. If the Housing Choice Voucher waiting list for the same county is open to the public, you may select both lists and apply the applicant to both lists at the same time.

### Choose Your List(s)...

(To apply to a particular list, click on the list below.)

Please note that you are limited in how many lists you can choose:  
**1 lists from Housing Choice Voucher**  
**1 lists from Homeless**

---

Homeless: Alcona County-Homeless 

---

Housing Choice Voucher: Alcona County-HCV

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Housing Choice Voucher: Delta County-HCV

12. Answer additional questions, as required. Re-enter the SSN. Click Next.

### Answer A Few More Questions

Please answer these questions [Show me all the questions](#)

A. General Questions -

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1  Yes  No Do you live or work in the State of Michigan?

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2  Yes  No Are you, your Spouse, or Co-head\* currently Disabled?  
*\*A co-head is an individual in the household who is equally responsible with the head of household for ensuring that the family fulfills all of its responsibilities under the program, but who is not a spouse. A family can have only one co-head.*

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3  Confirm your Social Security Number to finish the application

13. The application is completed. The applicant will receive a confirmation email. You can print or email a copy for your records at this time. Otherwise, click close.

### You're Done!

You've completed the application process, and your information is being submitted to the housing agency. Be sure to record your confirmation number:

---

**Confirmation Number:** 098 XXXXXXXXXX

If you would like to keep a copy of this confirmation for your records, select the options below:

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You have applied to the following lists:

- Alcona County-Homeless