Completing the Waiting List Pre-Application for Homeless Applicants
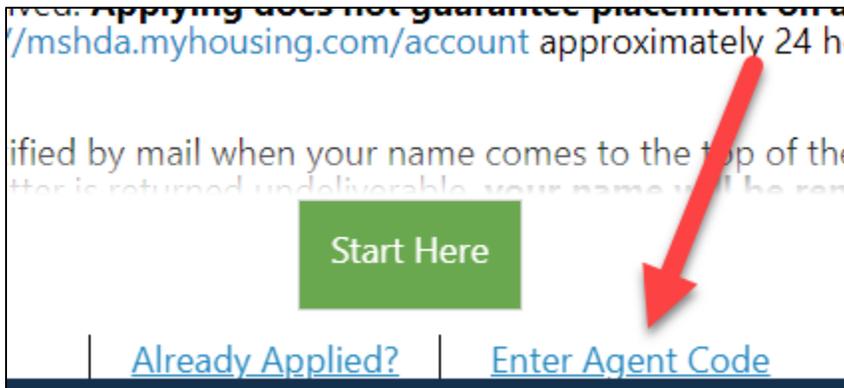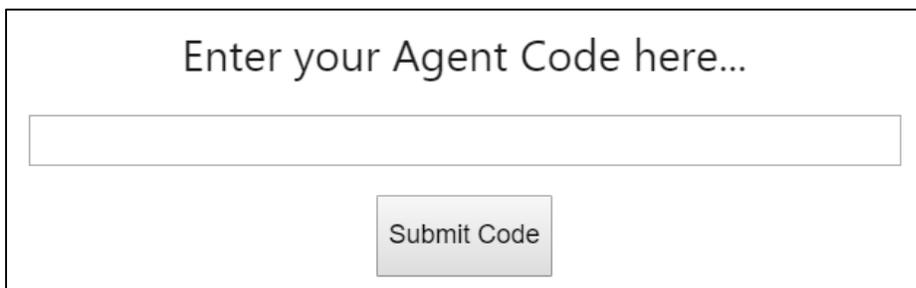
Note: This process should be completed after the applicant has been verified as homeless using MSHDA's Homeless Preference Pre-Application Checklist.
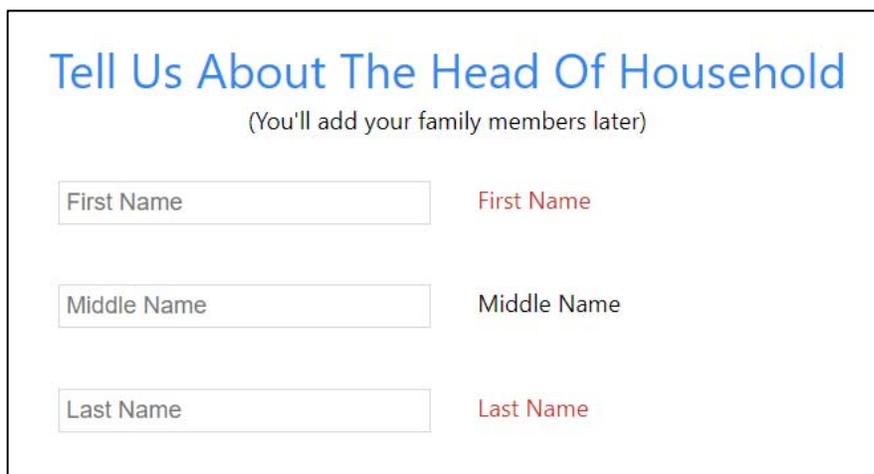
Website: http://mshda.myhousing.com

1. Select "Enter Agent Code"

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

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

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.

First Name	First Name
Middle Name	Middle Name
Last Name	Last Name

6. Enter applicant mailing address. Click Next.

Tell Us About Your Address...

Street	Street
Suite/Apt	Suite/Apt
City	City
Michigan	✔ State
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

--Select-- ▾   Whose income is it?

--Select-- ▾   Type of Income?

Who do you receive it from?   Who do you receive it from?

Gross Amount   How much do you receive?

--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 [+]

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

Address Info

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.

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

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.