

Online Application Instructions

1. Language Selection

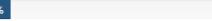
The screenshot shows the 'Language Selection' page of an online application. The header includes the application title 'Housing Choice Voucher Application' and a progress bar showing '100%'. The right side features a sidebar with links like 'Applications & Certifications' and 'Hi, Applicant'. A note indicates that an asterisk (*) denotes a required field. The main content area is titled 'Select your preferred language' and contains a list of language options. The 'Preferred Language*' field is set to 'English' (radio button selected). Other options include 'Español (Spanish)', 'Français (French)', 'Việt (Vietnamese)', 'العربية (Arabic)', and '中國傳統 (Chinese Traditional)'. A 'Next' button is located at the bottom of the page.

2. Welcome Page (You can add any type of verbiage here)

The screenshot shows the 'Welcome Page' of the online application. The header includes the application title 'Housing Choice Voucher Application' and a progress bar showing '100%'. The right side features a sidebar with links like 'Applications & Certifications' and 'Hi, Applicant'. A note indicates that an asterisk (*) denotes a required field. The main content area is titled 'Welcome to the online application' and contains a 'Back' button and a 'Next' button. The left sidebar contains a 'Language Selection' section with links to 'Welcome Page', 'Contact Information', 'Household Information', 'WL Preferences', 'Waiting Lists', 'Review & Submit', and 'Log Out'.

3. Contact Information (Mailing Address Required)

Housing Choice Voucher Application

Application Progress 15% 

*Denotes a required field

Contact Information

Mailing Address*

City*

State*

Zip*

E-mail

Home*

Mobile

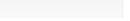
Office

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Applications & Certifications | Hi, Hannah ▾

4. Household Information

Housing Choice Voucher Application

Application Progress 23% 

*Denotes a required field

Household Information

Next, we will collect information about the people in your household. Your household includes:

- The head of household
- Co-head of household
- Spouse
- Other adults and children who live with you
- Live-in aides
- Foster children/adults

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Applications & Certifications | Hi, Hannah ▾

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5. Qualification Questions

Housing Choice Voucher Application

Application Progress **31%**

*Denotes a required field

Qualification Questions

Do you, or anyone in your household, have a disability AND is the disabled member at least 18 years old and under 62 years old?*

Is the non-elderly disabled household member transitioning out of an institutional or other segregated setting, at risk of institutionalization, homeless, or at risk of becoming homeless?*

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Applications & Certifications | Hi, Hannah ▾

6. Household Members

Housing Choice Voucher Application

Application Progress **38%**

*Denotes a required field

Household Members

Add each household member. Your household includes:

- Head of household
- Co-head of household
- Spouse
- Other adults who live with you (including students aged 18+)
- Children who live with you
- Live-in attendants
- Foster children/adults

Add Household Member

First Name	Last Name	Relationship	Age	Gender	Edit	Delete
Hannah	Thda	Head of Household	25	Female	Edit	Delete

Showing 1 to 1 of 1 entries

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Applications & Certifications | Hi, Hannah ▾

7. Annual Income

Housing Choice Voucher Application

Application Progress 46% 

*Denotes a required field

Annual Income

Enter the total annual income for everyone in your family.

Annual Income*

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8. Unit Accessibility

Housing Choice Voucher Application

Application Progress 54% 

*Denotes a required field

Unit Accessibility

Does any member of your household require unit accessibility accommodations? If none apply, select **None**.

Hearing Access
Mobility Access
Sight Access
None

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9. Special Circumstances

Housing Choice Voucher Application

Application Progress 62% 

*Denotes a required field

Special Circumstances

Are you currently displaced or homeless? If none apply, select **None**.

Displaced Definition: Displaced means a family in which each member, or whose sole member, is a person displaced by government action or a person whose dwelling has been extensively damaged or destroyed because of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws.

Displaced	<input type="checkbox"/>
Homeless	<input type="checkbox"/>
None	<input checked="" type="checkbox"/>

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Applications & Certifications | Hi, Hannah ▾

10. WL Preferences (With new verbiage)

Housing Choice Voucher Application

Application Progress 69% 

*Denotes a required field

Preferences

PLEASE READ BEFORE PROCEEDING.

If the Natural Disaster preference is claimed, supporting documentation will be required. Proof must demonstrate that the incident occurred within the past six (6) months or your preference will be denied.

If none of the preferences apply to you, click **Next**.

Select	Preferences	Description
<input type="checkbox"/>	Elderly or Disabled Families Preference	This preference may be selected if either condition is met: 1. If the applicant household contains a member who is 62 years of age or older OR 2. If HOH or spouse is disabled and receives Social Security, Social Security Disability, or SSI.
<input type="checkbox"/>	Natural Disaster Preference	If you have been involuntarily displaced from your primary residence due to a natural disaster (fire, flood, tornado, etc.), you may claim a Natural Disaster preference if ALL of the following conditions have been met: 1. You must not have secured permanent replacement housing at the time of the pre-application, 2. The displacement must have occurred within the state of Tennessee, 3. The displacement event must have occurred within the past six (6) months, AND 4. There must be major damage to your primary residence that makes it uninhabitable. Please note: this preference is not available for minor storm damage. Example: siding damage that is repairable and/or shingles blown off in a storm do not qualify because they do not make the home uninhabitable.

Search:

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Applications & Certifications | Hi, Hannah ▾

11. Waiting Lists

Housing Choice Voucher Application

Application Progress **77%**

*Denotes a required field

Waiting Lists

Select the waiting list(s) that you want to apply to.

Select	Waiting list	Description
<input type="checkbox"/>	THDA HCV Waiting List	Non-Elderly Disabled

Search:

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12. Final Review and Submission

Application

Language Selection
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*Denotes a required field

Final Review & Submission

Confirm the information you entered is correct. When you are ready to submit your application, accept the terms and conditions.

Qualification Questions	Household Members	Annual Income	Unit Accessibility	Special Circumstances
WL Preferences	Waiting Lists			

Do you, or anyone in your household, have a disability AND is the disabled member at least 18 years old and under 62 years old?*

Is the non-elderly disabled household member transitioning out of an institutional or other segregated setting, at risk of institutionalization, homeless, or at risk of becoming homeless?*

Terms and Conditions

I certify that the information provided is true and correct to the best of my knowledge. I understand that providing false information may disqualify me from receiving and/or losing assistance and could result in being charged with a felony.

I understand that any false or misleading information will result in the rejection of this application. All applications are conditional upon final review by the housing authority.

I understand that the Tennessee Housing Development Agency (THDA) is required under the federal regulations governing the Housing Choice Voucher Program to make certain determinations about my eligibility based on prior criminal history. Therefore, I authorize THDA to complete a criminal background screen through an external resident screening company.

I understand that the information THDA obtains will be used in the processing of my eligibility for the HCV Program.

I accept the above terms and conditions.

13. Application Submitted (with new verbiage)

The screenshot shows a web-based application interface for a "Housing Choice Voucher Application". The top navigation bar includes "Applications & Certifications" and a greeting "Hi, Hannah". The main content area displays the following information:

- Application Progress:** 100% (indicated by a blue progress bar).
- Note:** *Denotes a required field.
- Application Submitted:** A green header indicating the status.
- Message:** You will receive an email confirmation if your application has been submitted successfully. If you do not see it in your inbox, please check your spam or junk folder.
- Buttons:** "Download Application as PDF", "Back", and "Log Out".
- Left Sidebar:** A vertical menu with the following items: Language Selection, Welcome Page, Contact Information, Household Information, WL Preferences, Waiting Lists, Review & Submit, and Log Out.

End of instructions