



Ormond Beach Housing Authority
100 New Britain Avenue, Ormond Beach, FL 32174
(386) 677-2069 – FAX (386) 677-3545

INSTRUCTIONS FOR APPLYING FOR PUBLIC HOUSING RENTAL ASSISTANCE

IMPORTANT: READ EVERYTHING CAREFULLY BEFORE PROCEEDING WITH THE APPLICATION.

Note: One Adult and a child under 5 years old only qualifies for a one bedroom unit.

- Be sure to fill out all sheets completely and sign where requested.
- Attach COPIES of all birth certificates, social security cards and drivers licenses for all household members including yourself. We must be able to read copies. We DO NOT make copies for you. You must provide your own copies for us to keep in our files.
- All income from any source (wages, welfare payments, alimony, child support, social security, S.S.I., pension, etc.) MUST be reported on the application and will be verified.
- Check all paperwork carefully for required signatures and completeness before turning in the application. Any question left blank will result in delay in processing your application. Any questions not answered truthfully will result in your application being denied.
- When you application is completed, please drop it off at the Ormond Beach Housing Authority.
- Applications are **ONLY** accepted on the **2ND TUESDAY OF THE MONTH** between the hours of 8AM and 12PM Noon. THERE WILL BE NO EXCEPTIONS ALLOWED.
- We will retain a Public Housing waiting list by date and time of application. This is the time you signed in.
- You will be required to pay a security deposit as follows prior to move in: 1 Bedroom - \$200.00, 2 Bedroom - \$200.00, 3 Bedroom - \$300.00, 4 Bedroom - \$400.00

If you have any questions regarding these instructions, please contact us at (386)677-2069.

I have read and understand the above instructions:

Signature of Applicant & Date