

Shorten Your Wait Time with CDA Housing Preferences



Category 1: Disabled, Elderly, or Family

If your application includes minor children, shows you are 62 years of age or older, or you self-certify that you are a person with disabilities and currently receiving Social Security benefits you are automatically awarded this preference and you do not need to submit further written verification for this category



Category 2: City of Madison or Dane County Residency

Awarded to applicants who have a head, cohead, or spouse that lives, works, or goes to school in the City of Madison or Dane County. Applicants with the City preference are prioritized over applicants with the County preference. Documentation must include an address within the City or County. Submit **1** of the following accepted forms of verification:

- Copy of current signed lease (must be signed by landlord)
- Utility bill in your name
- Shelter verification letter
- Recent hotel or motel receipt clearly showing a City or County address
- Pay stub with employer address
- School registration records
- Social Service Agency Residency Verification Affidavit (CDA form found on CDA Website) completed by someone from a social service agency



**ONLY for
Section 8 Programs**

Category 3: Rent Burden, Homeless, or Victim of Domestic Violence

For Section 8 ONLY. Submit **1** of the following forms of verification:

- Self-certify that you are paying more than 50% of your gross monthly family income for rent and utility costs for at least 90 consecutive days (starting before being selected from the wait list). Income, rent, and utility payments will be verified at the time of full-application
- Written certification by a public or private facility providing homeless shelter
- Hotel/Motel receipt
- Social Service Agency Residency Verification Affidavit (CDA form found on CDA Website) completed by someone from a social service agency
- Relevant police report showing verification of domestic violence
- Report or written statement from a Social Worker, Medical Professional, or DAIS Worker



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Category 4: Involuntarily Displaced

Awarded ONLY to Section 8 applicants who have been forced to move from their home within the last 6 months due to a federally declared natural disaster (e.g. fire or flood) and currently not living in standard permanent replacement housing. Submit **1** of the following forms of verification:

- Verification from Red Cross or Federal Emergency Management Agency (FEMA)
- Certification from a unit or agency of government that you have been or will be displaced due to uninhabitability due to a federally declared natural disaster

Rules to Remember:

1. Preferences move an applicant ahead of all other applications that do not have a preference.
2. All applications with equal preferences are placed in order by their application date.
3. Preference verification must be **current**.
4. Only the Head of Household, Spouse, or Co-Head may qualify for a preference.
5. Obtaining a preference does not guarantee admission into any housing program.
6. Preferences may be awarded at the time of application, or at any time prior to admission.
7. All preferences must be re-verified by the CDA prior to admission to a housing program.

Find Forms on CDA Website:

<https://www.cityofmadison.com/dpced/housing/forms/476/>

Submit Preference Documents to CDA:**Online via Applicant Portal:**

<https://madisoncda.myhousing.com/Account/Login>

Mail:

P.O. Box 1785
Madison WI 53701

Fax:

608-264-9291

In Person:

Monday thru Thursday, 8 am – 4:30 pm
215 Martin Luther King, Jr., Blvd
Madison Municipal Building - Suite 161
Madison WI

Email:

housing@cityofmadison.com