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Guidance for Email Submittal of Section 8 PBV Pre-application

- **Only one pre-application may be submitted per email.** A single email submission that contains multiple pre-applications will be rejected in whole. If you represent a program or agency and anticipate submitting multiple applications, submit each individual application in its own email.
- **Applicants must complete both sides of application and provide all necessary signatures and initials for it to be considered.** CCC will accept a typed signature in the fillable pdf provided the applicant is fully involved in completing the application. Scanned “wet” signatures or digital certified signatures are preferred, but not a requirement. The Housing Office will make one attempt to contact applicants that submit an incomplete application- an incomplete application does not “hold” a spot on the waitlist in any way.
- **Pre-applications will only be accepted once the waitlist opens.** For example, if the waitlist opens at 8:00am, submitting an application that is received by CCC at 7:59am would result in the application not being accepted. It is the applicant’s responsibility to have the correct date, time and address and submit accordingly. Submit to cccsec&wait@ccconcern.org
- **Emailed applications are considered “received” based on when the email is received by CCC not when the email is sent.** CCC is not responsible for circumstances that would cause a lag in email submissions and can offer no exceptions for emails that arrive later than anticipated, regardless of reason.
- **Failure to receive or abide by this guidance will not result in an exception to our waitlist procedures.** Applications that are not submitted in accordance with direction above will not be considered, regardless of reason.

CCC Housing staff will randomize all applications received the first day the waitlist is open (whether email or physical copy) for placement on the waitlist, all applications received after the first day will be taken in order received. Only the first 300 applications received will be accepted- all others will be rejected and are not held for future waitlist openings or for other properties.

Staff cannot provide information on an applicant’s position on the waitlist. Applicants will be contacted by mail (and possibly text or email) when a vacancy becomes available and the applicant is next in line. Because many factors influence unit availability, staff cannot accurately estimate what the wait time will be for any single applicant.