

## WAITING LIST APPLICANT UPDATE FORM

This form must be completed by the head of household and/or spouse (if authorized) and returned if any changes occur while your name is on the waiting list. Changes may affect your placement on the waiting list.

HEAD OF HOUSEHOLD: \_\_\_\_\_ Social Security #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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### REPORT CHANGES IN RESIDENCY PREFERENCE

(Place an "X" before the statement that **now** applies):

**NOTE: ALL CHANGES MUST BE VERIFIED BEFORE PREFERENCE IS GIVEN**

Head/co-head of household lives within HRA's service area.

**DEFINITION:** applicant must be a resident of one of the following counties: Martin, Nicollet, Sibley, Waseca or Watonwan and lives in permanent housing. **Permanent housing DOES NOT include shelters, half way houses or any place that you are living or staying temporarily.**

Head/co-head of household works or is hired to work within HRA's service area.

**DEFINITION:** applicant works or is hired to work in one of the following counties: Martin, Nicollet, Sibley, Waseca or Watonwan.

Head/co-head of household attends school of higher-education (full-time) within HRA's service area.

**DEFINITION:** applicant must attend school full-time at a vocational school with a diploma or certificate program or an institution offering a college degree in one of the following counties: Martin, Nicollet, Sibley, Waseca or Watonwan.

If you are eligible for a Residency Preference, **YOU MUST PROVIDE PROOF**. Examples of documentation include: a driver's license, ID card, or copy of your lease agreement showing an address located in HRA's service area, current pay stubs for employment in HRA's service area, or record of full-time enrollment at a school in HRA's service area.

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\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

**Questions can be directed to Cari Sheeran at 507-345-1977 or 1-800-733-9564, extension 1.**

Please return this form to: South Central MN Multi-County HRA, Attn: Waiting List Updates, 360 Pierce Avenue, Suite 106, North Mankato MN 56003.

You can also FAX this update form to: 507-345-5908 or email form to: [scmmchra@hickorytech.net](mailto:scmmchra@hickorytech.net).

**Office Use Only:**

Date Received in office: \_\_\_\_\_

Date Updated: \_\_\_\_\_

Employee Signoff: \_\_\_\_\_