



# Norman Housing Authority

700 N. Berry Road

Norman, Oklahoma 73069

Phone (405) 329-0933

Fax (405) 573-0345

## Application Process for Public Housing

Applications submitted into the Public Housing office generally take between 2-4 weeks to process. It is imperative that you submit the correct contact information as all correspondents will be sent via mail. If your mailing address changes, please update that information with us. The Public Housing Waiting list will vary based upon the bedroom size and vacancy of our units; therefore, there is no exact time frame that we are able to give applicants to how long it will be before an applicant is housed with us.

If your application with Public Housing is APPROVED then you will go on the approved waiting list for the bedroom size your household is eligible for. Placement on the waiting list is based upon date and time of application submission; there are no preferences. Once a unit becomes available, an offer letter will be sent out to the top 3 applicants on the waiting list. The applicant that makes it into the Public Housing office first with the appropriate security deposit will secure the unit. You will only have 7 days from the date of the offer letter to respond, failure to respond within the 7-day time frame results in your application being dropped. If you are not the first qualified applicant to make it into the office with the security deposit, but you do respond within the required time frame then you will be placed back on the waiting list in the order in which you applied. Please note that an applicant will only be eligible to receive up to 3 offers to secure a unit; after that, you will have to re-apply.

### Security Deposit Amounts:

(Must be in the form of a money order or cashier's check)

Rose Rock Villa - \$150

1-Bedroom - \$200

2-Bedroom - \$250

3-Bedroom - \$300

4-Bedroom - \$350

Applications that are DENIED are eligible to request an informal hearing within the 7-day time frame. The denial letter will give you instructions on how to proceed with this request. Please know that if you do request a hearing, you must be able to prove that the reason(s) you were denied are incorrect. Request for informal hearings that are received after the 7-day time frame will not be accepted.

Please know that if you are being denied due to having an eviction in the last 5 years or if you've been charged with drug or violent charges within the last 5 years; excluding the use of marijuana which is 1 year, the Norman Housing Authority cannot overturn these denials unless you can show that these cases are dismissed. If you owe any landlord and/or previous housing agency, you must have your debt paid off in full before your application will be approved.

Applicants that are on the waiting list for more than 6 months will be sent an update letter and you will have up to 15 business days to respond otherwise your application will be dropped.

If you have any changes or questions during the applications process, you may contact the Public Housing Leasing & Resident Coordinator at 329-0933 ext. 309 or via email at [cfuentes@normanha.org](mailto:cfuentes@normanha.org).