



700 N. Berry Road, Norman, OK 73069  
Phone 405-329-0933 Fax 405-329-2542

"Affordable Housing...with Vision"

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## 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, we are unable to state how long the waiting list is.

If your application with Public Housing is APPROVED then you will go on the approved waiting list for the bedroom size your household qualifies 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 will result 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, 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 7-days from the date of the denial letter. The denial letter will give you instructions on how to proceed. 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.

If you are denied due to having an eviction in the last 5 years or if you have engaged in drug or violent related activities 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 evidence otherwise. 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.

If you have any changes or questions during the applications process, you may contact the Public Housing Leasing Coordinator at (405) 329-0933 ext. 309.