

Affordable Housing Lottery Applicant Education Guide

Please read carefully before and after you apply. This guide is designed to help you understand how lotteries work, what happens after you apply, and how to avoid common mistakes that can lead to disqualification.

1) What an Affordable Housing Lottery Is

An affordable housing lottery is a fair and transparent way to select households for a limited number of affordable apartments. Many people apply, but only a small number of units are available. A lottery drawing creates an ordered list of applicants (selected applicants and a waitlist).

2) Before You Apply: Key Things to Know

Eligibility is based on the specific lottery rules

Each property has its own requirements. These may include:

- Unit type (Studio / 1 Bedroom / 2 Bedroom)
- Maximum household size allowed for the unit
- Income requirements (minimum and maximum household income)
- Preferences (examples: residents of a certain city, veterans, Section 8 voucher holders)

Household income is combined

“Household income” generally refers to the combined gross income (before taxes) of all household members who will live in the apartment, as required by the program rules.

Always provide accurate information

If you enter incorrect information (especially income, household size, residency, or preference status), you may be disqualified later when documents are verified.

3) Submitting Your Application

After you apply

You will receive an email confirming that your application was received.

Avoid duplicate applications

Do not submit multiple applications for the same lottery. Duplicate submissions may lead to disqualification. Applications may be checked for duplicates using email address and phone number.

Use contact details you check regularly

Make sure your email address and phone number are correct. Many applicants miss important updates because they do not check email or their spam/junk folder.

4) After the Lottery Closes: What Happens Next

After the application deadline:

- Applications are reviewed for completeness
 - Applications are categorized based on the lottery rules (unit type and any preferences)
 - Duplicate applications are removed if found
 - Applicants may be contacted if critical clarification is needed
 - Applicants are assigned an application number (based on the process required for that lottery)
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5) Application Numbers and Lottery Drawing

Before the drawing, applicants will receive:

- Their application number
- The drawing date/time
- A Zoom link (if the drawing is held online)

Lottery results are typically shown using application numbers for transparency.

6) Winners, Waitlist, and Unit Filling

What it means if you are selected

If your application number is selected in the drawing, you may be contacted to provide documents for eligibility verification.

What “waitlist” means

If you are on the waitlist, you may still be contacted later if a selected household does not respond, does not qualify, or cannot provide required proof.

Important

Being selected does not automatically mean approval. Selection means you move to the verification stage. Final approval depends on your documents matching the information you provided on your application.

7) Document Verification (Very Important)

If you are selected (winner or waitlist being processed), you will be asked to provide proof documents. These documents are used to verify:

- Household income
- Household size (who will live in the unit)
- Residency (if a residency preference applies)
- Preferences (veteran status, Section 8 voucher status, etc., if claimed)
- Any other requirements specific to the property or housing program

If you cannot provide proof that matches your application, you may be disqualified and the process will move to the next person on the waitlist.

8) Common Reasons for Disqualification

Applicants may be disqualified if:

- Information entered does not match documents (income, household size, residency, preferences)
 - Required documents are missing or not provided by the deadline
 - Duplicate applications are submitted for the same lottery
 - Household size exceeds the maximum allowed for the unit type
 - Applicant does not respond after repeated contact attempts
 - Applicant does not meet eligibility rules required by the property/housing program
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9) Tips to Improve Your Chances

- Apply only if you meet the eligibility requirements for that unit type
 - Provide accurate and truthful information
 - Use a working email and phone number you check regularly
 - Respond quickly if you are contacted
 - Start gathering documents early (even before results are announced)
 - Keep your information consistent across all documents and your application
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10) What You Should Prepare in Advance (Suggested)

Different lotteries require different documents, but commonly requested items include:

- Photo ID
- Proof of current address (if residency preference applies)
- Income proof (pay stubs, benefits letters, tax documents, etc.)
- Household member documentation (as required)
- Section 8 voucher documentation (if applicable)
- Veteran documentation (if applicable)

If you have multiple documents, it is recommended to combine them into one PDF file where possible and label files clearly.

11) Communication and Updates

All major updates (confirmation, application number, drawing details, selection/next steps) are sent by email. Sometimes phone follow-ups may be used for selected applicants to complete verification faster.

Please check your email inbox and spam/junk folder regularly.

12) Final Note

Affordable housing lotteries receive many applications. The process is designed to be fair and transparent. The best thing you can do is submit accurate information, meet deadlines, and provide documents quickly if selected.

13) Free Application + Optional Membership Support (Call to Action)

Submitting an application is completely free. You do not need to pay to apply.

If you would like additional guidance and support, you may choose to subscribe to our optional membership. Membership can help you stay organized and prepared by providing educational resources, reminders, and assistance understanding the affordable housing lottery process.

Membership link: <https://coahpro.com/subscribe>

