



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

January 28, 2016

The Fairfax County Redevelopment and Housing Authority wishes to inform you that we are ready to interview you for the Housing Choice Voucher Program. Your interview appointment is scheduled for 10:30AM Monday, February 1, 2016 at 3700 Pender Drive, Fairfax, VA 22030.

Please call by 02/01/2016 to confirm the date of your scheduled interview. If you do not call by the date specified, it will be understood that you are no longer interested in receiving housing assistance; therefore your name will be removed from the waiting list.

To help us in processing your application, you are required to provide the following documentation at your interview:

- *Photo identification on all adult members (driver's license, state ID, student ID, etc.)*
- *Social Security Cards on all family members*
- *Birth Certificates, U.S. passport, military ID, or DD-214 form*
- *Original immigration documents for all family members*

*Failure to provide the above documentation will result in your interview being canceled.*

In order to expedite the eligibility process, please provide the following documentation concerning sources of income, assets and expenses:

- *Verification of Employment or Three (3) consecutive pay stubs*
- *Verification of Child Support*
- *Retirement Income/Pension*
- *Current tax statement if you own property*
- *Award letters of receipt of Social Security/SSI benefits*
- *Court ordered Child Support*
- *Public Assistance (i.e., food stamps, general relief (GR/TANF))*
- *Workman Compensation*
- *If self employed, bring in last two (2) years' of tax returns*
- *Current Checking and Saving bank statement*
- *Verification of Medical Expenses (Allowable only for households in which the head or Spouse is at least 62, or a person with disabilities)*
- *Any other income received by the family*

Department of Housing and Community Development

\*FFXMemo 698249

3700 Pender Drive, Suite 100

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[www.fairfaxcounty.gov/rha](http://www.fairfaxcounty.gov/rha)

All household members 18 years old and older **must** be present at the interview and must provide the requested documentation listed above.

We ask that you don't bring children to the interview. **If you fail to keep this interview appointment, your application will be removed from the waiting list.**

Sincerely,

Jon Miskell  
Housing Services Specialist  
Phone: (703) 246-5272  
FAX: (703) 653-1382

Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to matters within its jurisdiction.

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