

**Seattle Housing Authority**

# **Voucher List**

Apply anytime!



November 2023

# A new approach

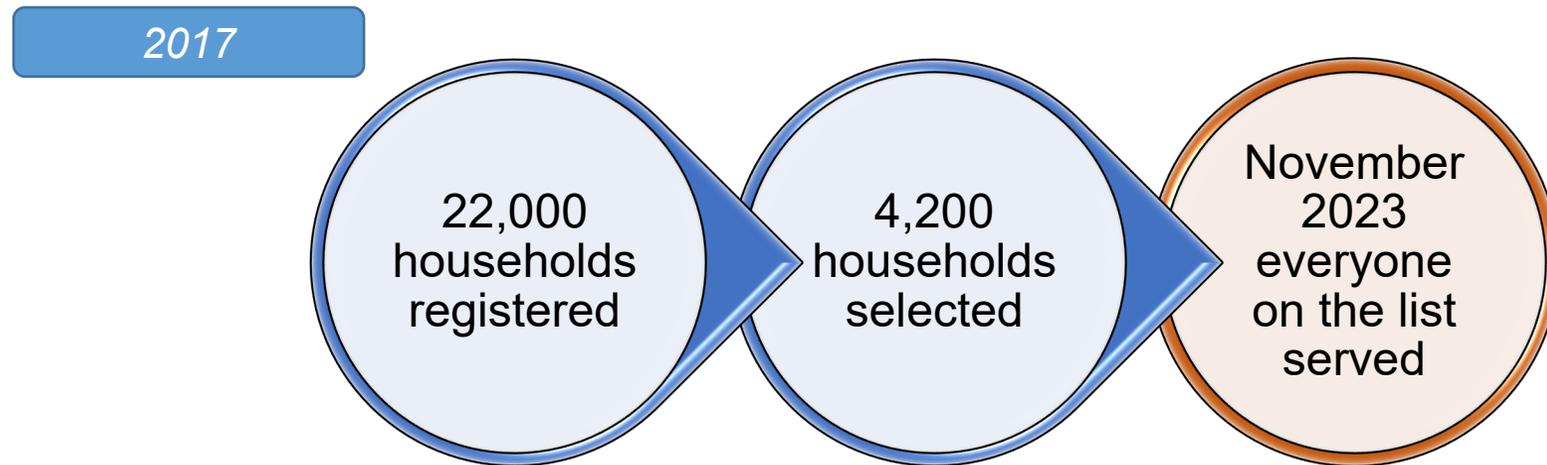
*Housing Choice Vouchers provide rental assistance for people with low incomes to rent from landlords throughout the Seattle rental market.*

*SHA is adopting a new process that allows families and individuals to apply anytime and have an equal chance at being drawn.*

*This new Housing Choice Voucher application process is separate from and does not impact other SHA application processes.*

# The past

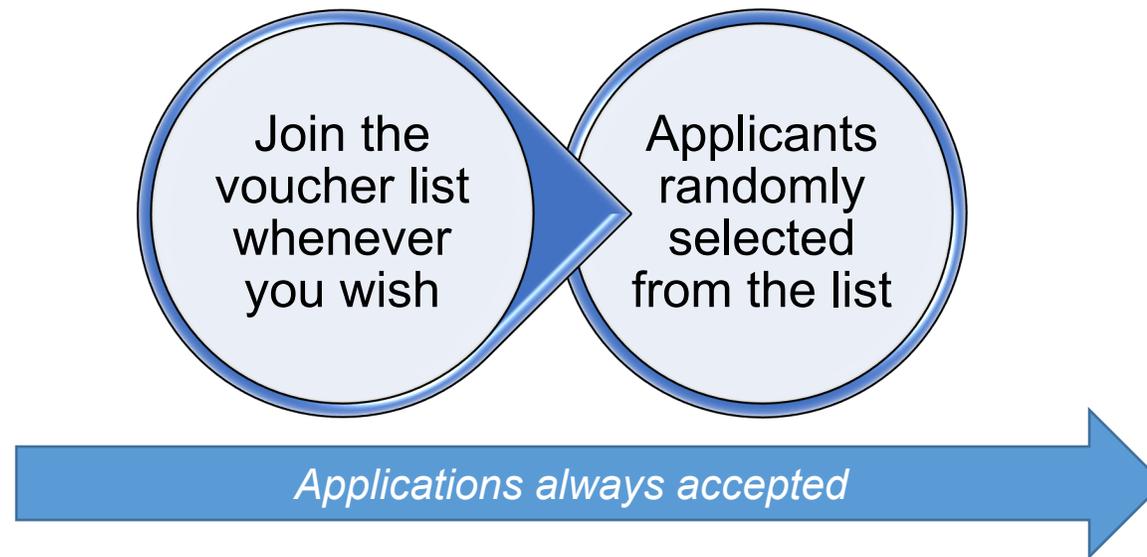
Registration was open for a few weeks every few years and a single random drawing was conducted to create a number-ordered waitlist for a set number of vouchers that would be issued over the next several years.

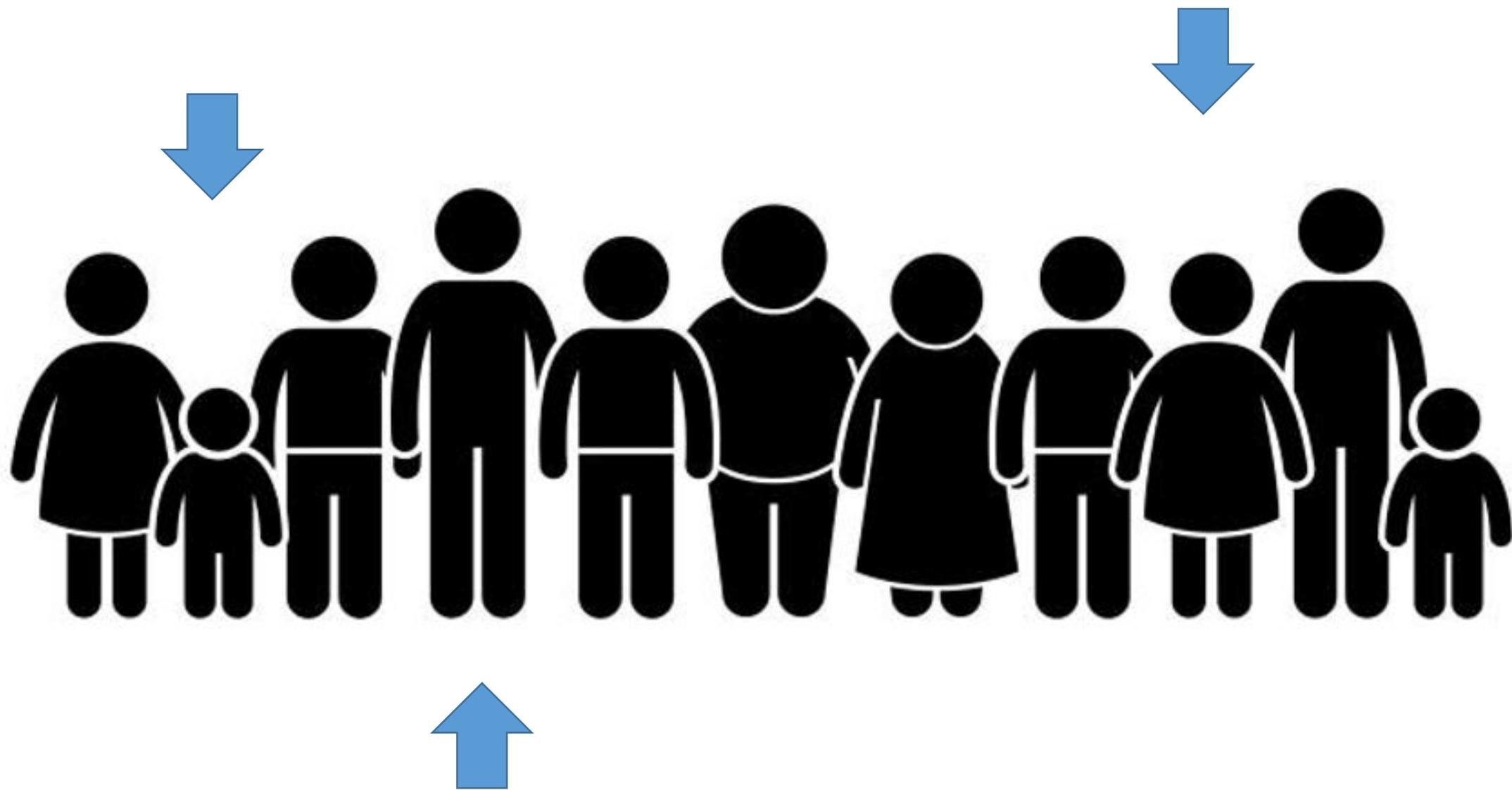




# The future

*As of January 17, 2024 application to the voucher list is ongoing.  
Applicants chosen at random whenever vouchers are available.  
Chance of being drawn is equal no matter when households apply.*







# The benefits

- ✓ The voucher list will not close – join any time.
- ✓ SHA will draw from the list whenever vouchers are available.
- ✓ If you're on the list you will always have a chance.

# Ways to Apply



SHA website

Information in multiple languages and answers to Frequently Asked Questions can be found at [seattlehousing.org](https://seattlehousing.org).



In-person assistance

Applicants who need assistance applying online, want a paper application, want to apply in person, need accommodation for a disability, or need translation or an interpreter can contact SHA's Housing Choice Voucher staff at 206.239.1674 or by email at [voucherlist@seattlehousing.org](mailto:voucherlist@seattlehousing.org).

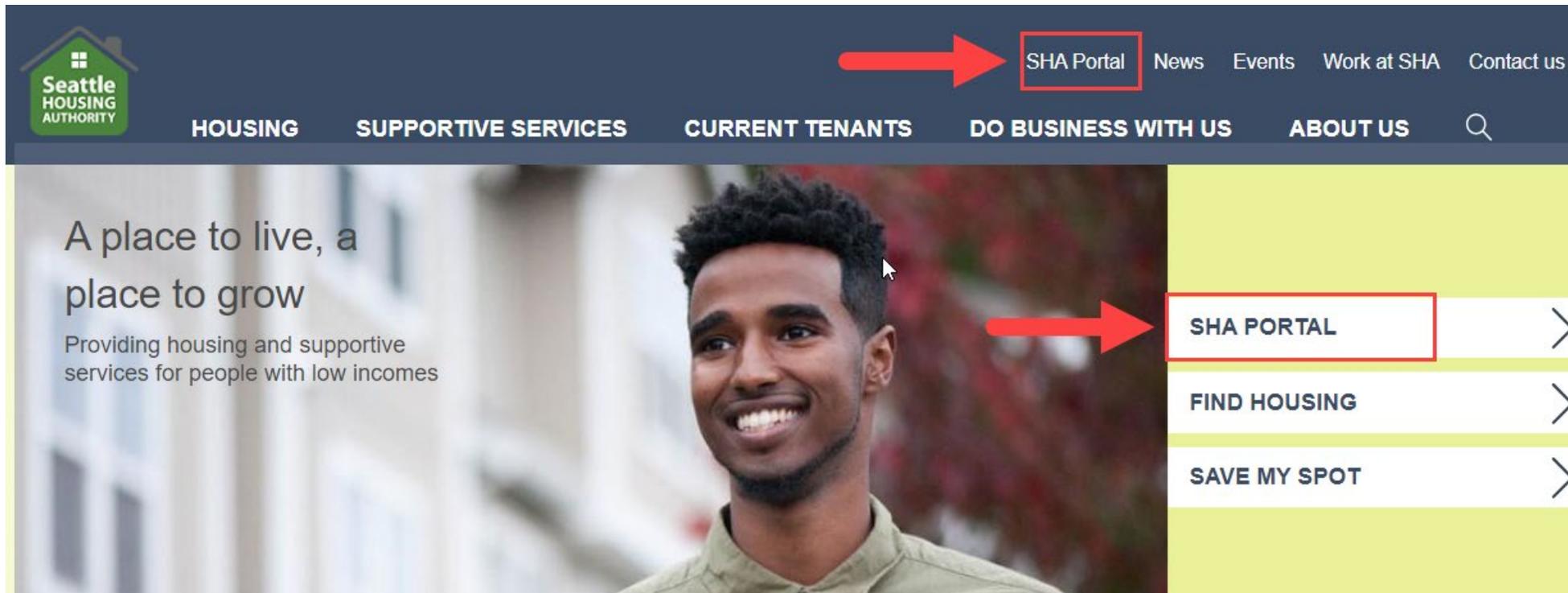


Phone assistance



# How to Register for the SHA Portal

1. Go to [seattlehousing.org](http://seattlehousing.org) and click on “SHA Portal”



# How to Register for the SHA Portal

## 2. Click on the SHA Portal Link

### SHA Portal

Already registered? [Log in](#)



### What is the SHA Portal?

The SHA Portal is a secure, convenient way for applicants, tenants (SHA residents and Housing Choice Voucher participants) and landlords to conduct business with the Seattle Housing Authority.

Applicants can use the SHA Portal to	Tenants can use the SHA Portal to	Landlords can use the SHA Portal to
<ul style="list-style-type: none"><li>• Update an existing application for SHA Housing</li><li>• Update contact information</li></ul> <p>New applicants, please visit our</p>	<ul style="list-style-type: none"><li>• Update contact information</li><li>• Report changes to household or income</li><li>• Submit annual recertification information</li></ul>	<ul style="list-style-type: none"><li>• Update contact information</li><li>• Manage property accounts</li><li>• Access 1099s</li><li>• Transact other business with SHA</li></ul>

# How to Register for the SHA Portal

3. Click on the Applicant Login button



# How to Register for the SHA Portal

4. Select “Click here to register”. New applicants should select “I do NOT have a registration code”.

SHA Portal Login

The image shows a screenshot of the SHA Portal Login page. On the left, there is a login form with the following elements: an "Email" input field, a "Password" input field, a "Forgot password?" link, a "Click here to register" link, and a "Login" button. A red arrow points from the "Click here to register" link to a registration selection area on the right. This area contains two radio buttons: "I have a registration code" and "I do NOT have a registration code". The "I do NOT have a registration code" radio button is circled in red.

# Save My Spot

- Applicants on the Voucher List must check-in monthly using Save My Spot, which lets SHA know that you still need a voucher.
- If you do not do this or if we are unable to contact you, we will remove you from the list.
- To check-in: go to the [seattlehousing.org](http://seattlehousing.org) and click Save My Spot, or call 206.256.7000 locally or 866.623.5111 toll-free nationally.

