

## Section 811 PRA Application Uploading Guidelines

Follow these guidelines when uploading to our secure server (<https://s811-files.tdhca.state.tx.us/>):

### New Applications

- Upload new applications as **one** pdf, all pages right side up. The application packet can always be downloaded by hitting 'Download Application Packet [here](#)) and includes the following, ideally in this order:
  - [Application](#)
  - [Property options form](#) (scroll to 'Property Options Forms by County' - please do not submit out of date forms)
  - [HUD 27061 H Race and Ethnic Reporting Form](#)
  - [HUD 9887 Fact Sheet/9887/9887 a](#)
  - [HUD 90102 Verification of Disability](#)
  - [HUD 92006 Supplement to Application for Federally Assisted Housing](#)
  - Proof of applicant age, SSN, and income (if applicable)
- Provide the documents below to the applicant as you meet to discuss the program and complete the application:
  - [EIV & You Brochure](#)
  - [HUD Fact Sheet "How Your Rent is Determined"](#)
  - [HUD Resident Rights and Responsibilities Brochure](#)
- Save new applications in the '!New Applications' folder under the name of your agency on the secure server. Once we have fully processed new applications, we create a separate folder for them under the name of the referral agent. **Applications uploaded directly under the referral agent's folder run the risk of being missed.**
  - Title new applications in this way: "First Name Last Name\_811app\_Number of People in Household\_Case Number (case number optional)", ie "**Jane Doe\_811app\_3 ppl\_012345**" or "**Jane Doe\_811app\_3 ppl**"
- **Incomplete applications and applications for only properties with closed waiting lists will be rejected.**

### Application Updates

- If an application needs an update, please upload the complete (updated) application to the '!Application Updates' Folder. This folder will always receive updates, no matter if wait lists are open or closed.
  - Title application updates in this way: "First Name Last Name\_811app update\_Date\_Case Number (case number optional)", ie "**Jane Doe\_811 app update\_12.09.19\_012345**" or "**Jane Doe\_811 app update\_12.09.19**"