Lincoln County Housing & Redevelopment Authority

Serving Lake Benton - Tyler - Hendricks - Arco - Verdi - Ivanhoe

402 N. Harold Street - PO Box 27 Ivanhoe, MN 56142 ph. 507-694-1552 – fax 507-694-1525



Dear Applicant,

Please find the enclosed Lincoln County HRA application packet. It is important that you read through the entire application packet and make certain all areas of the application are filled in. If something does not apply to you, please fill in "N/A". The application is not considered complete unless everything is filled in and it is signed and dated.

All available units are on a first-come-first-serve basis, provided guidelines are met.

You will be notified of acceptance/non-acceptance after your completed application has been received and reviewed.

If you should have any questions, please feel free to contact our office at 507-694-1552 or contact our Director of Housing Services, Gretchen, at 507-530-3040.

Respectively,

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Gretchen Tommeraasen Director of Housing Services Lincoln County HRA

Enclosed: Applicant checklist Application HUD form 9886; Authorization for the Release of Information/Privacy Act Notice HUD form 52675; Debts Owed to Public Housing Agencies and Terminations HUD form 92006; Supplement to Application for Federally Assisted Housing

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Rental application checklist

U	se this form as a tool to ensure application is complete. Incomplete applications delay assistance in processing.
	Please check the box on the left to confirm you have completed the following:
	I understand: If any information is reported <i>knowingly</i> incorrect, my application may be eliminated from the housing assistance process and I may face fraud charges. This is a legal document.
	If you have income from any sources such as Social Security, pensions, life insurance, investments, etc. you have provided a copy of the <u>most current statement for each source of income</u> . You can request copies of Social Security statements from your local Social Security office.
	Copy of the deed to any property is attached. To request a copy, please contact your County Recorder's Office.
	Your financial institution (bank) statements from the last three months.
	A copy of EACH family member's social security card is attached.
	A copy of EACH family member's (those who drive) drivers' license.
	Applicants who receive child support, a copy of either your bank statement or court order for child support is attached.
	All residents <u>over</u> the age of 18 residing in the home must sign the application form <u>AND</u> HUD 9886, Authorization for Release of Information.
	Please review the application to confirm you have provided:
	Complete mailing addresses of <u>all employers</u> for <u>all residents over the age of 18</u> who were employed at any time over the past 12 months. May be listed on the application or a separate worksheet.
	Complete mailing addresses of all sources of income, including Social Security, pensions, life insurance, investments, etc. for all residents over the age of 18.

If you need to mail original items to us, we will make copies and the originals will be sent back to you as quickly as possible. <u>Your help with this information will speed up the process of your application</u>.

Items can be mailed to:

Lincoln County HRA Attn: Gretchen Tommeraasen PO Box 27 Ivanhoe, MN 56142

Lincoln County Housing & Redevelopment Authority

Office Use Only

Date received:

Serving Lake Benton - Tyler - Hendricks - Arco - Verdi - Ivanhoe

Time:

By whom:

402 N. Harold Street - PO Box 27 Ivanhoe, MN 56142



ph. 507-694-1552 - fax 507-694-1525

PLEASE READ BEFORE YOU COMPLETE THE APPLICATION FOR HOUSING ASSISTANCE

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilitize our programs and services, please contact the housing authority!

- The application must be completed in the handwriting of the HEAD of HOUSEHOLD. Incomplete applications will not be processed.
- Persons with disabilities or persons who are limited in their ability to read, write, speak or understand English can seek assistance with the completion of the form at the housing agency office.
- Use the full legal name of each person listed on the application as it appears on their social security card.
- Please PRINT all answers.
- Answer all questions on the application form. Do not leave any questions blank. If a question does not apply • to you write N/A.
- All ves/no questions MUST be checked to indicate whether your response is "YES" or "NO".
- If there is not enough space to answer a particular question or to provide any additional explanation that • you want to make, please feel free to attach one or more pages to the application.
- The legal head of houshold and spouse/cohead (if any) must sign and date the application form. •
- Where indicated on this form, the questions apply to ALL members of the family listed on the application.
- The information that you provide on this application MUST by true and complete. It is a violation of federal • and state criminal law to make false statements on an application for housing assistance. If you do not understand a question please ask your housing representative.
- Be advised that the PHA will conduct criminal background checks and sex-offender registration checks on all adult household members, including live-in aides.

In order to qualify for Public Housing an applicant must:

- Be a family as defined in the Housing Agency's Admission and Continued Occupancy Policy (ACOP). A copy of the ACOP is either posted or available at the housing agency office.
- Meet the requirements on citizenship or immigration status. •
- Have an annual income at the time of admission that does not exceed the income limits. These income • limits are posted in the PHA office.
- Provide documentation of Social Security numbers for ALL family members or certify that they do not have • Social Security numbers.
- Pay any money owed to the PHA or any other housing authority.
- Not be subject to lifetime sex offender registration requirements. •
- Sign authorization forms so that the PHA can verify the various eligibility requirements. •
- Not have any household members who are engaged in any criminal activity that threatens the life, health, • safety, or right to peaceful enjoyment of the premises by other residents, and not have any household members who are engaged in any drug-related or violent criminal activity.
- Qualify as a suitable renter after the PHA conducts screening of prior rental history and financial • responsibility.

Americans With Disabilities Act

We need your help to ensure all of our programs, services, and activities are fully accessible to person with disabilities. If you encounter any type of barrier that prevents you from receiving the full benefit of our programs, services, or activities, please let us know.

PART A. INFORMATION ABOUT MEMBERS OF THE HOUSEHOLD

Head of Household/Person completing this form: _____

Address: ______ City/State/Zip______

_____ Email address: Phone:

List all persons age 18 or older (head/spouse/cohead regardless of age) who will be living in the home, beginning with the head of household. All boxes must be completed for each member. No one but those listed on this form may live in the unit.

NAME (First, Middle, Last)	RELATION TO HEAD	US CITIZEN Y/N	DISABLED Y/N	DATE OF BIRTH	SOCIAL SECURITY	Marital status
1.	HEAD					
2.						
3.						
4.						
5.						

CHILDREN 17 AND YOUNGER

List all children who will be living in the home, oldest to youngest.

NAME (First, Middle, Last)	RELATION TO HEAD	US CITIZEN Y/N	DISABLED Y/N	DATE OF BIRTH	SS # OR ALIEN #	SCHOOL NAME
1.						
2.						
3.						
4.						
5.						

RACE AND ETHNICITY OF HEAD OF HOUSEHOLD

Race: Check the	appropriate race. (More than one	category can be entered if applica	able.)
□White	🗆 Black/African American	□American Indian/Alas	kan Native
\Box Asian	□Native Hawaiian/Other Pacific	Islander	
Ethnicity: (Cheo	ck appropriate ethnicity)	□Hispanic or Latino	\Box Not Hispanic or Latino

Answer the following questions about <u>all</u> members of this household:

1.	Has any adult who will live in the l	home previously lived in another State other than Minnesota?	□Yes	\Box No
	If yes, which family member(s)?	State lived?		

- 2. Does anyone other than an adult who will live in the home share custody of any of the children listed? \Box Yes \Box No If yes, who? ____
- 3. Does anyone who will be living in the home have a divorce decree or court order as the result of a divorce or legal separation? \Box Yes \Box No If yes, who?_____

State lived?

- 4. Is anyone who will be living in the home expecting a child? \Box Yes \Box No If ves, who?
- 5. Is there anyone not listed on the application who is temporarily absent from the home? □Yes □No If yes, who? ____
- 6. Has anyone who will be living the home ever used another social security number other than the one listed on this application? 🗆 Yes 🗆 No If yes, who? _____
- 7. Has anyone who will be living in the home ever used another name, other than the one they are using now? \Box Yes \Box No If yes, who? ____
- 8. Is there anyone who will be living the home who is 18 or over <u>and</u> a full-time student? If yes, who? ____ \Box Yes \Box No
- 9. Does anyone in your household require any type of accommodations to fully utilize our programs and services? □Yes □No If yes, who? _____

		, addresses, telephone numbers, and email addresses of two relatives or	friends	who
	he area and generally know how to a			
1.	Address:	Phone: CityState Zip		
		CityStateZip		
2.	Contact Name:	Phone:		
	Address:	Phone: CityState Zip		
	Email address:			
		RESENT AND PREVIOUS HOUSING INFORMATION ndlord information. Then list all prior addresses for the past five (5) yea	rs.	
1.	Current Landlord:	Phone:		
	Address:	CityStateZip		
		How long a tenant?		
2.		Phone:		
		CityStateZip		
		How long a tenant?		
3.		Phone:		
5.		CityStateZip		
		State_State_Stat		
4				
4.		Phone:		
		CityStateZipHow long a tenant?		
			·	
1.	If yes, how many times? Plea	been arrested for any crime? ase explain. (Include when arrested, where, and the reason for the arr	est. Att	
2.		been convicted of any crime?	□Yes	□No
	If yes, how many times? What			
3.		to lifetime sex offender registration?		
	If yes, who?	In what State(s)?		
4.	Is any household member current	ly using illegal drugs? \Box Yes \Box No If yes, who?		
5.		been evicted from any type of housing?		
		or what reason.		
6.	\Box Yes \Box No If yes, explain.	se alcohol in a way that threatens the health, welfare, or safety of othe	r perso	ons?
7.	Has any household member been	treated or is currently in treatment for drug or alcohol abuse?	□Yes	
8.	Has any household member receiv	ved rental assistance in public housing or HCV?	□ Yes	No
2.		, Housing Agency Name		
		, Nousing Agency Name		
		, who was near or nousehold;		

PART D: INFORMATION ABOUT THE INCOME OF MEMBERS OF THE FAMILY

		(Income includes money or contributions from ANY and ALL sources paid to or on behalf of a family member	r.)
1.	Did	l you or any family member file a federal income tax return for the past year? \Box Yes	\Box No
		es, who?	
2.		you or any member(s) of the family receive any of the following or expect to receive any of the following de	uring
	the	next twelve (12) months?	
	\checkmark	Wages, salaries, tips, fees, or commissions from an employer? (full or part time) \Box Yes	□No
	\checkmark	Compensation for personal services? \Box Yes	
	\checkmark	Income from the operation of a business or profession? $\Box Yes$	□No
	\checkmark	Interest, dividends or other income from real or personal property? \Box Yes	\Box No
	\checkmark	Payments from social security? \Box Yes	\Box No
	\checkmark	Payments from annuities?	\Box No
	\checkmark	Payments from insurance policies?	\Box No
	\checkmark	Payments from retirement funds? \Box Yes	\Box No
	\checkmark	Payments from pensions?	□No
	\checkmark	Payments from disability benefits? \Box Yes	\Box No
	\checkmark	Payments from death benefits? \Box Yes	□No
	\checkmark	Lump sum payments for the delayed start of periodic payments? \Box Yes	□No
	\checkmark	Unemployment compensation?	□No
	\checkmark	Disability compensation?	□No
	\checkmark	Worker's compensation?	□No
	\checkmark	Severance pay? □Yes	□No
	\checkmark	Welfare assistance payments?	□No
	\checkmark	TANF payments?	□No
	\checkmark	Alimony payments?	□No
	\checkmark	Child support payments?	□No
	\checkmark	Regular contributions or gifts from anyone?	□No
	\checkmark	Money from self-employment?	□No
	\checkmark	Regular or special military pay?	□No
	\checkmark	Regular contributions from anyone?	
	\checkmark	Financial assistance to attend school?	□No

3. List the sources and amounts of ALL income, including child support, food support, and or TANF payments (money) expected for the coming twelve (12) months for all members from ANY and ALL sources.

Family Member Name	Income Source	Amount \$	Frequency (Circle one)
			Week Month Year

PART E: INFORMATION ABOUT THE ASSETS OF ALL MEMBERS OF THE FAMILY

(An **asset** is something of value that can be converted to cash.)

Savings account	? \Box Yes \Box N	lo Check	ting account? \Box Yes	□No
Certificate of dep	posit? □Yes □N	lo Mone	y market account? \Box Yes [□No
Family Memb	er Name	Bank Name	Account Number	r Balance
Do wow on one formiles ma			ll avrin a?	
Do you or any family me Stocks?		-	-	
	and)? □Yes □N		Funds? □Yes □No	
Pensions?	□Yes □N		dual Retirement Accounts?	
Inheritance?	□Yes □N		surance policies?	□Yes □No
• • • •	-	ent? □Yes □No		
Please explain any "Yes"			1	I
Family Memb	er Name	Type of Asset	Account Number	Value
	PART F: INFORM			

Does any family member have expenses for child care of a child 12 years or younger?..... □Yes □No If yes, complete the following:

Minor's Name		Care Provider		Amount Paid
	Name	Address	Phone Number	Monthly

- 2. Is any portion of these childcare expenses reimbursed from an outside agency or person? □Yes □No If yes, how much is reimbursed per month? \$_____
- 3. Do you pay a care attendant to provide care for a disabled family member so that an adult family member can work? (Could be the person with disabilities) □Yes □No If yes, complete the following:

	Amount Paid			
Name	Name Address Phone Number			

4. Are you paying for any type of equipment for a disabled family member that enables an adult family member to work? (Could be the person with disabilities) □Yes □No If yes, what is the monthly cost: \$_____

5. Indicate the dollar amount for your monthly living expenses as listed below:

Item	Monthly Amount Paid	Last Date Paid	Pay by Whom
Rent/Mortgage			
Electric			
Gas			
Water			
Telephone/Cell Phone			
TV Cable/Dish			
Internet			
Car Payment(s)			
Car Insurance			
Gas for Car			
Life Insurance			
Health Insurance			
Medicare			
Loan			
Rentals			
Furniture			
Food			
Credit Card(s)			

Medical Expenses (These questions ONLY apply if the head, spouse, or co-head is 62 years or older OR is disabled) Do you or any member of the famiy pay for any of the following items?

Medical insurance premiums?

□Yes □No

Long-term care insurance

□Yes □No □Yes □No

Out-of-pocket prescription expenses?

Other anticipated medical expenses?

Past due medical bills?

□Yes □No □Yes □No

Please list the type and amount of the medical expenses for all famly members that you anticipate paying over the next twelve (12) months.

Family Member Name	Type of Expense	Monthly Amount

Certification of the Applicant

I/We hereby certify that the unit applied for will be the household's permanent residence; that I/we will not maintain a separate subsidized rental unit in another location; that I/we must pay a security deposit for this unit and are responsible for any pet deposit for ONE PHA authorized pet; that my/our eligibility for housing will be based on income guidelines and tenant selection criteria; and that all information in this application is true to the best of my/our knowledge and I/we understand that false statements or information are punishable by law and will lead to the cancellation of this application or termination of tenancy after occupancy.

I/We hereby certify that all of the information I/we have provided on this application is true and complete. I/We understand that I/we am/are required to notify the housing authority in writing (within **5** days) if any member of the family moves out of the unit, and that I/we cannot permit anyone to move into my unit without prior approval of the housing authority. I/we understand that I/we must notify the housing authority in writing of any changes to the household due to birth, adoption, living arrangement, or court-awarded custody. I/we also understand that any person who attempts to obtain housing assistance or rent reduction by making false statements, by impersonation, by failure to disclose or intentionally concealing information, or any act of assistance to such attempt is a crime under Federal and State law.

WARNING: TITLE 18, SECTION 1001 OF THE UNITED STATES CODE STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES SHALL BE FINED NOT MORE THAN \$10,000 OR IMPRISONED FOR NOT MORE THAN FIVE YEARS OR BOTH.

SIGNATURE OF SPOUSE OR CO-HEAD

Certification of PHA Representative

I hereby certify by my signature that I have explained all questions on this application form and reviewed the answers provided with the head of household to ensure that these questions were fully understood and fully answered.

If application was mailed and received by PHA staff via postal mail or email, correspondence was made by the following PHA staff to the applicant to be certain all questions were fully understood and fully answered.

SIGNATURE OF PHA REPRESENTATIVE

Att: For HUD properties Cover letter 1 Applicant Checklist Attachments <u>for applicant signature</u>:

- Form HUD-9886 Authorization for Release of Information, Privacy Act
- Form HUD-52675 Debts Owed to Public Housing Agencies and Terminations
- Form HUD-92006 Supplement to Application for Federally-Assisted Housing
 MN Statute 12.97 Criminal Justice Data
- MN Statute 13.87 Criminal Justice Data

DATE

DATE

DATE

Authorization for the Release of Information/ **Privacy Act Notice**

to the U.S. Department of Housing and Urban Development (HUD) and the Housing Agency/Authority (HA)

(Full address, name of contact person, and date)

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

OMB CONTROL NUMBER: 2501-0014

exp. 07/31/2021

PHA requesting release of information; (Cross out space if none) IHA requesting release of information: (Cross out space if none) (Full address, name of contact person, and date)

Authority: Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1)HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

Purpose: In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

Uses of Information to be Obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. Private owners may not request or receive information authorized by this form.

Who Must Sign the Consent Form: Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

PHA-owned rental public housing Turnkey III Homeownership Opportunities Mutual Help Homeownership Opportunity Section 23 and 19(c) leased housing Section 23 Housing Assistance Payments HA-owned rental Indian housing Section 8 Rental Certificate Section 8 Rental Voucher Section 8 Moderate Rehabilitation

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

Sources of Information To Be Obtained

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self employment information and payments of retirement income as referenced at Section 6103(l)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted housing benefits.

Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HAs that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

This consent form expires 15 months after signed.

Signatures:

Head of Household	Date		
Social Security Number (if any) of Head of Household		Other Family Member over age 18	Date
Spouse	Date	Other Family Member over age 18	Date
Other Family Member over age 18	Date	Other Family Member over age 18	Date
Other Family Member over age 18	Date	Other Family Member over age 18	Date

Privacy Act Notice. Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

Penalties for Misusing this Consent:

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

Paperwork Reduction Notice: Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any recordkeeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 04/30/2023.

NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

What information about you and your tenancy does HUD collect from the PHA?

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

- 1. Amount of any balance you owe the PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
- 2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
- 3. Whether or not you have defaulted on a repayment agreement; and
- 4. Whether or not the PHA has obtained a judgment against you; and
- 5. Whether or not you have filed for bankruptcy; and
- 6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

2

Who will have access to the information collected?

This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

How will this information be used?

PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy.

How long is the debt owed and termination information maintained in EIV?

Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date or such other period consistent with State Law.

What are my rights?

In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

- 1. To have access to your records maintained by HUD, subject to 24 CFR Part 16.
- 2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
- 3. To have incorrect information in your record corrected upon written request.
- 4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
- 5. To have your record disclosed to a third party upon receipt of your written and signed request.

What do I do if I dispute the debt or termination information reported about me?

If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD's record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debt or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record.

Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

	Signature	Date
This Notice was provided by the below-listed PHA:	I hereby acknowledge that the PHA provided me with the <i>Debts Owed to PHAs & Termination N</i> otice:	

Signature

Printed Name

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:				
Mailing Address:				
Telephone No:	Cell Phone No:			
Name of Additional Contact Person or Organization	:			
Address:				
Telephone No:	Cell Phone No:			
E-Mail Address (if applicable):				
Relationship to Applicant:				
Reason for Contact: (Check all that apply)				
Emergency Unable to contact you Termination of rental assistance	Assist with Recertification P Change in lease terms Change in house rules	rocess		
 Eviction from unit Late payment of rent 	Other:			
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.				
Confidentiality Statement: The information provided on this applicant or applicable law.	form is confidential and will not be disc	losed to anyone except as permitted by the		
Legal Notification: Section 644 of the Housing and Commun requires each applicant for federally assisted housing to be off organization. By accepting the applicant's application, the hou requirements of 24 CFR section 5.105, including the prohibiti programs on the basis of race, color, religion, national origin, age discrimination under the Age Discrimination Act of 1975.	Fered the option of providing information using provider agrees to comply with the ons on discrimination in admission to or sex, disability, and familial status under t	regarding an additional contact person or non-discrimination and equal opportunity participation in federally assisted housing		
Check this box if you choose not to provide the conta	act information.			
Signature of Applicant		Date		

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing and maintained as confidential information. Providing the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.