

Personal Declaration Form

HOUSEHOLD COMPOSITION

Legal Name	Date of Birth	Age	Relationship to Head	Social Security #	Employed Circle One	Student Circle One
Head of Household 1)					Yes/No	Part-Time: Yes/No Full-Time: Yes/No
Other Household Member 2)					Yes/No	Part-Time: Yes/No Full-Time: Yes/No
Other Household Member 3)					Yes/No	Part-Time: Yes/No Full-Time: Yes/No
Other Household Member 4)					Yes/No	Part-Time: Yes/No Full-Time: Yes/No
Other Household Member 5)					Yes/No	Part-Time: Yes/No Full-Time: Yes/No
Other Household Member 6)					Yes/No	Part-Time: Yes/No Full-Time: Yes/No

SOURCE OF INCOME: Select all that apply

- | | |
|--|---|
| <input type="checkbox"/> No Income: YOU WILL NEED TO COMPLETE AN ADDITIONAL ZERO INCOME WORKSHEET | <input type="checkbox"/> SELF EMPLOYMENT |
| <input type="checkbox"/> EMPLOYMENT (Include tips, bonuses, commissions) | <input type="checkbox"/> SOCIAL SECURITY: circle (SSA, SSDI, SSI) |
| <input type="checkbox"/> UNEMPLOYMENT OR WORKERS COMPENSATION | <input type="checkbox"/> ALIMONY/PARTNER SUPPORT |
| <input type="checkbox"/> CHILD SUPPORT (<u>See Child Support Questions Below</u>) | <input type="checkbox"/> VETERAN'S BENEFITS |
| <input type="checkbox"/> PENSIONS OR ANNUITIES | <input type="checkbox"/> RENTAL /REAL ESTATE INCOME |
| <input type="checkbox"/> PUBLIC ASSISTANCE (APTD) OR
AID TO FAMILIES WITH DEPENDENT CHILDREN (TANF) | |
| <input type="checkbox"/> OTHER INCOME SOURCES/TYPES NOT LISTED _____ | |

Provide information for any check income source (On Page 2):

Type of Income	Company Name & Address of Income Source	Gross Amount Received	Frequency of Income: Weekly/Bi-Weekly/Monthly/Etc.	Person receiving income:
		\$		
		\$		
		\$		
		\$		
		\$		

CHILD SUPPORT: COMPLETE ONE SECTION FOR EACH CHILD IN YOUR HOUSEHOLD

Are there children under 18 in your household? Yes - If Yes complete below; No - If No Skip Section

1) Name of child: _____ Are you Receiving Child Support for this child? YES NO

Is there a court order? YES NO If Yes, What amount does the court order state? \$ _____

If No court order- please explain why there is no order: _____

What amount are you actually receiving: \$ _____ Per _____.

****If the amount actually received does not match the court order please explain what steps you have taken to collect the monies due to you:** _____

Is this child support paid directly to you? YES NO

Does your child support payment come from a state agency YES NO. If yes which state _____

2) Name of child: _____ Are you Receiving Child Support for this child? YES NO

Is there a court order? YES NO If Yes, What amount does the court order state? \$ _____

If No court order- please explain why there is no order: _____

What amount are you actually receiving: \$ _____ Per _____.

****If the amount actually received does not match the court order please explain what steps you have taken to collect the monies due to you:** _____

Is this child support paid directly to you? YES NO

Does your child support payment come from a state agency YES NO. If yes which state _____

3) Name of child: _____ Are you Receiving Child Support for this child? YES NO

Is there a court order? YES NO If Yes, What amount does the court order state? \$ _____

If No court order- please explain why there is no order: _____

What amount are you actually receiving: \$ _____ Per _____.

****If the amount actually received does not match the court order please explain what steps you have taken to collect the monies due to you: _____**

Is this child support paid directly to you? YES NO

Does your child support payment come from a state agency YES NO. If yes which state _____

4) Name of child: _____ Are you Receiving Child Support for this child? YES NO

Is there a court order? YES NO If Yes, What amount does the court order state? \$ _____

If No court order- please explain why there is no order: _____

What amount are you actually receiving: \$ _____ Per _____.

****If the amount actually received does not match the court order please explain what steps you have taken to collect the monies due to you: _____**

Is this child support paid directly to you? YES NO

Does your child support payment come from a state agency YES NO. If yes which state _____

MEDICAL EXPENSES: (Medical Expenses Applicable for eligible elderly/disabled households)

Do you have any medical expenses? Yes No

VERIFICATION OF PAID MEDICAL EXPENSES NEED TO BE SUBMITTED IN ORDER TO BE COUNTED.

Please Note: Over-The-Counter expenses you must submit a doctor's note stating all medications.

Please Note: One-year print is needed for any pharmacy/prescription expenses listed.

Type of Expense	Company Name & Address where expense if paid	Amount Paid	Frequency of Payment	Whose Expense is this?
		\$		
		\$		
		\$		
		\$		

CHILD CARE EXPENSES:

(Child Care Expenses Applicable for Family households for children ages 13 and below)

Please Note: Child Care Expense Verification needs to be completed by provider or person(s) to verify payments.

Child Attending	Child Age	Child Care Provider Name, Address & Phone Number	Amount Paid by you per week
			\$
			\$
			\$
			\$

ASSETS (Select all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> CHECKING ACCOUNT | <input type="checkbox"/> SAVING ACCOUNT | <input type="checkbox"/> DIRECT EXPRESS CARD |
| <input type="checkbox"/> CD OR MONEY MARKET ACCT | <input type="checkbox"/> STOCKS OR BOND | <input type="checkbox"/> IRA/401K/RETIRMENT ACCT |
| <input type="checkbox"/> WHOLE LIFE INSURANCE | <input type="checkbox"/> ANNUITY ACCT. | <input type="checkbox"/> REAL ESTATE/PROPERTY |
| <input type="checkbox"/> Any other Asset not listed | | |

NO ASSETS: Complete certification: I hereby certify to Zero Assets for all household members:

_____	_____
Head of Household Signature	Date
_____	_____
Other Adult Signature	Date

Provide information below for any above checked asset:

Asset Type	Balance or Value	Bank or Institute Name	Account #	Who holds the account?
	\$			
	\$			
	\$			
	\$			

STUDENT INFORMATION:

Is anyone over 18 in the household a full time student? Yes No Is anyone a part time student? Yes No

Name of Household Member _____ School they attend full time _____

Name of Household Member _____ School they attend full time _____

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS:

1) Do you anticipate any changes in the household composition over the next 12 months? If YES, please explain: _____ Yes No

2) Have you disposed of any assets within the past two (2) years? If yes, please state value and date disposed of: \$ _____ Date _____ Yes No

3) Have you obtained any assets within the past two (2) years? If yes, please state value and date you obtained it: \$ _____ Date _____ Yes No

4) Does anyone outside of your household pay your bills or give you money? If yes, please explain _____ Yes No

5) Do you receive any regular contributions, monetary or not? (Three times a year or more is regular) If yes, please explain _____ Yes No

6) Have you, or any adult member of your household, ever been arrested or convicted of a drug related crime or participated in a violent crime? If yes, please explain _____ Yes No

7) Are you, or any member of your Household, subject to a lifetime state sex Offender registration program in any state? If yes, which family member: _____ Yes No

CONTACT INFORMATION

Home/Cell Phone Number: _____

Contact Person Phone Number: _____

Email: _____

I do hereby swear and attest that all of the information on this form is true and correct. I understand that a misrepresentation of information or failure to disclose information requested on this form may disqualify me from consideration for admission or participation and may be grounds for termination of assistance.

*Please note that the information you have provided is subject to verification through computer matching with other federal agencies through HUD's **Enterprise Income Verification (EIV)** process. This will verify the accuracy of tenant reported income, including but not limited to wages, unemployment and Social Security

income. After verifications are completed the information will be submitted to the Department of Housing and Urban Development on Form HUD-50058/HUD-50059 (Tenant Data Summary), a computer-generated form.

I also understand that **ALL CHANGES** in income from any family member in my household is required be reported to **Somersworth Housing Authority within 10 business days of the occurrence.**

FRAUD- Withholding information from the Agency OR providing false information to this Agency.

1. Under Federal Law, FRAUD is punishable by fines up to \$10,000 and imprisonment for up to five years.
2. If a resident submits fraudulent information to this agency OR withholds relevant information from this agency, the resident will be charged back rent, face eviction or termination of subsidy proceedings, and will be turned in for prosecution for violating a federal law.
3. Tenants will be required to pay market rent- retroactively, if applicable.

Resident Acknowledgements:

By Signing below, I confirm:

1. That I have read the penalties for submitting fraudulent information above;
2. That I understand what fraud is;
3. That I understand the penalties for committing fraud

Signature of Head of Household

Date

Signature of Spouse/Co-Head/Other Adult

Date

Signature of Other Adult

Date

Somersworth Housing Authority

Central Office: 25 Bartlett Ave Suite A, Somersworth, N.H. 03878
Phone (603) 692-2864 Fax (603) 692-2877 TDD (800) 545-1833 Ext 113

Applicant/Resident Release and Consent Form

I (we), the undersigned, understand that in order to be considered eligible for housing assistance, the Somersworth Housing Authority will process an initial application and routine re-certifications (for residents) in which I (we) have provided all of the information that the U.S. Department of Housing and Urban Development (HUD) requires in determining both initial and, if a resident, ongoing housing assistance eligibility.

I (we) understand that the Somersworth Housing Authority may seek authorized information from the following, but not limited to, listed entities as they apply to the household (herein defined as the undersigned and any other listed household members) to meet HUD requirements and determine eligibility under HUD regulations/guidelines. Somersworth Housing Authority utilizes **Enterprise Income Verification Systems** and other computer matching programs to verify information relating to applicants and residents

- **Income Verification/Assets Verification**

Employment – Unemployment Benefits – Disability Benefits-Social Security Benefits
Bank Accounts; Investment Accts; Stocks; Bonds; Real Estate
Life Insurance (cash value only)
Child Support/Spousal/Partner Payments (Alimony)

- **Criminal History Record/Police Reports**

I/we authorize the release of my criminal record as well as any law enforcement reports involving myself &/or my residence & guests at my residence including but not limited to criminal arrests & convictions, documented complaints involving alcohol/illegal substance consumption, domestic violence/disputes, noise/nuisance complaints, & other violations of the law.

- **Division of Health and Human Services, local Welfare Agencies**

- **Health care providers/Medical Expenses/Medical Info if requesting Special Accommodations**

- **Landlords/Shelter/Transitional Housing/Public Housing Authority Agencies**

- **Childcare Providers**

- **SAVE – for non-citizen applicants**

By signing this consent form, I (we) certify that ALL the information provided as part of the application process and upon any recertification of housing assistance is true and accurate to the best of my (our) knowledge.

I (we) authorize the Somersworth Housing Authority to obtain all required information from any of the above sources regarding the undersigned or any member of the household.

I (we) understand that the Somersworth Housing Authority will keep all information on all household members in the highest confidence and only divulge this information where required by HUD and by law.

_____/_____
Signature of Head of Household / Print Name

Date

_____/_____
Spouse Signature / Print Name

Date

_____/_____
Other Household Member over 18/ Print name

Date

U.S. Department of Housing and Urban Development

Document Package for Applicant's/Tenant's Consent to the Release Of Information

This Package contains the following documents:

- 1. HUD-9887/A Fact Sheet describing the necessary verifications**
- 2. Form HUD-9887 (to be signed by the Applicant or Tenant)**
- 3. Form HUD-9887-A (to be signed by the Applicant or Tenant and Housing Owner)**
- 4. Relevant Verifications (to be signed by the Applicant or Tenant)**

Each household must receive a copy of the 9887/A Fact Sheet, form HUD-9887, and form HUD-9887-A.

Verification of Information Provided by Applicants and Tenants of Assisted Housing

What Verification Involves

To receive housing assistance, applicants and tenants who are at least 18 years of age and each family head, spouse, or co-head regardless of age must provide the owner or management agent (O/A) or public housing agency (PHA) with certain information specified by the U.S. Department of Housing and Urban Development (HUD).

To make sure that the assistance is used properly, Federal laws require that the information you provide be verified. This information is verified in two ways:

1. HUD, O/As, and PHAs may verify the information you provide by checking with the records kept by certain public agencies (e.g., Social Security Administration (SSA), State agency that keeps wage and unemployment compensation claim information, and the Department of Health and Human Services' (HHS) National Directory of New Hires (NDNH) database that stores wage, new hires, and unemployment compensation). HUD (only) may verify information covered in your tax returns from the U.S. Internal Revenue Service (IRS). You give your consent to the release of this information by signing form HUD-9887. Only HUD, O/As, and PHAs can receive information authorized by this form.
2. The O/A must verify the information that is used to determine your eligibility and the amount of rent you pay. You give your consent to the release of this information by signing the form HUD-9887, the form HUD-9887-A, and the individual verification and consent forms that apply to you. Federal laws limit the kinds of information the O/A can receive about you. The amount of income you receive helps to determine the amount of rent you will pay. The O/A will verify all of the sources of income that you report. There are certain allowances that reduce the income used in determining tenant rents.

Example: Mrs. Anderson is 62 years old. Her age qualifies her for a medical allowance. Her annual income will be adjusted because of this allowance. Because Mrs. Anderson's medical expenses will help determine the amount of rent she pays, the O/A is required to verify any medical expenses that she reports.

Example: Mr. Harris does not qualify for the medical allowance because he is not at least 62 years of age and he is not handicapped or disabled. Because he is not eligible for the medical allowance, the amount of his medical expenses does not change the amount of rent he pays. Therefore, the O/A cannot ask Mr. Harris anything about his medical expenses and cannot verify with a third party about any medical expenses he has.

Customer Protections

Information received by HUD is protected by the Federal Privacy Act. Information received by the O/A or the PHA is subject to State privacy laws. Employees of HUD, the O/A, and the PHA are subject to penalties for using these consent forms improperly. You do not have to sign the form HUD-9887, the form HUD-9887-A, or the individual verification consent forms when they are given to you at your certification or recertification interview. You may take them home with you to read or to discuss with a third party of your choice. The O/A will give you another date when you can return to sign these forms.

If you cannot read and/or sign a consent form due to a disability, the O/A shall make a reasonable accommodation in accordance with Section 504 of the Rehabilitation Act of 1973. Such accommodations may include: home visits when the applicant's or tenant's disability prevents him/her from coming to the office to complete the forms; the applicant or tenant authorizing another person to sign on his/her behalf; and for persons with visual impairments, accommodations may include providing the forms in large script or braille or providing readers.

If an adult member of your household, due to extenuating circumstances, is unable to sign the form HUD-9887 or the individual verification forms on time, the O/A may document the file as to the reason for the delay and the specific plans to obtain the proper signature as soon as possible.

The O/A must tell you, or a third party which you choose, of the findings made as a result of the O/A verifications authorized by your consent. The O/A must give you the opportunity to contest such findings in accordance with HUD Handbook 4350.3 Rev. 1. However, for information received under the form HUD-9887 or form HUD-9887-A, HUD, the O/A, or the PHA, may inform you of these findings.

O/As must keep tenant files in a location that ensures confidentiality. Any employee of the O/A who fails to keep tenant information confidential is subject to the enforcement provisions of the State Privacy Act and is subject to enforcement actions by HUD. Also, any applicant or tenant affected by negligent disclosure or improper use of information may bring civil action for damages, and seek other relief, as may be appropriate, against the employee.

HUD-9887/A requires the O/A to give each household a copy of the Fact Sheet, and forms HUD-9887, HUD-9887-A along with appropriate individual consent forms. The package you will receive will include the following documents:

1. **HUD-9887/A Fact Sheet:** Describes the requirement to verify information provided by individuals who apply for housing assistance. This fact sheet also describes consumer protections under the verification process.
2. **Form HUD-9887:** Allows the release of information between government agencies.
3. **Form HUD-9887-A:** Describes the requirement of third party verification along with consumer protections.
4. **Individual verification consents:** Used to verify the relevant information provided by applicants/tenants to determine their eligibility and level of benefits.

Consequences for Not Signing the Consent Forms

If you fail to sign the form HUD-9887, the form HUD-9887-A, or the individual verification forms, this may result in your assistance being denied (for applicants) or your assistance being terminated (for tenants). See further explanation on the forms HUD-9887 and 9887-A.

If you are an applicant and are denied assistance for this reason, the O/A must notify you of the reason for your rejection and give you an opportunity to appeal the decision.

If you are a tenant and your assistance is terminated for this reason, the O/A must follow the procedures set out in the Lease. This includes the opportunity for you to meet with the O/A.

Programs Covered by this Fact Sheet

- Rental Assistance Program (RAP)
- Rent Supplement
- Section 8 Housing Assistance Payments Programs (administered by the Office of Housing)
- Section 202
- Sections 202 and 811 PRAC
- Section 202/162 PAC
- Section 221(d)(3) Below Market Interest Rate
- Section 236
- HOPE 2 Home Ownership of Multifamily Units

O/As must give a copy of this HUD Fact Sheet to each household. See the Instructions on form HUD-9887-A.

Notice and Consent for the Release of Information

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner

to the U.S. Department of Housing and Urban Development (HUD) and to an Owner and Management Agent (O/A), and to a Public Housing Agency (PHA)

HUD Office requesting release of information (Owner should provide the full address of the HUD Field Office, Attention: Director, Multifamily Division.):	O/A requesting release of information (Owner should provide the full name and address of the Owner.):	PHA requesting release of information (Owner should provide the full name and address of the PHA and the title of the director or administrator. If there is no PHA Owner or PHA contract administrator for this project, mark an X through this entire box.):
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Notice To Tenant: Do not sign this form if the space above for organizations requesting release of information is left blank. You do not have to sign this form when it is given to you. You may take the form home with you to read or discuss with a third party of your choice and return to sign the consent on a date you have worked out with the housing owner/manager.

Authority: Section 217 of the Consolidated Appropriations Act of 2004 (Pub L. 108-199). This law is found at 42 U.S.C.653(J). This law authorizes HHS to disclose to the Department of Housing and Urban Development (HUD) information in the NDNH portion of the "Location and Collection System of Records" for the purposes of verifying employment and income of individuals participating in specified programs and, after removal of personal identifiers, to conduct analyses of the employment and income reporting of these individuals. Information may be disclosed by the Secretary of HUD to a private owner, a management agent, and a contract administrator in the administration of rental housing assistance.

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 you to sign a consent form authorizing: (1) HUD and the PHA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; and (2) HUD, O/A, and the PHA responsible for determining eligibility to verify salary and wage information pertinent to the applicant's or participant's eligibility or level of benefits; (3) HUD to request certain tax return information from the U.S. Social Security Administration (SSA) and the U.S. Internal Revenue Service (IRS).

Purpose: In signing this consent form, you are authorizing HUD, the above-named O/A, and the PHA to request income information from the government agencies listed on the form. HUD, the O/A, and the PHA need this information to verify your household's income to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD, the O/A, and the PHA may participate in computer matching programs with these sources to verify your eligibility and level of benefits. This form also authorizes HUD, the O/A, and the PHA to seek wage, new hire (W-4), and unemployment claim information from current or former employers to verify information obtained through computer matching.

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. The O/A and the PHA is also required to protect the income

information it obtains in accordance with any applicable State privacy law. After receiving the information covered by this notice of consent, HUD, the O/A, and the PHA may inform you that your eligibility for, or level of, assistance is uncertain and needs to be verified and nothing else.

HUD, O/A, and PHA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form.

Who Must Sign the Consent Form: Each member of your household who is at least 18 years of age and each family head, spouse or co-head, regardless of age, must sign the consent form at the initial certification and at each recertification. Additional signatures must be obtained from new adult members when they join the household or when 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:

Rental Assistance Program (RAP)

Rent Supplement

Section 8 Housing Assistance Payments Programs (administered by the Office of Housing)

Section 202; Sections 202 and 811 PRAC; Section 202/162 PAC Section 221(d)(3) Below Market Interest Rate

Section 236

HOPE 2 Homeownership of Multifamily Units

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of assistance or termination of assisted housing benefits. If an applicant is denied assistance for this reason, the owner must follow the notification procedures in Handbook 4350.3 Rev. 1. If a tenant is denied assistance for this reason, the owner or managing agent must follow the procedures set out in the lease.

Consent: I consent to allow HUD, the O/A, or the PHA to request and obtain income information from the federal and state agencies listed on the back of this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs.

Signatures:

Additional Signatures, if needed:

Head of Household

Date

Other Family Members 18 and Over

Date

Spouse

Date

Other Family Members 18 and Over

Date

Other Family Members 18 and Over

Date

Other Family Members 18 and Over

Date

Other Family Members 18 and Over

Date

Other Family Members 18 and Over

Date

Agencies To Provide Information

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

U.S. Social Security Administration (HUD only). This consent is limited to the wage and self employment information from your current form W-2.

National Directory of New Hires contained in the Department of Health and Human Services' system of records. This consent is limited to wages and unemployment compensation you have received during period(s) within the last 5 years when you have received assisted housing benefits.

U.S. Internal Revenue Service (HUD only). This consent is limited to information covered in your current tax return.

This consent is limited to the following information that may appear on your current tax return:

1099-S Statement for Recipients of Proceeds from Real Estate Transactions

1099-B Statement for Recipients of Proceeds from Real Estate Brokers and Barter Exchange Transactions

1099-A Information Return for Acquisition or Abandonment of Secured Property

1099-G Statement for Recipients of Certain Government Payments

1099-DIV Statement for Recipients of Dividends and Distributions

1099 INT Statement for Recipients of Interest Income

1099-MISC Statement for Recipients of Miscellaneous Income

1099-OID Statement for Recipients of Original Issue Discount

1099-PATR Statement for Recipients of Taxable Distributions Received from Cooperatives

1099-R Statement for Recipients of Retirement Plans W2-G

Statement of Gambling Winnings

1065-K1 Partners Share of Income, Credits, Deductions, etc.

1041-K1 Beneficiary's Share of Income, Credits, Deductions, etc.

1120S-K1 Shareholder's Share of Undistributed Taxable Income, Credits, Deductions, etc.

I understand that income information obtained from these sources will be used to verify information that I provide in determining initial or continued eligibility for assisted housing programs and the level of benefits.

No action can be taken to terminate, deny, suspend, or reduce the assistance your household receives based on information obtained about you under this consent until the HUD Office, Office of Inspector General (OIG) or the PHA (whichever is applicable) and the O/A have independently verified: 1) the amount of the income, wages, or unemployment compensation involved, 2) whether you actually have (or had) access to such income, wages, or benefits for your own use, and 3) the period or periods when, or with respect to which you actually received such income, wages, or benefits. A photocopy of the signed consent may be used to request a third party to verify any information received under this consent (e.g., employer).

HUD, the O/A, or the PHA shall inform you, or a third party which you designate, of the findings made on the basis of information verified under this consent and shall give you an opportunity to contest such findings in accordance with Handbook 4350.3 Rev. 1.

If a member of the household who is required to sign the consent form is unable to sign the form on time due to extenuating circumstances, the O/A may document the file as to the reason for the delay and the specific plans to obtain the proper signature as soon as possible.

This consent form expires 15 months after signed.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937, as amended (42 U.S.C. 1437 et. seq.); the Housing and Urban-Rural Recovery Act of 1983 (P.L. 98-181); the Housing and Community Development Technical Amendments of 1984 (P.L. 98-479); and by the Housing and Community Development Act of 1987 (42 U.S.C. 3543). The information is being collected by HUD to determine an applicant's eligibility, the recommended unit size, and the amount the tenant(s) must pay toward rent and utilities. HUD uses this information to assist in managing certain HUD properties, to protect the Government's financial interest, and to verify the accuracy of the information furnished. HUD, the owner or management agent (O/A), or a public housing agency (PHA) may conduct a computer match to verify 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. You must provide all of the information requested. Failure to provide any information may result in a delay or rejection of your eligibility approval.

Penalties for Misusing this Consent:

HUD, the O/A, and any PHA (or any employee of HUD, the O/A, or the PHA) 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 9887 is restricted to the purposes cited on the form HUD 9887. Any person who knowingly or willfully requests, obtains, or discloses any information under false pretenses concerning an applicant or tenant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or tenant 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 Owner or the PHA responsible for the unauthorized disclosure or improper use.

Applicant's/Tenant's Consent to the Release of Information

Verification by Owners of Information
Supplied by Individuals Who Apply for Housing Assistance

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner

Instructions to Owners

1. Give the documents listed below to the applicants/tenants to sign. Staple or clip them together in one package in the order listed.
 - a. The HUD-9887/A Fact Sheet.
 - b. Form HUD-9887.
 - c. Form HUD-9887-A.
 - d. Relevant verifications (HUD Handbook 4350.3 Rev. 1).
2. Verbally inform applicants and tenants that
 - a. They may take these forms home with them to read or to discuss with a third party of their choice and to return to sign them on a date they have worked out with you, and
 - b. If they have a disability that prevents them from reading and/or signing any consent, that you, the Owner, are required to provide reasonable accommodations.
3. Owners are required to give each household a copy of the HUD9887/A Fact Sheet, form HUD-9887, and form HUD-9887-A after obtaining the required applicants/tenants signature(s). Also, owners must give the applicants/tenants a copy of the signed individual verification forms upon their request.

Instructions to Applicants and Tenants

This Form HUD-9887-A contains customer information and protections concerning the HUD-required verifications that Owners must perform.

1. Read this material which explains:
 - HUD's requirements concerning the release of information, and
 - Other customer protections.
2. Sign on the last page that:
 - you have read this form, or
 - the Owner or a third party of your choice has explained it to you, and
 - you consent to the release of information for the purposes and uses described.

Authority for Requiring Applicant's/Tenant's Consent to the Release of Information

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. This law is found at 42 U.S.C. 3544.

In part, this law requires you to sign a consent form authorizing the Owner to request current or previous employers to verify salary and wage information pertinent to your eligibility or level of benefits.

In addition, HUD regulations (24 CFR 5.659, Family Information and Verification) require as a condition of receiving housing assistance that you must sign a HUD-approved release and consent authorizing any depository or private source of income to furnish such information that is necessary in determining your eligibility or level of benefits. This includes information that you have provided which will affect the amount of rent you pay. The information includes income and assets, such as salary, welfare benefits, and interest earned on savings accounts. They also include certain adjustments to your income, such as the allowances for dependents and for households whose heads or spouses are elderly handicapped, or disabled; and allowances for child care expenses, medical expenses, and handicap assistance expenses.

Purpose of Requiring Consent to the Release of Information

In signing this consent form, you are authorizing the Owner of the housing project to which you are applying for assistance to request information from a third party about you. HUD requires the housing owner to verify all of the information you provide that affects your eligibility and level of benefits to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct levels. Upon the request of the HUD office or the PHA (as Contract Administrator), the housing Owner may provide HUD or the PHA with the information you have submitted and the information the Owner receives under this consent.

Uses of Information to be Obtained

The individual listed on the verification form may request and receive the information requested by the verification, subject to the limitations of this form. HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. The Owner and the PHA are also required to protect the income information they obtain in accordance with any applicable state privacy law. Should the Owner receive information from a third party that is inconsistent with the information you have provided, the Owner is required to notify you in writing identifying the information believed to be incorrect. If this should occur, you will have the opportunity to meet with the Owner to discuss any discrepancies.

Who Must Sign the Consent Form

Each member of your household who is at least 18 years of age, and each family head, spouse or co-head, regardless of age must sign the relevant consent forms at the initial certification, at each recertification and at each interim certification, if applicable. In addition, when new adult members join the household and when members of the household become 18 years of age they must also sign the relevant consent forms.

Persons who apply for or receive assistance under the following programs must sign the relevant consent forms:

Rental Assistance Program (RAP)
Rent Supplement
Section 8 Housing Assistance Payments Programs (administered by the Office of Housing)
Section 202
Sections 202 and 811 PRAC
Section 202/162 PAC
Section 221(d)(3) Below Market Interest Rate
Section 236
HOPE 2 Home Ownership of Multifamily Units

Failure to Sign the Consent Form

Failure to sign any required consent form may result in the denial of assistance or termination of assisted housing benefits. If an applicant is denied assistance for this reason, the O/A must follow the notification procedures in Handbook 4350.3 Rev. 1. If a tenant is denied assistance for this reason, the O/A must follow the procedures set out in the lease.

Conditions

No action can be taken to terminate, deny, suspend or reduce the assistance your household receives based on information obtained about you under this consent until the O/A has independently 1) verified the information you have provided with respect to your eligibility and level of benefits and 2) with respect to income (including both earned and unearned income), the O/A has verified whether you actually have (or had) access to such income for your own use, and verified the period or periods when, or with respect to which you actually received such income, wages, or benefits.

A photocopy of the signed consent may be used to request the information authorized by your signature on the individual consent forms. This would occur if the O/A does not have another individual verification consent with an original signature and the O/A is required to send out another request for verification (for example, the third party fails to respond). If this happens, the O/A may attach a photocopy of this consent to a photocopy of the individual verification form that you sign. To avoid the use of photocopies, the O/A and the individual may agree to sign more than one consent for each type of verification that is needed. The O/A shall inform you, or a third party which you designate, of the findings made on the basis of information verified under this consent and shall give you an opportunity to contest such findings in accordance with Handbook 4350.3 Rev. 1.

The O/A must provide you with information obtained under this consent in accordance with State privacy laws.

If a member of the household who is required to sign the consent forms is unable to sign the required forms on time, due to extenuating circum-

stances, the O/A may document the file as to the reason for the delay and the specific plans to obtain the proper signature as soon as possible.

Individual consents to the release of information expire 15 months after they are signed. The O/A may use these individual consent forms during the 120 days preceding the certification period. The O/A may also use these forms during the certification period, but only in cases where the O/A receives information indicating that the information you have provided may be incorrect. Other uses are prohibited.

The O/A may not make inquiries into information that is older than 12 months unless he/she has received inconsistent information and has reason to believe that the information that you have supplied is incorrect. If this occurs, the O/A may obtain information within the last 5 years when you have received assistance.

I have read and understand this information on the purposes and uses of information that is verified and consent to the release of information for these purposes and uses.

Name of Applicant or Tenant (Print)

Signature of Applicant or Tenant & Date

I have read and understand the purpose of this consent and its uses and I understand that misuse of this consent can lead to personal penalties to me.

Name of Project Owner or his/her representative

Title

Signature & Date
cc:Applicant/Tenant
Owner file

Penalties for Misusing this Consent:

HUD, the O/A, and any PHA (or any employee of HUD, the O/A, or the PHA) 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 9887-A is restricted to the purposes cited on the form HUD 9887-A. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or tenant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or tenant 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 O/A or the PHA responsible for the unauthorized disclosure or improper use.

Somersworth Housing Authority

Central Office: 25 Bartlett Ave, Suite A, Somersworth, N.H. 03878
Phone (603)692-2864 / Fax (603)692-2877 / TDD (800)545-1833 Ext 113

PROJECT-BASED STUDENT QUESTIONNAIRE

Applicant/Resident: _____ Date: _____

- | | Yes | / | No |
|---|--------------------------|---|--------------------------|
| 1. Is anyone in the household a full time or part time student?
If you answered <u>YES</u> the owner agent is required to determine your eligibility as a student.
You may refer to the resident selection plan for additional information regarding student eligibility. Please complete the following questions: | <input type="checkbox"/> | | <input type="checkbox"/> |
| 2. Is the full/part time student married and filing a joint tax return? | <input type="checkbox"/> | | <input type="checkbox"/> |
| 3. Is the student enrolled in a job training program receiving assistance under the Job Training Partnership act? | <input type="checkbox"/> | | <input type="checkbox"/> |
| 4. Is the full/part time student a TANF recipient? | <input type="checkbox"/> | | <input type="checkbox"/> |
| 5. Is the full/part time student a single parent living with his/her Minor child who is not a dependant on another's tax return? | <input type="checkbox"/> | | <input type="checkbox"/> |

Exclusion:

For a student to be eligible independent of his or her parents (where the income of the parents is not relevant), the student must demonstrate the absence of, or his or her independence from, parents. At a minimum, all of the following criteria to be eligible for Section 8 assistance. The student must:

- Be of legal contract age under state law;
- Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, or, meet the U.S. Department of Education's definition of an independent student.
- Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
- Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.

Penalties for misusing this form:

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government, HUD, the PHA and any owner (or any employee of HUD, the PHA, 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 this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretense concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5000. 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 PHA or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (6) (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6) (7) and (8).

Print Name: _____

Signature: _____ Date: _____

EMERGENCY INFORMATION SHEET (please return to office completed)

NAME _____ DATE OF BIRTH _____
DEVELOPMENT/UNIT #: _____ TELEPHONE #: _____

NOTIFY IN EVENT OF AN EMERGENCY:

(Family member, sponsor, or person who would be most able to quickly and capably assist you.)

NAME _____ RELATIONSHIP _____
ADDRESS: _____ HOME PHONE _____
CITY: _____ NH: _____ BUSINESS PHONE _____

NAME _____ RELATIONSHIP _____
ADDRESS _____ HOME PHONE _____
CITY: _____ NH: _____ BUSINESS PHONE _____

**PLEASE SPECIFY NAMES OF PEOPLE YOU ARE AUTHORIZING THE SHA STAFF TO
ALLOW ENTRY INTO YOUR UNIT IN EVENT OF AN EMERGENCY OR DEATH.**

NAME _____ RELATIONSHIP _____
NAME _____ RELATIONSHIP _____

PLEASE RECORD BELOW ANY SPECIAL INFORMATION YOU WOULD LIKE KNOWN IN
THE EVENT OF AN EMERGENCY OR DEATH: _____

I UNDERSTAND, I AM RESPONSIBLE TO NOTIFY THE SHA SHOULD THERE BE ANY
CHANGES IN THE ABOVE INFORMATION.

Tenant's Signature

Date