# PUBLIC HOUSING APPLICATION INSTRUCTIONS



## Calera Housing Authority

1645 21st Ave.

P.O. Box 136

Calera, AL 35040

Office: (205)668-0783 FAX (205) 668-0784

## Montevallo Housing Authority

1204 Island Street

P.O. Box 13

Montevallo, AL 35115

Office: (205)665-7250 FAX (205)665-7210

WE WANT TO THANK YOU IN ADVANCE FOR CONSIDERING US TO BE A HOUSING PROVIDER FOR YOU.

OUR MISSION HERE AT THE HOUSING AUTHORITY IS TO PROVIDE DRUG-FREE, SAFE AND SANITARY

HOUSING FOR ELIGIBLE FAMILIES, TO PROVIDE OPPORTUNITIES AND TO PROMOTE SELF-SUFFICIENCY

AND ECONOMIC INDEPENDENCE FOR RESIDENTS.

## Important Information Please read the following carefully before completing the application form

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our program 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 type or print all answers using black or blue ink.
- Answer all questions on the application form. Do not leave any questions blank. If a question does not apply to you such as "What is your telephone number" and you do not have a telephone, write none.
- ♦ All yes/no questions must be checked to indicate whether your response is a "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 household and spouse/co head (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 be 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, sex-offender registration and rental history checks on all adult household members, including live-in-aides. In order to qualify for Public Housing an applicant must not be subject to lifetime sex offender registration requirements.
- ♦ 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 HUD requirements on citizenship or immigration status.
- Have an annual income at the time of admission that does not exceed the income limits established by HUD. These income limits are posted in the PHA's office.
- Provide documentation of Birth Certificates and Social Security Cards for all family members.
- Pay any money owed to the Housing Authority or any other Housing Authority, Subsidized Housing Dev. or Utility Co.
- 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.
- Quality as a suitable renter after the PHA conducts screening of prior rental history and financial responsibility.
- Provide a good name, address and telephone number to notify you if we need any additional information or to inform you of available housing. If we cannot get in contact with you at the numbers and addresses provided on the application, your application will be placed into inactive. Notify the PHA of any changes as soon as possible.

THE APPLICATION PROCESS TAKES APPROXIMATELY <u>TWO-FOUR WEEKS</u> TO COMPLETE. WE WILL CONTACT YOU BY MAIL OR PHONE IF WE NEED ANY ADDITIONAL INFORMATION. ONCE ALL THE INFORMATION IS PROVIDED TO DETERMINE YOUR ELIGIBILITY, YOU WILL BE PLACED ON THE WAITING LIST AND YOU WILL BE CONTACTED WHEN AN APARTMENT IS AVAILABLE

#### Americans With Disabilities Act

We need your help to ensure all of our programs, services and activities are fully accessible to persons 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.



## APPLYING FOR HUD HOUSING ASSISTANCE?

## THINK ABOUT THIS... IS FRAUD WORTH IT?

### Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- Evicted from your apartment or house.
- Required to repay all overpaid rental assistance you received.
- Fined up to \$10,000.
- Imprisoned for up to five years.
- Prohibited from receiving future assistance.
- Subject to State and local government penalties.

#### Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms <u>will</u> be checked. The local housing agency, HUD, or the Office of Inspector General <u>will</u> check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

### So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You <u>must</u> include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees: HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

### **Ask Questions**

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

### Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

### **Report Fraud**

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to <a href="https://hotline@hudoig.gov">Hotline@hudoig.gov</a>. You can write the Hotline at:



451 7th Street, SW

**HUD OIG Hotline, GFI** 

Washington, DC 20410

## APPLICATION FOR ADMISSION FOR PUBLIC HOUSING

## PERFERED PROJECT LOCATIONS () Calera () Montevallo

Name				Home Teleph	one:	e: Work Telephone		
Cell Phone				Email				
Address	Email City:				State _	Z	Zip	
Is the Head of Household: ( Asian Pacific Island () Oth	() White/Noner (specify	on-Mir	nority (	) Black () Ame	rican India	n/Alaskan Native ( )		
() Married () Single Spouse's Name if Divorced/	Separated _		5000	16.000	Spouse D	eceased () Separate	d	
Explain: Are you and all family mem	hers Ameri	can cit	izens?	V/N			Managara sana ara ara ara	
the you and an family mem	iocis Amen	can cn	IIZCIIS ?	1/11				
Next of Kin				Relationship		Talanhona N	umbor	
Next of Kin								
I. Family: List be	iow am pe	FI SUIIS	S WIIO	will live in th	e rental	unit while you're	Citize	orogram.
	Relatio						n of	Place of Birth
Name of Family Members	n to Head	Age	Sex M/F	Date of Birth	Disable d Y/N	Soc. Sec. # or Alien Reg. #	US Y/N	City or Countri only (Not USA
1							1,13	only (Not OSA)
2								
3								
4								
5								
6								
7								
8								
9								
10								

Household Member's Name	Name and A	Address of Employer	Hourly Rate
Supervisor's Name and Telephone Number			
Does the head or spouse work a minimum (s the head or spouse a full-time student?			
II(B). OTHER INCOME: <u>List income</u> Unemployment Comp., Interest, Bar Rental Property, Armed Forces Reser Lump Sum Payments, Severance Pay, Self-	by-Sitting, Alimony rves, Scholarships, a	7, Child Support, Annuiti and/or Grants, Insurance, I	es, Dividends, Income f
Household Member's Name	Source of Ot		
Does anyone outside of your household pay If yes, who, when, and for what		r expenses? □ Yes □ No	_
Are you entitled to or receive:   Child Support of the control of	oort 🗆 Alimony 🗆 Sci	nolarships     Food Stamps	
		and the second s	
II(C) ASSETS: List all checking and savings accounts of all	household members:		
Checking Accounts Bank Name		Acct No	Balance
Passbook Savings Bank Name		Acct No.	Balance
Certificates of Deposit, IRA's Keogh Account Credit Union Shares Credit Union Name Address		Acct NoAcct No	Amount_
Stocks, bonds, trusts, pensions or other asse	ets owned by househo	ld member (Value) \$ value?	
Jo you now own real estate			

## II(D). EXPENSES: (Handicapped, disabled, or elderly (over age 62) only) Is the head of household or spouse disabled or handicapped? \_\_\_\_\_ Are any other household members disabled or handicapped? \_\_\_\_Explain: \_\_\_\_ Please identify any special housing needs your household has: Are you receiving medical benefits? \_\_\_\_\_ Explain: \_\_\_\_ Are you receiving medical assistance through the Dept. of Human Resources? Do you pay for any medical hospitalization insurance? If paid by you, indicate amount of premium per month \$\_\_\_\_\_ Are you making payments on outstanding medical bills? \_\_\_\_\_Yearly amount paid by you \$\_\_\_\_ Do you take prescription drugs on a regular basis? \_\_\_\_\_\_Yearly amount paid by you \$ Do you anticipate any health care expenses for the next 12 months which are not covered by health insurance? If so, indicate amount of expense: III(A). FAMILY MENIBER/CHILD CARE: Do you pay for child care while a family member is working or attending school? If yes, give name, address and telephone number of providers: or Cost per month? Cost per week? Is any of the cost subsidized? \_\_\_\_\_\_ Amount \$\_\_\_\_\_ per week/month III(B). HOUSING CONDITIONS AND NEEDS: Have you been displaced by a declared disaster or by governmental action? Explain why you wish to move: Are you being displaced or evicted from your present place of residence? If yes, explain the circumstances: How long have you lived at the present address? \_\_\_\_\_Your monthly rent is \$\_\_\_\_\_

What utilities do you pay?

Name, address and phone number of current landlords	
Previous address	
Do you now live in federally subsidized housing?	
Have you ever lived in federally subsidized housing?	
Have you ever been assisted under the Section 8 program?Where?	
III(C) CREDIT REFERENCES: Company, Firm or Landlord	
Name Address	Telephone Number
Are you in Debtor's Court?Have you ever been in Debtor's Court?If so, give date _ Explain	
Have you ever filed for bankruptcy? If yes, tell when and outcome:	
Present Financial Obligations: Car note, Loan Payments, Furniture Payments, etc.	
Гуре Company Amount	Frequency

## IV(A). Criminal Background

l) Has anyone in your household been arrested or convident controlled substances (drugs)? □Yes □ No	cted for the felonious use, sale, manufacture or distribution of
If yes: Who? When? For What?	
2) Does anyone in your household currently use a configuration of the second of the se	9 9
	d or convicted of violent criminal activity? ☐ Yes ☐ No
IV(B). FEDERAL REQUIREMENTS AND THE POLICY (whose habits and reasonable practices may be expected to he environment.	
These habits and practices include the following:	
1) An applicant's past performance in meeting financial	obligations, especially rent.
<ol> <li>A record of disturbance of neighbors, destruction of which may be adversely affect the health, safety or</li> </ol>	f property, or living or housekeeping habits at prior residence welfare of other tenants.
<ol> <li>A history of criminal activity involving crimes of pl which would adversely affect the health, safety and</li> </ol>	hysical violence to persons or property or other criminal acts welfare of other tenants.
Application Update: It is the applicant's responsibility transferred to the inactive file.	y to update the application every 6 months or it will be
WARNING: Section 1001 of Title 18 of the U.S. Code makes it misrepresentation to any Department or Agency of the United St	
*** *** *** *** *** *** *** *** *** **	oplication are true and complete to the best of my knowledge and lontevallo Housing Authority in conjunction with my application. mation may result in punishment under Federal Law.
DATESIGNATURE OF HEAD OF HOUSE	SEHOLD
DATESIGNATURE OF CO-HEAD	
APPLICANT INTERVIEWED BY	DATE

### **DECLARATION OF CITIZENSHIP**

## I hereby declare, under penalty of perjury, that I am a citizen of the United States of America

Print Name	Signature
Head of Household	Date
Print Name	Signature
Spouse	Date
Print Name	Signature
Household member	Date
Print Name	Signature
Household member	Date
Print Name	Signature
Household member	Date
Print Name	Signature
Household member	Date
Print Name	Signature
Household member	Date
Print Name	Signature
Household member	Date
Witness	Date

## NOTE

\*For each adult, the adult must print their name and sign this form.

\* For each child, an adult member of the family residing in the assisted dwelling unit who is responsible for the child must print the child's name but sign their own adult name where it states signature.

This document will be filed in the head-of-household's file folder and serve as verification and evidence of declaration of U.S. Citizenship.

## CALERA/MONTEVALLO HOUSING AUTHORITY

P.O. BOX 136 CALERA, ALABAMA 35040 205-668-0783 FAX 205-668-0784

I, consent to allow Calera Housing Authority to request and obtain 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.

This consent form expires 15 months after signed.

®	Child Support
R	Food Stamps
R	Social Security Administration
®	Widows Pension
R	Veteran Administration
R	Alimony
®	Health Insurance Benefits/Medical Expenses
®	Credit References
®	Landlord Verification
®	Police Reports/Criminal Activity
®	AFDC/TANF
®	Child Care Expenses
®	Financial Institutions
	Family Member (18 years or older)  Family Member 18 years or older)
	Family Member 18 years or older)
Other X	Family Member 18 years or older)
Date	
Occup	ancy Specialist /Date

### CRIMINAL CHECK ACKNOWLEDGMENT

I, the undersigned, have been notified and do understand that the *Calera/Montevallo Housing Authority*, as part of the applicant screening Process for assisted housing, is authorized by the Housing Opportunity Program Extension Act of 1996 to order a criminal history report on me according to the Housing Authority's Criminal Screening Policy.

### I further understand that

- The check will be run first on my name, sex, race, date of birth and Social security number.
- I will be provided a copy of any report that is received.
- I will be given an opportunity to order a full FBI report with fingerprints, at no cost to me, if I do not agree with the report or if I believe the report is erroneous in any way.
- I will be afforded an opportunity for an informal hearing if I contest the report and I am rejected for housing assistance based on the report.
- The Housing Authority may choose to do a fingerprint check if they are not satisfied with the results of the first report.

(Adult Applicant Signature)	Date
(Adult Applicant Signature)	Date
(Adult Applicant Signature)	Date
(Adult Applicant Signature)	Date

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.

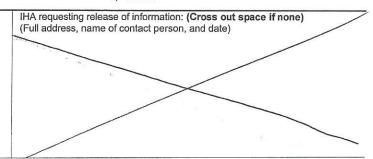
## Authorization for the Release of Information/ Privacy Act Notice

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

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

OMB CONTROL NUMBER: 2501-0014 exp. 1/31/2014

PHA 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 Rederal 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.