

Original App Date: _____

Original App Time: _____

STARK METROPOLITAN HOUSING AUTHORITY
APPLICATION FOR HOUSING ASSISTANCE
MUST BE FILLED OUT COMPLETELY

Applicant Name: _____ Phone #: _____

Current Mailing Address: _____ Cell Home Message

City, State, Zip code: _____

PERSONAL HISTORY

*ALL APPLICANTS 18 AND OLDER WILL NEED TO SIGN APPLICATION AND ALL RELEASE FORMS IN THIS PACKET.

	Household Member's First and Last Name (Please list only those that will be living in the assisted household)	Relationship to Head of Household	Sex	Birth Date	Social Security Number	Disability? Yes or No	Race	Hispanic? Yes or No
1		SELF						
2								
3								
4								
5								
6								
7								
8								

1. Is any household member required to register as a sex offender? Yes No
 2. If yes, are they subject to lifetime registration? Yes No
 3. Which household member(s) are subject to any registration requirement(s)? _____
 4. Are you currently pregnant? If yes, what is your due date (month and year)? _____
- *After your baby is born, you will need to add him/her to your application.

SUBSIDIZED RENTAL HISTORY

Have you ever lived in housing where rent was based on your income (subsidized housing)? Yes No

If yes, when? _____

Who was the landlord or Housing Authority? _____

What was your address? _____

If more than one, please list additional subsidized housing here:

When? _____

Who was the landlord or Housing Authority? _____

What was your address? _____

INCOME AND ASSET INFORMATION

Does any member of your household:

- Yes No Work?
- Yes No Work for someone who pays them cash?
- Yes No Now receive unemployment?
- Yes No Now receive worker's compensation?
- Yes No Now receive child support (includes sporadic payments)?
- Yes No Now receive alimony?
- Yes No Now receive cash benefits or OWF from Welfare?
- Yes No Now receive Social Security benefits or SSI? Disability Survivor/Widow
 Retirement Dependent of Disabled Adult
- Yes No Now receive any other pension or retirement income?
- Yes No Now receive regular contributions from organizations or from individuals not living with you?
- Yes No Now receive student financial aid to allow them to attend college?

INCOME

For every "Yes" checked above, list the following income details for all income for all household members:

Member Name	Source / Type of Income	Monthly Income

ADDITIONAL INFORMATION Will be used to help determine preferences you may qualify for

Yes No *Is head of household or spouse a person with disabilities?
 *If yes, do you need a change in the way we communicate with you, change in any rule, policy, services or procedure, or accessibility features that are necessary for your household to have equal access to, and enjoyment of, SMHA's housing program(s): _____

Military Service: Active Member Veteran Widow of Veteran No Service

*These questions are solely for the purpose of calculating total tenant payment and determining the family's need for an accessible unit.

PARTICIPANT CERTIFICATION

I/We certify that the information given to the **Stark Metropolitan Housing Authority** on household composition, income, net family assets, and rental history is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under Federal law. I/We also understand that false statements or information are grounds for denial of housing assistance and termination of tenancy/rental assistance.

Signature of Head of Household

Date

Signature of other adult household member

Date

Signature of other adult household member

Date

Signature of other adult household member

Date

***If you are a person with disabilities and require accommodations to access or fully utilize the program, you must make your request for accommodations in writing. If you need assistance completing this form, please let the Intake staff person that interviews you know of your need for assistance and we will gladly provide it to you.**

NOTE TO PARTICIPANTS: If you believe you have been discriminated against, you may call the Fair Housing and Equal Opportunity National Toll-free Hotline at (800) 669-9777.

APPLICATION IS NOT COMPLETE UNTIL ALL APPLICABLE RELEASE FORMS HAVE BEEN SIGNED.

UNIT OFFERS:

*You can receive one (1) offer of Public Housing. Once you have been offered one unit under the Public Housing program, you will be taken off the Public Housing waiting list.

- **If you miss an offer of housing due to not reporting an address change in a timely manner, you will be removed from the Public Housing wait list.**
- **Respond to all correspondence from SMHA.** Failure to respond will cause us to believe you are no longer in need of our services and will result in your name being removed from all waiting lists that you applied for.
- **If you applied for more than one program,** once you are housed, your name will remain on all other program's waiting lists that you applied for. You can submit a written request to be removed from the other program's waiting list if you do not want to remain on other program's waiting list. You must also make sure you submit your address change to the Intake Department (this will not be done for you by SMHA staff or the Post Office).

Stark Metropolitan Housing Authority
400 East Tuscarawas St; Canton, OH 44702
Phone: 330-454-8051
Relay: 1-800-750-0750
Fax: 330-754-1261 or 330-238-4782



Authorization to Release Criminal/Background Information

I, _____, hereby authorize the release to the Stark Metropolitan Housing Authority any information which they may request to determine suitability for SMHA Housing. Information may include, but is not limited to, records maintained by employers, landlords, banks, credit agencies, courts and police departments.

I hereby waive my privileges I may have to said information only to the extent necessary to permit the release of this information to the Stark Metropolitan Housing Authority.

SMHA is using a Federal Crime Computer to search your background. You may be required to return for fingerprinting.

You are responsible to reveal all criminal convictions. A criminal conviction is any offense where you served jail or prison time, were placed on probation, did community service and/or paid a fine. This includes any offense where you plead no contest, guilty or not guilty. You may also have a conviction even if you were never arrested or never given any jail time. If you are not certain, ask for clarification.

Have you ever been convicted for any of the following? (Answer YES or NO)

- 1) a DUI Yes No
- 2) a misdemeanor crime Yes No
- 3) a felony crime Yes No
- 4) a drug offense Yes No
- 5) classified as a sex offender Yes No

6) Have you ever lived in Public Housing, Section 8 housing or had a housing Voucher? Yes No

7) Have you ever been evicted from Public or terminated from Section 8/Voucher housing? Yes No

IF THE ANSWER IS YES TO ANY OF THE ABOVE QUESTIONS, YOU MUST COMPLETE THE FOLLOWING SECTION OF THIS FORM.

PLEASE BE SPECIFIC ON ALL CRIMINAL CONVICTIONS AS TO YEAR, CITY, COUNTY, AND STATE. If you are not sure what you were convicted of, please write "Not Sure." If you write "Not Sure," SMHA may request more information to complete this application.

Be sure to include any and all charges; even those not local to Stark County.

Convicted of: _____

Year: _____ City/State: _____

Convicted of: _____

Year: _____ City/State: _____

Convicted of: _____

Year: _____ City/State: _____

Convicted of: _____

Year: _____ City/State: _____

Convicted of: _____

Year: _____ City/State: _____

Convicted of: _____

Year: _____ City/State: _____

Previous subsidized housing address: _____
City/State: _____

Previous subsidized housing address: _____
City/State: _____

Have you ever lived anywhere outside of Stark County since you have been an adult? Yes No

If yes, where? City/State: _____

City/State: _____

City/State: _____

Please accept my signature on this document as evidence that I grant permission to your agency to release any and all records which may be in your possession concerning me to the Stark Metropolitan Housing Authority (SMHA), a political sub-division of THE STATE OF OHIO.* I voluntarily waive my right of privacy specifically to the Stark Metropolitan Housing Authority in accordance with Federal and State Statutes and waive any and all claims against you, your department, or any officers or employees which may arise out of your furnishing such record.

Any misrepresentation or false statement on a government application is a federal offense. If you fail to disclose any convictions, or misrepresent any information, you will be denied housing for falsification and/or fraud.

Signed

Date

SMHA Employee Requesting Report

* The Stark Metropolitan Housing Authority is a political sub-division of the State of Ohio and as such is mandated by Federal and State statutes to receive information regarding applicants or Federal Housing programs and is responsible for the safeguarding of this information in accordance with Title 28, USC and all applicable statutes and laws.

FOR SMHA OFFICE USE ONLY- Please print, using capital letters.			
Name: _____			
(Last)	(First)	(Middle)	
Social Security Number: _____	Date of Birth: _____ / _____ / _____		
Maiden Name: _____	Sex: _____	Race: _____	
Also Known As: _____			
Current Address: _____ City and State: _____			

.....
FOR SECURITY/INVESTIGATIONS OFFICE USE ONLY:

LEADS: Stark County CJIS: Other County CJIS: Tenant PI:



Stark Metropolitan Housing Authority

400 East Tuscarawas St.

Canton, OH 44702

PH: 330-454-8051

FX: 330-580-9000

Relay: 1-800-750-0750



Release of Information

By my signature below, I hereby authorize Stark Metropolitan Housing Authority to verify all information I have provided to the housing authority relating to my application for or participation in SMHA housing programs.

I understand and agree that this authorization and/or the information obtained with this authorization may be given to and used by the Department of Housing and Urban Development (HUD) in administering and enforcing program rules and policies.

I also authorize SMHA to share information with and obtain information from other Federal, State or Local agencies, individual(s) or professionals as deemed necessary in the provision of assisted housing and in administering and enforcing program rules and policies in accordance with HUD regulations.

**Current/Previous Landlords
Medical/Prescription Expenses
Law Enforcement Agencies
Banks & Financial Institutions
Welfare Agencies, Social Offices**

**Courts & Post Offices
Schools & Colleges
Utility Companies
Creditors & Credit Bureaus
Veterans' Affairs & Offices**

I understand that this authorization cannot be used to obtain information about me that is not pertinent to my eligibility for and continued participation in any subsidized housing program that SMHA administers and that I am applying for or participating in.

I agree that a photocopy of this authorization may be used for the above-stated purposes. The original of this authorization is on file with Stark Metropolitan Housing Authority.

Head of Household

Date

Applicant/Participant

Date

Applicant/Participant

Date

Applicant/Participant

Date

SMHA Representative

Date

This authorization is valid for a period of 15 months from the date of signature

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)

STARK METROPOLITAN HOUSING AUTHORITY
400 E TUSCARAWAS ST
CANTON OHIO 44702

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(1)(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.



STARK METROPOLITAN HOUSING AUTHORITY

400 East Tuscarawas Street Canton, Ohio 44702-1131

Phone: (330) 454-8051 Fax: (330) 454-8065 Relay 1-800-750-0750 Web: www.starkmha.org

Start with your present address and complete this form **in its entirety** for all of the places you have lived in the last 3 years.

Current Address: _____
City, State, Zip: _____
Landlord Name: _____
Landlord Address: _____
City, State, Zip: _____
Move in and Move out dates: _____

Previous Address: _____
City, State, Zip: _____
Landlord Name: _____
Landlord Address: _____
City, State, Zip: _____
Move in and Move out dates: _____

Previous Address: _____
City, State, Zip: _____
Landlord Name: _____
Landlord Address: _____
City, State, Zip: _____
Move in and Move out dates: _____

Previous Address: _____
City, State, Zip: _____
Landlord Name: _____
Landlord Address: _____
City, State, Zip: _____
Move in and Move out dates: _____

Previous Address: _____
City, State, Zip: _____
Landlord Name: _____
Landlord Address: _____
City, State, Zip: _____
Move in and Move out dates: _____

Mission Statement

The Stark Metropolitan Housing Authority provides eligible residents of Stark County with quality, affordable housing in decent, safe, and nourishing neighborhoods. By working in partnership with the public and private sectors, the SMHA provides families with housing choice and opportunity to achieve self-sufficiency.





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 08/31/2016.

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.

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.

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.

This Notice was provided by the below-listed PHA:

I hereby acknowledge that the PHA provided me with the
Debts Owed to PHAs & Termination Notice:

Signature

Date

Printed Name

Optional and Supplemental 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.

Check this box if you choose not to provide the contact information.

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)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
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 form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Signature of Applicant

Date

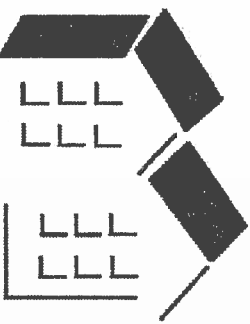
The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, 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 any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during 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 is basic to the operations 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.



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing (PIH)



RHIP

RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT

What You Should Know About EIV

A Guide for Applicants & Tenants of Public Housing & Section 8 Programs

What is EIV?

The Enterprise Income Verification (EIV) system is a web-based computer system that contains employment and income information of individuals who participate in HUD rental assistance programs. All Public Housing Agencies (PHAs) are required to use HUD's EIV system.

What information is in EIV and where does it come from?

HUD obtains information about you from your local PHA, the Social Security Administration (SSA), and U.S. Department of Health and Human Services (HHS).

HHS provides HUD with wage and employment information as reported by employers; and unemployment compensation information as reported by the State Workforce Agency (SWA).

SSA provides HUD with death, Social Security (SS) and Supplemental Security Income (SSI) information.

What is the EIV information used for?

Primarily, the information is used by PHAs (and management agents hired by PHAs) for the following purposes to:

1. Confirm your name, date of birth (DOB), and Social Security Number (SSN) with SSA.
2. Verify your reported income sources and amounts.
3. Confirm your participation in only one HUD rental assistance program.
4. Confirm if you owe an outstanding debt to any PHA.
5. Confirm any negative status if you moved out of a subsidized unit (in the past) under the Public Housing or Section 8 program.
6. Follow up with you, other adult household members, or your listed emergency contact regarding deceased household members.

EIV will alert your PHA if you or anyone in your household has used a false SSN, failed to report complete and accurate income information, or is receiving rental assistance at another address. **Remember, you may receive rental assistance at only one home!**

EIV will also alert PHAs if you owe an outstanding debt to any PHA (in any state or U.S. territory) and any negative status when you voluntarily or involuntarily moved out of a subsidized unit under the Public Housing or Section 8 program. This information is used to determine your eligibility for rental assistance at the time of application.

The information in EIV is also used by HUD, HUD's Office of Inspector General (OIG), and auditors to ensure that your family and PHAs comply with HUD rules.

Overall, the purpose of EIV is to identify and prevent fraud within HUD rental assistance programs, so that limited taxpayer's dollars can assist as many eligible families as possible. EIV will help to improve the integrity of HUD rental assistance programs.

Is my consent required in order for information to be obtained about me?

Yes, your consent is required in order for HUD or the PHA to obtain information about you. By law, you are required to sign one or more consent forms. When you sign a form HUD-9886 (*Federal Privacy Act Notice and Authorization for Release of Information*) or a PHA consent form (which meets HUD standards), you are giving HUD and the PHA your consent for them to obtain information about you for the purpose of determining your eligibility and amount of rental assistance. The information collected about you will be used only to determine your eligibility for the program, unless you consent in writing to authorize additional uses of the information by the PHA.

Note: *If you or any of your adult household members refuse to sign a consent form, your request for initial or continued rental assistance may be denied. You may also be terminated from the HUD rental assistance program.*

What are my responsibilities?

As a tenant (participant) of a HUD rental assistance program, you and each adult household member must disclose complete and accurate information to the PHA, including full name, SSN, and DOB; income information; and certify that your reported household composition (household members), income, and expense information is true to the best of your knowledge.

Remember, you must notify your PHA if a household member dies or moves out. You must also obtain the PHA's approval to allow additional family members or friends to move in your home prior to them moving in.

What are the penalties for providing false information?

Knowingly providing false, inaccurate, or incomplete information is **FRAUD** and a **CRIME**.

If you commit fraud, you and your family may be subject to any of the following penalties:

1. Eviction
2. Termination of assistance
3. Repayment of rent that you should have paid had you reported your income correctly
4. Prohibited from receiving future rental assistance for a period of up to 10 years
5. Prosecution by the local, state, or Federal prosecutor, which may result in you being fined up to \$10,000 and/or serving time in jail.

Protect yourself by following HUD reporting requirements. When completing applications and reexaminations, you must include all sources of income you or any member of your household receives.

If you have any questions on whether money received should be counted as income or how your rent is determined, **ask your PHA**. When changes occur in your household income, **contact your PHA immediately** to determine if this will affect your rental assistance.

What do I do if the EIV information is incorrect?

Sometimes the source of EIV information may make an error when submitting or reporting information about you. If you do not agree with the EIV information, let your PHA know.

If necessary, your PHA will contact the source of the information directly to verify disputed income information. Below are the procedures you and the PHA should follow regarding incorrect EIV information.

Debts owed to PHAs and termination information reported in EIV originates from the PHA who provided you assistance in the past. If you dispute this information, contact your former PHA directly in writing to dispute this information and provide any documentation that supports your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV.

Employment and wage information reported in EIV originates from the employer. If you dispute this information, contact the employer in writing to dispute **and** request correction of the disputed employment and/or wage information. Provide your PHA with a copy of the letter that you sent to the employer. If you are unable to get the employer to correct the information, you should contact the SWA for assistance.

Unemployment benefit information reported in EIV originates from the SWA. If you dispute this information, contact the SWA in writing to dispute **and** request correction of the disputed unemployment benefit information. Provide your PHA with a copy of the letter that you sent to the SWA.

Death, SS and SSI benefit information reported in EIV originates from the SSA. If you dispute this information, contact the SSA at (800) 772-1213, or visit their website at: www.socialsecurity.gov. You may need to visit your local SSA office to have disputed death information corrected.

Additional Verification. The PHA, with your consent, may submit a third party verification form to the provider (or reporter) of your income for completion and submission to the PHA.

You may also provide the PHA with third party documents (i.e. pay stubs, benefit award letters, bank statements, etc.) which you may have in your possession.

Identity Theft. Unknown EIV information to you can be a sign of identity theft. Sometimes someone else may use your SSN, either on purpose or by accident. So, if you suspect someone is using your SSN, you should check your Social Security records to ensure your income is calculated correctly (call SSA at (800) 772-1213); file an identity theft complaint with your local police department or the Federal Trade Commission (call FTC at (877) 438-4338, or you may visit their website at: <http://www.ftc.gov>). Provide your PHA with a copy of your identity theft complaint.

Where can I obtain more information on EIV and the income verification process?

Your PHA can provide you with additional information on EIV and the income verification process. You may also read more about EIV and the income verification process on HUD's Public and Indian Housing EIV web pages at: <http://www.hud.gov/offices/dhpcra/ra/psph/indiv/cfm>.

The information in this Guide pertains to applicants and participants (tenants) of the following HUD-PH rental assistance programs:

1. Public Housing (24 CFR 960); and
2. Section 8 Housing Choice Voucher (HCV), (24 CFR 982); and
3. Section 8 Moderate Rehabilitation (24 CFR 882); and
4. Project-Based Voucher (24 CFR 983)

Sign and date

February 2010

Important Information for Section 8 Voucher Holders and Public Housing Residents

Have you been a victim of domestic violence, dating violence, sexual assault or stalking?

If so, you should know about your rights under the “Violence Against Women’s Act”:

YOUR RIGHTS

You cannot be denied housing assistance solely because you or an affiliated individual household member are or have been a victim of domestic violence, dating violence, stalking or sexual assault.

A landlord cannot refuse to rent to you solely because you or an affiliated individual household member are or have been a victim of domestic violence, dating violence, sexual assault or stalking.

Your abuser’s acts or threats of domestic violence, dating violence, sexual assault or stalking against you or an affiliated individual household member are not good cause for evicting you or revoking your housing voucher. You do not violate your lease by either you or an affiliated individual household member being the victim of domestic violence, dating violence, sexual assault or stalking.

You cannot be evicted from your unit or have your housing voucher revoked on the basis of criminal activity directly related to domestic violence, dating violence, sexual assault or stalking against you or an affiliated individual household member, UNLESS it can be shown that there is an *actual* and *imminent* threat to the safety of other tenants or staff if you are not evicted or if the voucher is not revoked.

If you and the abuser live together, your abuser can be evicted or removed from your lease or housing voucher for his or her acts of domestic violence, dating violence, sexual assault or stalking but you may not be evicted or otherwise penalized, *unless* (as described above) it can be shown there is an *actual* and *imminent* threat to the safety of other tenants or staff if you are not evicted or if the voucher is not revoked.

Your voucher may be revoked or you may be evicted for serious or repeated lease violations that are unrelated to the domestic violence, dating violence, sexual assault or stalking against you or an affiliated individual household member, as long as the agency providing housing assistance does not hold you to a more demanding set of rules than it applies to tenants who are not victims of domestic violence, dating violence, sexual assault or stalking.

YOUR RESPONSIBILITIES

Your landlord or SMHA can ask you to prove or “certify” that you or an affiliated individual household member are a victim of domestic violence, dating violence, sexual assault or stalking, and thus entitled to the above rights.

If the landlord or SMHA asks you to certify that you or an affiliated individual household member are a victim of domestic violence, dating violence, sexual assault or stalking, you must be given at least 14 business days to collect the necessary proof. Your landlord or SMHA is also free to grant additional time.

There are certain documents that your landlord or SMHA must accept as proof that you or an affiliated individual household member are a victim of domestic violence, dating violence, sexual assault or stalking, including police or court records and certain statements from attorneys, medical professionals, and domestic violence advocates. The landlord or SMHA also has the discretion to accept any other kind of evidence that shows you or an affiliated individual household member are a victim of domestic violence, dating violence, sexual assault or stalking. Specifically, any one of the following is sufficient proof that you or an affiliated individual household member are a victim of domestic violence, dating violence, sexual assault or stalking and entitled to the above described rights:

- ✓ A written, signed statement from a victim services provider that states under penalty of perjury that the provider believes the incidents in question were the acts of domestic violence, dating violence, sexual assault or stalking against you or an affiliated individual household member and that names the abuser. You must also sign the document.

- ✓ A written, signed statement from a medical professional that states under penalty of perjury that the provider believes the incidents in question were the acts of domestic violence, dating violence, sexual assault or stalking against you or an affiliated individual household member and that names the abuser. You must also sign the document.
- ✓ A police record that indicates you or an affiliated individual household member was a victim of domestic violence, dating violence, sexual assault or stalking that names the abuser.
- ✓ A court record (for example, a protective order) that indicates you or an affiliated individual household member was a victim of domestic violence, dating violence, sexual assault or stalking and that names the abuser.
- ✓ Records from an administrative agency that indicates you or an affiliated individual household member was a victim of domestic violence, dating violence, sexual assault or stalking and that names the abuser.
- ✓ Documentation from a mental health professional that indicates you or an affiliated individual household member was a victim of domestic violence, dating violence, sexual assault or stalking and that names the abuser.

In general, your landlord or SMHA must keep confidential any information you provide about the violence against you or an affiliated individual household member unless you give permission to share the information with someone else. The landlord may use this information, however, if it is needed for an eviction proceeding (for example, in order to evict an abuser). The landlord or SMHA can also disclose this information if required to do so by law.

If you move out of your assisted unit in violation of your lease in order to protect your health and safety or that of a family member because you have a reasonable belief that you or an affiliated individual household member are threatened with harm from further domestic violence, dating violence, sexual assault or stalking if you remain in the unit, you may or may not be eligible for continued assistance.

SMHA's current Public Housing transfer policies according to our Admissions and Continued Occupancy Plan and Section 8 move policies according to our Administrative Plan do not include provisions for emergency moves on the basis on VAWA protections.

SMHA is required to provide this notification of VAWA protections along with form HUD-50066 when (1) an applicant is denied housing assistance (2) at admission to our housing programs and (3) when a tenant is notified of eviction or termination of housing assistance.

I have been provided with a copy of this notice:

Resident's Name

Date

SECTION 214 DECLARATION FORM

THIS SECTION TO BE COMPLETED BY APPLICANT/RESIDENT

Last Name: _____ First Name: _____ Middle Name: _____

Relationship to head of household: _____ Sex: _____ Date of Birth: _____

Social Security Number: _____ Alien Registration Number: _____

Admission Number: _____ Nationality: _____
(If applicable - from INS Form I-94, Departure Record) (Country to which you owe legal allegiance- may or may not be country of birth)

DECLARATION

INSTRUCTIONS: Complete the declaration below by reviewing all three boxes and signing the ONE box that applies. A separate Declaration must be signed for each member of the assisted household.

I, _____ hereby declare, under penalty of perjury, that:

1. I am a citizen or national of the United States of America.

Signature _____ Date _____

(if signing on behalf of a child who lives in your assisted unit and for whom you are responsible, check here) []

If you sign this box, no further information is required.

2. I am a non-citizen with eligible immigration status, as described on reverse.

Signature _____ Date _____

(if signing on behalf of a child who lives in your assisted unit and for whom you are responsible, check here) []

If you sign this box, you must go on to complete the reverse side including the Verification Consent.

REQUEST FOR AN EXTENSION

I hereby certify that I am a non-citizen with eligible immigration status, as noted in block 2 above, and as described on reverse, but the evidence needed to support my claim is temporarily unavailable. Therefore, I am requesting additional time to obtain the necessary evidence. I further certify that diligent and prompt efforts will be undertaken to obtain this evidence.

Signature _____ Date _____

(if signing on behalf of a child who lives in your assisted unit and for whom you are responsible, check here) []

If you sign this box, you must go on to complete the reverse side including the Verification Consent.

3. I am not contending eligible immigration status and I understand that I am not eligible for financial housing assistance.

Signature _____ Date _____

(if signing on behalf of a child who lives in your assisted unit and for whom you are responsible, check here) []

If you sign this box, no further information is required. You are NOT eligible for housing assistance.

THIS SECTION TO BE COMPLETED BY MANAGEMENT

SAVE verification Number: _____

PENALTIES FOR MISUSING THIS CONSENT: 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 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 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).** Violations of these provisions are cited as violations of 42 U.S.C. Section **408 (a) (6), (7) and (8).**



SECTION 214 DECLARATION FORM (continued)

THIS SECTION TO BE COMPLETED BY APPLICANT/RESIDENT

If you checked box 2 on the front side of this page, and are claiming to be a non-citizen with eligible immigration status, one of the following boxes MUST be checked:

- 1. A non-citizen lawfully admitted for permanent residence, as defined by section 101(a)(20) of the Immigration and Nationality Act (INA) as an immigrant, as defined by section 101 (a)(15) of the INA (8 USC 1001 (a)(20) and 1101 (a)(15), respectively). [immigrants] (This category includes a non citizen admitted under section 210 or 210A of the INA (8 USC 1160 or 1161), [special agricultural worker], who has been granted lawful resident status);
- 2. A non-citizen who entered the U.S. before 1-1-1972, or such later date as enacted by law, and has continuously maintained residence in the U.S. since then, and who is not eligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under Section 249 of the INA (8 USC 1259);
- 3. A non-citizen who is lawfully present in the U.S. pursuant to an admission under section 207 of the INA (8 USC 1157) [refugee status]; pursuant to the granting of asylum (which has not been terminated) under section 208 of the INA (8 USC 1158) [asylum status]; or as a result of being granted conditional entry under section 203 (a)(7) of the INA (8 USC 1153 (a)(7) before 4-1-1980, because of persecution on account of race, religion, or political opinion or because of being uprooted by a catastrophic national calamity;
- 4. A non-citizen who is lawfully present in the U.S. as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest under section 212 (d)(5) of the INA (8 USC 1182 (d)(5)) [parole status];
- 5. A non-citizen who is lawfully in the U.S. as a result of the Attorney General's withholding deportation under section 243 (h) of the INA (8 USC 1253 (h)) [threat to life or freedom]; or
- 6. A non-citizen lawfully admitted for temporary or permanent residence under section 245 A of the INA (8 USC 1255a) [amnesty granted under INA 245 A]

If you checked one of the above boxes you must submit one of the following documents:

- 1. Form I-551, Alien Registration Receipt Card (for permanent resident aliens);
- 2. Form I-94, Arrival-Departure record, with one of the following annotations:
 - a. "Admitted as Refugee Pursuant to Section 207"
 - b. "Section 208" or "Asylum"
 - c. "Section 243(h)" or "Deportation stayed by Attorney General"
 - d. "Paroled pursuant to Section 212(d)(5) of the INA"
- 3. If Form I-94, Arrival-Departure Record, is not annotated, then accompanied by one of the following documents:
 - a. A final court decision granting asylum (but only if no appeal is taken);
 - b. A letter from an INS asylum officer granting asylum (if application is filed on or after 10-1-1990) or from an INS district director grant asylum (if application filed before 10-1-1990);
 - c. A court decision granting withholding of deportation; or
 - d. A letter from an INS asylum officer granting withholding of deportation (if application filed on or before 10-1-1990)
- 4. Form I-688, Temporary Resident Card, which must be annotated "Provision of Law 274a.12(11)" or "Provision of Law 247a.12";
- 5. Form I-688B, Employment Authorization Card, which must be annotated "Provision of Law 274a.12(11)" or "Provision of Law 247a.12";
- 6. A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified.;
- 7. Form I-152, Alien Registration Receipt Card.

VERIFICATION CONSENT

CONSENT: I, _____ hereby consent to the following:

1. The use of the attached evidence to verify my eligible immigration status to enable me to receive financial assistance for housing;
2. The release of such evidence of eligible immigration status by the project owner without responsibility for the further use or transmission of the evidence by the entity receiving it, to; (a) HUD, as required by HUD; and (b) The INS for the purposes of verification of the immigration status of the individual. **NOTIFICATION:** Evidence of eligible immigration status shall be released only to the INS for purposes of establishing eligibility for financial assistance and not for any other purpose. HUD is not responsible for the further use or transmission of the evidence or other information by the INS.

Signature _____

Date _____

(if signing on behalf of a child who lives in your assisted unit and for whom you are responsible, check here)





Stark Metropolitan Housing Authority
 400 East Tuscarawas St. - Canton, OH 44702
 PH: 330-454-8051 FAX: 330-580-9000
 www.starkmha.org



SELF DECLARATION OF ZERO INCOME

Name of household member over the age of 18 yrs. claiming zero income _____

Social Security Number _____

I, _____, certify that as of _____, I have no source of income. I understand that I must report to SMHA all sources of income. I do hereby swear and attest that all of the information reported herein is true and correct. I also understand that any and all income for myself and any additional household members must be reported to the Stark Metropolitan Housing Authority within 10 (ten) calendar days of the change.

Signature of Household Member _____

Date _____

SMHA Representative _____

Date _____

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.

Because you have reported to SMHA that you have zero (0) household income, you are required to report to SMHA what resources are available to meet your family's needs. This includes: money from wages, self-employment, child support, cash contributions, Social Security benefits, disability payments (SSI), Worker's Compensation, retirement benefits, AFDC OWF, Veteran's benefits, rental property income, stock dividends, income from any bank accounts, alimony, and any other sources of assistance.

FAILURE TO COMPLETE THIS SECTION WILL RESULT IN NO ADJUSTMENT TO YOUR RENT

1. Do you own a Car? YES NO
 Do you make a car payment? YES NO **What is your monthly payment amount?** _____
 If yes, how do you pay for this? _____
 How do you pay for gasoline? _____ How do you pay for insurance? _____
2. Do you pay a portion of your rent? YES NO **What is your monthly rental amount?** _____
 How do you pay for this? _____
3. Are you paying for any utilities? YES NO **How much are your monthly bills?** _____
 How do you pay for them? _____
4. Do you have a phone? YES NO **How much is your monthly bill?** _____
 Is it a home or a cell phone? HM CELL
 How do you pay for it? _____
5. Do you have cable, digital, or satellite services? YES NO **How much is your monthly bill?** _____
 How do you pay for it? _____
6. Do you have a rental agreement for furniture, appliances, electronics? YES NO
 How do you pay for it? _____ **What is your monthly payment amount?** _____
7. How do you purchase personal necessities such as soaps, toilet paper, cleaning supplies, etc.? _____
8. Do you have any credit card bills? YES NO **How much are your monthly payments?** _____
 How do you make your monthly payments? _____

TO BE COMPLETED BY SMHA STAFF ONLY:

Total Contributions Family receives for their monthly expenses: \$ _____
 This amount above will be calculated as income.