

Application Package





P.O. Box 3550 ♦ Knoxville, TN 37927-3550
(865) 403-1100 ♦ Fax (865) 403-1117
Alvin J. Nance, Executive Director/CEO

Dear Applicant:

We would like to take this opportunity to thank you for inquiring about housing with Knoxville's Community Development Corporation (KCDC). KCDC has been providing housing in the Knoxville area since 1940. The Housing Department's goal is to help fulfill KCDC's mission commitment to establish and preserve a suitable living environment for persons of low income by providing quality, affordable housing opportunities.

Enclosed you will find an application packet required to apply for housing with KCDC that contains the following forms:

- Supplemental Application Form
- Declaration of Citizenship Status Form
- Authorization for the Release of Information/Privacy Act Notice
- Debts Owed HUD Form
- Housing Choices Form (check locations where you would like to be placed on a Waiting List)

All forms must be completed, signed, and dated in order for your application to be processed. Additionally, the following documentation must be included with the application:

- A copy of Social Security card(s) for each family member
- A picture ID for all family members age 16 and older
- Proof of all income, both earned and unearned
- A copy of Birth Certificates for each household member
- Proof of child custody, as applicable

Each applicant is screened for prior housing records and criminal history. This process may take up to three (3) days. Further processing time may be required if a criminal history is found. All eligible applicants will then be placed on a Waiting List by preference status, date and time of application, and bedroom size availability at the site requested.

Please return the completed application to any KCDC housing development office or:

KCDC
Attn: Customer Relations Dept.
901 N. Broadway
Knoxville, TN 37917

If you have any general questions, you may contact the Customer Relations Dept. at (865) 403-1210 or (865) 403-1128. Once again, we would like to thank you for your interest in KCDC.



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Dear Applicant/Resident:

Recently, the U.S. Department of Housing and Urban Development (HUD) published a document entitled "Things You Should Know" to be given to persons applying for assisted housing. However, since the document includes recertification information about income and family composition, Knoxville's Community Development Corporation (KCDC) thought the information was important enough to share not only with applicants, but all current residents as well.

As the document states, HUD places a high priority on preventing fraud. The consequences of providing false or incomplete information may include eviction from the apartment; requirement to repay all overpaid rental assistance; a fine of up to \$10,000; imprisonment for up to 5 years; and/or denial of future housing assistance.

You can see, therefore, why it is important for a family to report any and all income when applying for housing or at annual or interim reexaminations after moving into an assisted apartment. The rent must be calculated correctly at all times. If KCDC determines that all income has not been reported, a family may be subject to repaying all overpaid rental assistance, have their rent adjusted from that point forward, and/or be evicted.

HUD and the State of Tennessee have signed an agreement which allows Public Housing Agencies (PHA), like KCDC, to review **state wage income information**. In addition, KCDC currently has access to **Social Security (SS) and Supplemental Security Income (SSI) benefit information** for public housing residents. Other types of income that KCDC may verify now, or in the near future, include Unemployment Compensation, Welfare Benefits, Child Support, and Pensions.

We are enclosing a copy of HUD's document, "Things You Should Know" mentioned above. If you have any questions or if you want to make sure you have reported all income and family members in your household, please contact the Asset Manager at the Property Office where you live as soon as possible.



November 2004

Things You Should Know

Don't risk your chances for Federally assisted housing by providing false, incomplete, or inaccurate information on your application forms.

Purpose	This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.
Penalties for Committing Fraud	<p>The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:</p> <ul style="list-style-type: none">▫ Evicted from your apartment or house:▫ Required to repay all overpaid rental assistance you received:▫ Fined up to \$ 10,000:▫ Imprisoned for up to 5 years; and/or▫ Prohibited from receiving future assistance. <p>Your State and local governments may have other laws and penalties as well.</p>
Asking Questions	When you meet with the person who is to fill out your application, you should know what is expected of you. If you do not understand something, ask for clarification. That person can answer your question or find out what the answer is.
Completing The Application	When you answer application questions, you must include the following information:
Income	<ul style="list-style-type: none">▫ All sources of money you or any member of your household receive (wages, welfare payments, alimony, social security, pension, etc.):▫ Any money you receive on behalf of your children (child support, social security for children, etc.);▫ Income from assets (interest from a savings account, credit union, or certificate of deposit; dividends from stock, etc.);▫ Earnings from second job or part time job;▫ Any anticipated income (such as a bonus or pay raise you expect to receive)
Assets	<ul style="list-style-type: none">▫ All bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.. that are owned by you and any adult member of your family's household who will be living with you.

- Any business or asset you sold in the last 2 years for less than its full value, such as your home to your children.
- The names of all of the people (adults and children) who will actually be living with you, whether or not they are related to you.

Signing the Application

- Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate.
- When you sign the application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.
- Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal, State, or private agencies to verify that it is correct.

Recertifications

You must provide updated information at least once a year. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask when you must recertify. You must report on recertification forms:

- All income changes, such as increases of pay and/or benefits, change or loss of job and/or benefits, etc., for all household members.
- Any move in or out of a household member; and,
- All assets that you or your household members own and any assets that was sold in the last 2 years for less than its full value.

Beware of Fraud

You should be aware of the following fraud schemes:

- Do not pay any money to file an application;
- Do not pay any money to move up on the waiting list;
- Do not pay for anything not covered by your lease;
- Get a receipt for any money you pay; and,
- Get a written explanation if you are required to pay for anything other than rent (such as maintenance charges).

Reporting Abuse

If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to the manager of your complex or your PHA. If that is not possible, then call the local HUD office or the HUD Office of Inspector General (OIG) Hotline at (800) 347-3735. You can also write to: HUD-OIG HOTLINE, (GFI) 451 Seventh Street, S.W., Washington, DC. 20410.



KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION

APPLYING FOR HOUSING GENERAL INFORMATION

Families wishing to apply for KCDC's Public Housing Program will be required to complete an application for housing assistance. KCDC now has a site-based waiting list. Individuals may apply at the site where they want to live. The names, addresses and phone numbers for all sites are included in this packet under the heading "KCDC AFFORDABLE HOUSING PROPERTIES." Applications are accepted during regular business hours at all development sites.

An application is completed and signed by a responsible member of the family (preferably the head of household). The completed application contains the information necessary for KCDC to determine the family's eligibility for housing assistance. Additional documentation verifying income (earned and unearned) will be necessary to determine the total net family income. All documents submitted to determine eligibility are made part of the applicant's record.

Upon receipt of the family's application, KCDC will make a determination of eligibility. If the family is found to be eligible for housing assistance, they will be notified of the approximate wait before housing may be offered. If, however, KCDC determines the family is ineligible, the family will receive a notice stating the reasons why and will have the opportunity to request an Informal Review of the determination.

The following eligibility criteria are requirements for admission into public housing:

- Qualify as a family;
- Have an income within the income limits;
- Meet citizenship/eligible immigrant criteria;
- Provide documentation of Social Security numbers for all household members;
- Sign consent authorization documents.

In addition to the eligibility criteria, families must also meet KCDC's screening criteria in order to be admitted to public housing.

Income Eligibility: Admission to public housing will be limited to those families whose annual income does not exceed the applicable income limits mandated by the Department of Housing and Urban Development (HUD).

Background Check: A criminal background check will be conducted on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, KCDC may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC). A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides, must be made. No individual registered with this program will be admitted into public housing.

KCDC AFFORDABLE HOUSING PROPERTIES

PREMIER HOUSING PROPERTIES***	CONVENTIONAL HOUSING FOR FAMILIES	CONVENTIONAL HOUSING FOR ELDERLY/DISABLED ADULTS
Lonsdale Homes 2020 Minnesota Ave. - 37921 (865) 403-1350	Austin Homes 957 E. Hill Avenue - 37915 (865) 403-1300 (Apply at The Vista at Summit Hill office)	Cagle Terrace 515 Renford Rd. - 37919 (865) 403-1310
North Ridge Crossing 712 Breda Dr. - 37918 (865) 403-1320	Bakertown Apts. 2639 Bakertown Rd. – 37931 (865) 594-1455 (Apply at Virginia Walker Apts. office)	Guy B. Love Towers 1171 Armstrong Ave. - 37917 (865) 403-1360
Northgate Terrace (Elderly) 4301 Whittle Springs Rd. - 37917 (865) 403-1400	Mechanicsville Homes 2020 Minnesota Ave. - 37921 (865) 403-1350 (Apply at Lonsdale Homes office)	Isabella Towers 1515 Isabella Circle - 37915 (865) 403-1340
The Manor at Northgate (Elderly) 4301 Whittle Springs Rd. - 37917 (865) 403-1410	Montgomery Village 4530 Joe Lewis Rd. - 37920 (865) 403-1380	Lee Williams Complex/Duplexes 317 McConnell St. - 37915 (865) 403-1390 (Apply at Taylor Homes office)
Passport Housing 2020 Minnesota Ave. - 37921 (865) 403-1350 (Apply at Lonsdale Homes office)	Virginia Walker Apts. 6331 Pleasant Ridge Rd. - 37921 (865) 594-1455	
The Residences at Eastport (Elderly) 317 McConnell St. – 37915 (865) 403-1390 (Apply at Taylor Homes office)	Walter P. Taylor Homes 317 McConnell Ave. - 37915 (865) 403-1390	
The Verandas at Flenniken (Elderly) 107 Flenniken Avenue - 37920 (865) 403-1380	Western Heights 1621 Jourolman Ave. - 37921 (865) 403-1420	
The Vista at Summit Hill 957 E. Hill Avenue - 37915 (865) 403-1300		
Valley Oaks Apts. Oak Branch Circle - 37917 (865) 403-1320 (Apply at North Ridge Crossing office)		KHDC Duplexes 2 and 3 bedroom market rent duplexes Call 403-1350

***To be eligible for a Premier Property, the Head of Household or other adult must meet basic housing eligibility standards and meet one of the following criteria:

- Full time enrollment in post secondary education at accredited school/vocational/technical school
- Elderly/Disabled with benefits (SS,SSI,VA)
- Working (20 hrs/wk for past 6 months)

Applications for admission to KCDC owned and managed properties are taken on a first come, first served basis, at all locations. The offices are open from 7:30 a.m. to 4 p.m. Monday through Friday. Applicants need to bring a Social Security card for each family member, a picture ID, proof of income and Birth Certificates for each family member. Addresses are needed to verify all sources of income.

Housing Voucher Program/Section 8 - 400 Harriet Tubman Street - 37915

Contact the Housing Voucher Program at **403-1258** or **403-1297** for information regarding the application process and availability of vouchers. You may also access the KCDC web site at www.kcdc.org for the most current program information.

Moderate Rehabilitation Program - 400 Harriet Tubman Street - 37915

Applications are accepted daily Monday – Friday from 7:30 am to 4:00 pm. For additional information please phone **403-1258** or **403-1297**.

Supplemental Application Form (page 2)
Housing Selection Preferences and Eligibility

Housing Selection Preferences: The Applicant is responsible for providing sufficient documentation to establish eligibility and/or housing preference. Applicants are ranked by preference and date and time of application. Select any category that may apply to your situation.

Housing Selection Preferences for the KCDC **Premier Properties:** Applicants must meet one of the following criteria for a preference for a Premier Property. Family properties are: **Lonsdale Homes, North Ridge Crossing, Passport Homes, Passport Residences, The Vista, and Valley Oaks Apartments.** Elderly Properties are: **Northgate Terrace, The Duplexes at Five Points, The Residences at Eastport, and The Verandas.**

_____ Governmental Action/Involuntarily Displaced

Disaster, housing owner action, unit inaccessible, domestic violence (current actual or threatened violence) by a member of the household to another household member (s). Must also be employed a minimum of 20 hours per week for past 6 months or enrollment in post-secondary education at an accredited school or vocational/technical school full-time or an approved training course or is elderly (age 62 and older) or disabled receiving benefits.

_____ Elderly (age 62 and older) or disabled receiving benefits.

_____ Working/School/or Training

Employed a minimum of 20 hours per week for past 6 months or enrollment in post- secondary education at an accredited school or vocational/technical school full-time or an approved training course

_____ Homeless

Lacks a regular or fixed night time residence and is living in a shelter (verified) or homeless circumstances that can be confirmed by a recognized social service agency. Must also meet the work/school/training or elderly/disabled benefit criteria for a Premier Property.

Near Elderly applicants who qualify will be housed before Single Applicants.

NOTE- The primary adult applicant or another adult in the household must meet the working/school/training or benefit criteria and also pass a landlord screening (recent occupancy).

Housing Selection Preferences for the KCDC **Conventional Properties:** Applicants must meet one of the following criteria for a Conventional Property preference. Family properties include **Austin Homes, Mechanicsville, Montgomery Village, Western Heights, Walter P. Taylor Homes, Virginia Walker Apartments, and Bakertown Apartments.** Elderly/disabled properties include: **Cagle Terrace, Isabella Towers, Love Towers** and **Lee Williams.**

_____ Governmental Action/Involuntarily Displaced

Disaster, housing owner action, unit inaccessible, domestic violence (current actual or threatened violence) by a member of the household to another household member (s). (Disaster, housing owner action, unit inaccessible, domestic violence (actual or threatened violence – current) by a member of the household to another household member(s).

_____ Elderly/Disabled

_____ Working family (20 hours working or more)

_____ Working Family (1-19 hours working)

_____ Homeless

Lacks a regular or fixed night time residence and is living in a shelter (verified) or homeless circumstances that can be confirmed by a recognized social service agency. .

Near Elderly applicants will be housed before Single Applicants.

Governmental Action/Involuntarily Displaced - A governmental agency must verify if Displaced by Government Action. A recognized Social Service agency or property owner must verify if Involuntarily Displaced. VAWA documents should also be attached.

Agency/Name: _____ Phone# _____

Address: _____ Date: _____

Notes: see attached verification _____



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Dear Applicant:

KCDC is required to inform you of Section 214 of the Housing and Community Development Act of 1980, as amended, which prohibits HUD from making financial assistance available to persons other than U.S. citizens, nationals, or certain categories of eligible non-citizens. The Non-citizens Rule, entitled Restrictions on Assistance to Non-citizens, was published in the Federal Register on March 20, 1995, and became effective on June 19, 1995. The rule applies to the Sec. 8 Rental Certificate, Voucher, and Moderate Rehabilitation Programs; and Public and Indian Housing Programs.

In order to be eligible to receive housing assistance, each member of your household must be lawfully within the U.S. You will be asked to declare your citizenship during your application interview. Each family member, regardless of age, is required to submit the following evidence:

- For Citizens or Nationals: a signed declaration of U.S. citizenship (whether by birth or naturalization). No further documentation or verification is required.
- For Non-citizens (Eligible immigrants) who are 62 years of age or older and were residents of a covered program (receiving housing assistance) on June 19, 1995: a signed declaration of eligible immigration status and proof of age; no further documentation or verification is required.
- For All other Non-citizens: (1) a signed declaration of eligible immigration status; (2) a signed verification consent form; and (3) the HUD required INS documents. (If you need more information on what immigration status is eligible and what INS documents are acceptable, ask the KCDC staff.) KCDC will verify INS status.

If a family member declares they are ineligible or chooses not to declare citizenship status, the head of household or spouse will sign the "Listing of Non-Contending Family Members" form. KCDC will not verify INS status.

Eligibility of assistance will be evaluated after your family type has been determined.

The family is required to submit evidence of eligible immigration status only one time during continuously-assisted occupancy under any covered program.

Three forms of appeal process are available. If you want more information on the appeal process or on the non-citizen law, let the KCDC staff know.

Adm./Mgmt. #25
09/26/2006

KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION
P.O. Box 3550 Knoxville, TN 37927-3550

DECLARATION OF CITIZENSHIP (SECTION 214) STATUS

Notice to applicants and tenants: In order to be eligible to receive the housing assistance sought, each applicant for, or recipient of, housing assistance must be lawfully within the U.S. Please read the Declaration statement carefully and sign and return to KCDC's Office. Please feel free to consult with an immigration lawyer or other immigration expert of your choosing.

Name of Head of Household

SS# of Head of Household

I, _____ certify, under penalty of perjury (refer to #1 on back of form), that, to the best of my knowledge, I am lawfully within the United States because (please check the appropriate box):

- I am a citizen by birth** (must provide verification of citizenship such as original birth certificate with official seal issued where you were born, valid unexpired U.S. Passport, military ID or other appropriate document as provided by Section 214), **a naturalized citizen** (provide Naturalization Certificate) **or a national of the United States** (See reverse side for more on a national), *or*

- I have eligible immigration status and I am 62 years of age or older.** Attach evidence of proof of age (refer to #2 on back of form); *or*

- I have eligible immigration status as checked below** (see reverse side of this form for explanations). Attach INS document(s) evidencing eligible immigration status and signed verification consent form.
 - Immigrant status under §101(a)(15) or 101(1)(20) of the Immigration and Nationality Act (INA) (refer to #3 on back of form)

 - Permanent residence under §249 of INA (refer to #4 on back of form)

 - Refugee, asylum, or conditional entry status under §§207, 208, 94 203 of the INA (refer to #5 on back of form)

 - Parole status under §§212(d)(5) of the INA (refer to #6 on back of form)

 - Threat to life or freedom under §243(h) of the INA (refer to #7 on back)

 - Amnesty under §245A of the INA (refer to #8 on back of form)

(Signature of Family Member)

(Date)

- Check here if you are signing for minor child listed above and you are an adult residing in the unit who is responsible for that child.

HA: Enter INS/SAVE Primary Verification #:

Date:

[See reverse side for footnotes and instructions]

1. Warning: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000, imprisoned for not more than five years, or both.

The following footnotes pertain to noncitizens who declare eligible immigration status in one of the following categories:

- 2. Eligible immigration status and 62 years of age or older.** For noncitizens who are 62 years of age or older or who will be 62 years of age or older **and** receiving assistance under a Section 214 covered program on September 30, 1996 or applying for assistance on or after that date. If you are eligible and elect to select this category, you must include a document providing evidence of proof of age (such as birth certificate, valid unexpired Passport, Employment Authorization card, U.S. military ID.) No further documentation of eligible immigration status is required.
- 3. Immigrant status under §101(a)(15) or 101(a)(20) of INA.** A noncitizen lawfully admitted for permanent residence, as defined by §101(a)(20) of the Immigration and Nationality Act (INA), as an immigrant, as defined by §(a)(15) of the INA (8 U.S.C. 1101(a)(15), respectively [*immigrant status*]. This category includes a noncitizen admitted under §210 or 210A of the INA (8 U.S.C. 1160 OR 1161), [*special agricultural worker status*], who has been granted lawful temporary resident status.
- 4. Permanent residence under §249 of INA.** A non citizen who entered the U.S. before January 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 ineligible 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 §249 of the INA (8 U.S.C. 1259) [*amnesty granted under INA 249*].
- 5. Refugee, asylum, or conditional entry status under §§207, 208 or 203 of INA.** A noncitizen who is lawfully present in the U.S. pursuant to an admission under §207 of the INA (8 U.S.C. 1157) [*refugee status*]; pursuant to the granting of asylum (which has not been terminated) under §208 of the INA (8 U.S.C. 1158) [*asylum status*]; or as a result of being granted conditional entry under §203(a)(7) of the INA (U.S.C. 1153 (a)(7)) before April 1, 1980, because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity [*conditional entry status*].
- 6. Parole status under §212(d)(5) of INA.** A noncitizen 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 §212(d)(5) for the INA (8 U.S.C. 1182(d)(5)) [*parole status*].
- 7. Threat to life or freedom under §243(h) of INA.** A noncitizen who is lawfully present in the U.S. as a result of the Attorney General's withholding deportation under §243(h) of the INA (8 U.S.C. 1253(h)) [*threat to life or freedom*].
- 8. Amnesty under §245A of INA.** A noncitizen lawfully admitted for temporary or permanent residence under §245A of the INA (8 U.S.C. 1255a) [*amnesty granted under INA 245A*].

National is a person who owes permanent allegiance to the United States, for example, as a result of birth in a US territory or possession, including Puerto Rico, The U.S. Virgin Islands, Guam, Canal Zone, American Samoa Territory, Swains Island, or Northern Mariana Islands, etc.

Instructions to Housing Authority: Following verification of status claimed by persons declaring eligible immigration status (other than for noncitizens age 62 or older and receiving assistance on June 19, 1995), HA must enter INS/SAVE Verification Number and date that it was obtained. A HA signature is not required.

Instructions To Family Member for Completing Form: On opposite page, print or type first name, middle initial(s), and last name. Place an "X" or "✓" in the appropriate boxes. Sign and date at bottom of page. Place an "X" or "✓" in the box below the signature if the signature is by the adult residing in the unit who is responsible for child.

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

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

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(I)(7)(A) of the Internal Revenue Code.)

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

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

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

This consent form expires 15 months after signed.

Signatures:

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

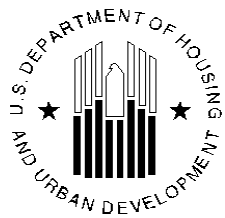
Privacy Act Notice. Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing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

Penalties for Misusing this Consent:

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

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

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



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

DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

Paperwork Reduction Notice: The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB control number 2577-0266. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a current valid OMB control number.

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, your current rental assistance may be terminated and your future request for HUD rental assistance may be denied for a period of up to ten years from the date you moved out of an assisted unit or were terminated from a HUD rental assistance program.

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.
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?

You should contact the PHA, who has reported this information about you, in writing, if you disagree with the reported information. 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. Disputes must be made within three years from the end of participation date. Otherwise the debt and termination information is 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