



Hooghan - Center of Family Growth, Strength and Beauty

NAVAJO HOUSING AUTHORITY

TO ALL NEW TENANT BASED RENTAL ASSISTANCE (TBRA) APPLICANTS

We appreciate your interest in applying for rental assistance with the Navajo Housing Authority (NHA) TBRA Program. ***It is very important that you provide the following documents to determine your eligibility***. Please use your check off list to put your documents in order:

- ☐ Completed TBRA Housing Application
- ☐ Salary or Grant Verification Form; Must be verified by your employer or caseworker before interview date.
- ☐ Copy of marriage license or divorce decree. Copy of court documents verifying legal guardianship of other family members (*ex. Nieces, nephews, and grandchildren*)
- ☐ Copies of Social Security Card(s) for all household member(s)
- ☐ Copies of Certificate of Indian Blood for all household member(s)
- ☐ Copies of Birth Certificate(s) for all household member(s)
- ☐ Veteran Status - Copy of your DD-214 document
- ☐ Rental History - This is to be completed by the property manager if applicant has rented in his/her name within the past 3 years
- ☐ Criminal Background Check - For all household member(s) over 18 years of age (*This may be obtained from your local police department*)
- ☐ Authorization for the Release of Information/Privacy Act (*household member(s) over the age of 18 need to sign this form*)

If you have any questions or concerns please contact us at:

Main Office Phone - (928)871-2600

Kim Bahe - (928) 871-2686

Teresa Tsosie - (928) 871-2638

Please mail completed application packet to:

NHA Tenant Based Rental Assistance Program

Attention: Kim Bahe/Teresa Tsosie

Post Office Box 4980

Window Rock, Arizona 86515

A mandatory in-person interview will be scheduled and conducted thereafter. All household members over the age of 18 must be present at the time of interview.

WE DO NOT ACCEPT FAXED APPLICATIONS



NAVAJO HOUSING AUTHORITY

Navajo Housing Authority Housing Application

☐ Homeownership ☐ Public Rental ☒ TBRA/VASH

Tenant Based Rental Assistance/VASH
Post Office Box 4980, Window Rock, AZ 86515
Telephone: (928) 729-6629 Fax: (928) 0 729-5392

Date: _____

Applicant: _____

Social Security No: _____

Census No: _____ Date of Birth: _____

Tribal Affiliation: _____

Chapter Affiliation: _____

Phone Number (Home, Cell, TDD Relay Srvc) _____

Email Address: _____

Mailing Address: _____

Co-Applicant: _____

Social Security No: _____

Census No: _____ Date of Birth: _____

Tribal Affiliation: _____

Chapter Affiliation: _____

Phone Number (Home, Cell, TDD Relay Srvc) _____

Email Address: _____

Physical Address: _____

FAMILY COMPOSITION

Family Member No.	Name of Family Members	Relation To Family Head	Date of Birth	Age	Sex	Veteran Y/N	Disabled Y/N	Occupation
1		HEAD						
2								
3								
4								
5								
6								
7								
8								
9								
10								

Do you anticipated any changes in your family composition? ☐ Yes ☐ No Reason(s): _____

Name & Address of Closest Relative:

Name: _____

Mailing Address: _____

Phone: _____

Name: _____

Mailing Address: _____

Phone: _____

FAMILY INCOME & DEDUCTIONS

Family Member No.	Employer or Source of Income	Length of Employment	Rate of Pay	Annual Income
			<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	
			<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	
			<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	
			<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	

TOTAL FAMILY INCOME \$ -

Family Member No.	Deductions	Total
	\$400 for elderly family/disabled	\$ -
	\$480 per dependent (other than head or spouse)	\$ -
	Travel Expense	\$ -
	Childcare with Certification (13 yrs of age and under)	\$ -
	Medical Expenses in excess of 3% of TFI - Elderly Family	\$ -
	Handicapped Assistance Expenses	\$ -

TOTAL DEDUCTIONS \$ -

ANNUAL NET INCOME (Total Income - Deductions) \$ -

Homeownership Program	Public Rental Program
Annual Net Income = \$ -	Annual Net Income = \$ -
Annual Net Income X 15% (Housing Ratio) = \$ -	Annual Net Income X 20% (Housing Ratio) = \$ -
Yearly Gross Income = \$ -	Yearly Gross Income = \$ -
Yearly Gross Income / 12 Months = \$ -	Yearly Gross Income / 12 Months = \$ -
Total Monthly Payment = \$ -	Utility Allowance = \$ -
	Total Monthly Rental Payment = \$ -

HOUSING CONDITION

Present Housing Conditions and Need

1. Have you ever been a NHA participant?

☐ Yes ☐ No

If yes, what program and where?

2. What is your current living situation?

3. Are you without housing?

☐ Yes ☐ No

Reason(s):

4. Are you about to be without housing?

☐ Yes ☐ No

Reason(s):

5. Are you living under substandard conditions?

☐ Yes ☐ No

(If yes, check conditions present)

☐ Dwelling structurally unsafe

☐ No indoor running water in dwelling unit

☐ No usable flush toilet in dwelling unit

☐ No installed usable tub or shower in dwelling unit

☐ No operating sink or proper stove connections in kitchen

☐ Inadequate or no electric wiring system in dwelling unit

☐ Overcrowded No. BR No. of persons

☐ Single family unit occupied by 2 or more families

6. Other conditions and factors of housing needs (specify):

NAVAJO NATION RESIDENCE (Scattered Sites Only)

Do you have a Homesite Lease?

☐ Yes ☐ No

Type of HSL:

Location:

Are there utilities (water & electricity) on-site?

☐ Yes ☐ No

How many feet from homesite?

Are there any structure(s) on your homesite?

☐ Yes ☐ No

Type of Structure(s):

CERTIFICATION

I hereby agree to participate in and cooperate fully in the Housing Authority's education program. I understand that failure to participate without good reasons may result in revocation of the Notice of Selection, Renewal, or Termination of the Lease Agreement.

I/We certify that the information given to the NAVAJO HOUSING AUTHORITY housing agency on household composition, income, net family assets, and allowances, and deductions are accurate and complete to the best MY/OUR knowledge and belief. I/We understand that false statements or information are punishable under Federal Law. I/We also understand that false statement or information are grounds for termination of housing assistance and termination of tenancy.

Applicant Signature

Date

Co-Applicant Signature

Date

NHA USE ONLY

Application received by:

Date received:

Income Limits: \$ -

Total Annual Income: \$ -

Family Size:

Unit Size Required:

Is the family Income eligible? ☐ Yes ☐ No

Type of Housing:

Displacement	Substandard	Local Preference	Veterans
Disaster	Dilapidated; Declared Unfit	Elderly Family	Disabled Veteran
Domestic Violence; Avoid Reprisal; Hate Crime	Homeless Family	Medical	Elderly Veteran
Govt/Landlord Action; Cultural Displacement	No Plumbing/Water	Overcrowded	Veterans (head/spouse)
Inaccessibility of Unit	No Kitchen	Education/Employment	Gold Star Mother
	No Electrical System	Single Parent	Veteran Widow/Widower
	No Heating System	Community Residency	
		Renewal Application	
TOTAL:	TOTAL:	TOTAL:	TOTAL:
			TOTAL PREFERENCE POINTS:

Land documents received (scattered sites only):

☐ Homesite Lease

☐ Archeological Report

☐ Biological Form/Report

☐ Tract Description/Lot Description

☐ Cultural Compliance Report

☐ Biological Report

I certify that the information given to the Navajo Housing Authority on household composition, income, net family assets, allowance and deductions have been verified as required by Federal Law. The family has certified that it has given our agency accurate and complete information.

☐ Eligible for Admission

☐ Ineligible for Admission

Reason(s)

Name/Title

Signature

Date



Navajo Housing Authority

PO Box 4980 • Window Rock, Arizona 86515 • (928) 871-2686 • FAX (928) 871-2658

PLEASE RETURN COMPLETED FORM TO:

Tenant Based Rental Assistance/VASH

Post Office Box 4980

Window Rock, AZ 86515

Name: _____

Social Security #: _____

Project No: _____ Unit No. _____

NHA Representative: Kim Bahe/Teresa Tsosie

SALARY OR GRANT VERIFICATION

Dear Sir/Madam

The Navajo Housing Authority is required to verify the eligible salary and grant income(s) provided for all members of families applying for admission as tenants/homebuyers to the Public Rental or Mutual Help/Homeownership Program. All salary and grant income(s) are re-examined periodically to ensure proper qualifications for continued housing. This verification of income form is a federal requirement and your cooperation in supplying the information below for the applicant named, will assist in determining the eligibility status for rent/house payments of the applicant.

Please complete and sign the authorization below and return completed form to the Management Office listed above. Your prompt return of the information will be appreciated. If you should need further assistance, please contact our Management Office directly.

"I HEREBY AUTHORIZE THE RELEASE OF ALL INFORMATION RELATING TO MY INCOME TO THE NAVAJO HOUSING AUTHORITY FOR USE IN OBTAINING HOUSING."

Applicant Signature: _____ Date: _____

TO BE COMPLETED AND SIGNED BY AUTHORIZED REPRESENTATIVE

Salary Income Verification

Position: _____

Hourly Rate: \$ _____

Total Hours Per Week: \$ _____

Total compensation Per Annum: \$ _____

Grant Income Verification

Type of Grant or Benefit: _____

Monthly Benefits \$ _____

Weekly Benefits \$ _____

Bi-Weekly Benefits \$ _____

Employment Dates:

From: _____ To: _____

Employer: _____

Address: _____

Effective Date of Grant:

From: _____ To: _____

Grantor: _____

Address: _____

"ALL INFORMATION HEREIN GIVEN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE"

Name: _____ Date: _____ Telephone No. _____

Title: _____ Signature: _____



Navajo Housing Authority

PO Box 4980 • Window Rock, AZ 86515 • (928) 871-2686 • FAX (928) 871-2658

RENTAL HISTORY

Name of Applicant(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Date of Tenancy: From: _____ To: _____

I authorize the landlord to release the requested information regarding my prior/present tenancy

Applicant Signature

Date

The above applicant(s) is apply for housing assistance. Please answer the question listed below and return to our office as soon as possible. Your assistance is greatly appreciated.

- | | Yes | No |
|--|-------------------------------|--------------------------|
| 1. Rent paid on timely matter? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Damage to unit or common areas? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Problems with tenant's children? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. History of disturbing the quiet enjoyment of neighbors? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. History of violence or harassment of neighbors or management? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Rent or damages still owing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Paid Utilities on time? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Utilities still owing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Would you re-rent to this tenant? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do you work with the Section 8 Program? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Number of people on lease | Adults: _____ Children: _____ | |

Rent: \$ _____

Comments: _____

Name of Landlord

Address

Landlord Signature

City State Zip

Date

Telephone



Hooghan - Center of Family Growth, Strength and Beauty

NAVAJO HOUSING AUTHORITY

TO: Information Management Section
Navajo Department of Law Enforcement

FROM: *Kim Bahe*
Kim Bahe, Housing Coordinator
Tenant Based Rental Assistance Program

SUBJECT: Criminal Background Check

Please allow this letter to serve as a request for a background check on behalf of all Section 8 applicants. The Section 8 Program is different from the NHA Public Rental and Homeownership Program procedures therefore a criminal record is required for all members in the household over the age of 18. The program provides temporary rental assistance to families in the private rental market and before an applicant is placed on the wait list they must provide all necessary documents to determine eligibility including the criminal record. This is our primary reason for this request.

If you are seeking a criminal background check from the Navajo Nation Police Department you may take this request to the Toyei Policy Academy. The office hours are on Mondays, Wednesday and Fridays from 8:00 AM to 5:00 PM (**Note: IMS will only take first 25 requests**). They can be reached at (928) 871-7621. For those of you in the metropolitan areas, you may obtain your criminal background check from your local law enforcement agency.

Thank you for your cooperation and if you should have any questions concerning this matter please contact me at (928) 871-2686/2600.

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

This Package contains the following documents:

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

Verification of Information Provided by Applicants and Tenants of Assisted Housing

What Verification Involves

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

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

1. HUD, O/As, and PHAs may verify the information you provide by checking with the records kept by certain public agencies (e.g., Social Security Administration (SSA), State agency that keeps wage and unemployment compensation claim information, and the Department of Health and Human Services' (HHS) National Directory of New Hires (NDNH) database that stores wage, new hires, and unemployment compensation). HUD (only) may verify information covered in your tax returns from the U.S. Internal Revenue Service (IRS). You give your consent to the release of this information by signing form HUD-9887. Only HUD, O/As, and PHAs can receive information authorized by this form.
2. The O/A must verify the information that is used to determine your eligibility and the amount of rent you pay. You give your consent to the release of this information by signing the form HUD-9887, the form HUD-9887-A, and the individual verification and consent forms that apply to you. Federal laws limit the kinds of information the O/A can receive about you. The amount of income you receive helps to determine the amount of rent you will pay. The O/A will verify all of the sources of income that you report. There are certain allowances that reduce the income used in determining tenant rents.
Example: Mrs. Anderson is 62 years old. Her age qualifies her for a medical allowance. Her annual income will be adjusted because of this allowance. Because Mrs. Anderson's medical expenses will help determine the amount of rent she pays, the O/A is required to verify any medical expenses that she reports.
Example: Mr. Harris does not qualify for the medical allowance because he is not at least 62 years of age and he is not handicapped or disabled. Because he is not eligible for the medical allowance, the amount of his medical expenses does not change the amount of rent he pays. Therefore, the O/A cannot ask Mr. Harris anything about his medical expenses and cannot verify with a third party about any medical expenses he has.

Customer Protections

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

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

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

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

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

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

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

Consequences for Not Signing the Consent Forms

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

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

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

Programs Covered by this Fact Sheet

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

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

Notice and Consent for the Release of Information

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

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

HUD Office requesting release of information (Owner should provide the full address of the HUD Field Office, Attention: Director, Multifamily Division.):

O/A requesting release of information (Owner should provide the full name and address of the Owner.):

PHA requesting release of information (Owner should provide the full name and address of the PHA and the title of the director or administrator. If there is no PHA Owner or PHA contract administrator for this project, mark an X through this entire box.):

Notice To Tenant: Do not sign this form if the space above for organizations requesting release of information is left blank. You do not have to sign this form when it is given to you. You may take the form home with you to read or discuss with a third party of your choice and return to sign the consent on a date you have worked out with the housing owner/manager.

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

Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by section 903 of the Housing and Community Development Act of 1992 and section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544. This law requires you to sign a consent form authorizing: (1) HUD and the PHA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; and (2) HUD, O/A, and the PHA responsible for determining eligibility to verify salary and wage information pertinent to the applicant's or participant's eligibility or level of benefits; (3) HUD to request certain tax return information from the U.S. Social Security Administration (SSA) and the U.S. Internal Revenue Service (IRS).

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

Uses of Information to be Obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. The O/A and the PHA is also required to protect the income

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

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

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

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

Rental Assistance Program (RAP)

Rent Supplement

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

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

Section 236

HOPE 2 Homeownership of Multifamily Units

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

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

Signatures:

Additional Signatures, if needed:

Head of Household

Date

Other Family Members 18 and Over

Date

Spouse

Date

Other Family Members 18 and Over

Date

Other Family Members 18 and Over

Date

Other Family Members 18 and Over

Date

Other Family Members 18 and Over

Date

Other Family Members 18 and Over

Date

Agencies To Provide Information

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

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

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

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

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

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

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

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

1099-G Statement for Recipients of Certain Government Payments

1099-DIV Statement for Recipients of Dividends and Distributions

1099 INT Statement for Recipients of Interest Income

1099-MISC Statement for Recipients of Miscellaneous Income

1099-OID Statement for Recipients of Original Issue Discount

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

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

Statement of Gambling Winnings

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

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

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

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

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

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

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

This consent form expires 15 months after signed.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937, as amended (42 U.S.C. 1437 et. seq.); the Housing and Urban-Rural Recovery Act of 1983 (P.L. 98-181); the Housing and Community Development Technical Amendments of 1984 (P.L. 98-479); and by the Housing and Community Development Act of 1987 (42 U.S.C. 3543). The information is being collected by HUD to determine an applicant's eligibility, the recommended unit size, and the amount the tenant(s) must pay toward rent and utilities. HUD uses this information to assist in managing certain HUD properties, to protect the Government's financial interest, and to verify the accuracy of the information furnished. HUD, the owner or management agent (O/A), or a public housing agency (PHA) may conduct a computer match to verify the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. You must provide all of the information requested. Failure to provide any information may result in a delay or rejection of your eligibility approval.

Penalties for Misusing this Consent:

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

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

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

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

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

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

Instructions to Owners

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

Instructions to Applicants and Tenants

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

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

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

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

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

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

Purpose of Requiring Consent to the Release of Information

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

Uses of Information to be Obtained

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

Who Must Sign the Consent Form

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

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

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

Failure to Sign the Consent Form

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

Conditions

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

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

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

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

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

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

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

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

Name of Applicant or Tenant (Print)

Signature of Applicant or Tenant & Date

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

Name of Project Owner or his/her representative

Title

Signature & Date
cc:Applicant/Tenant
Owner file

Penalties for Misusing this Consent:

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

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

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