

Supplemental and Optional 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.

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.	

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

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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.



Housing Authority of the City of Reno

Por favor contacte la Autoridad de Viviendas de Reno si usted necesita este documento traducido o si usted tiene alguna pregunta.

ASSET CERTIFICATION STATEMENT

The following items are considered assets: checking accounts; savings accounts; money market funds; retirement accounts (IRA, 401k, etc.); trust funds; annuities; stocks; bonds; certificates of deposit (CDs); treasury bills; whole life insurance policies; real estate; personal property being held as an investment.

Please check the box that applies:

I certify that **no one** in my household has any assets.

I declare that my household has the following assets:

Member Name	Type of Asset	Current Balance/ Cash Value	Name of Bank / Financial Institution
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

By typing my full name below, I certify that the information I have given is true and accurate to the best of my knowledge. I understand that misrepresentation of information or failure to disclose information requested on this declaration may disqualify me from participation and may be grounds for eviction or termination of my housing assistance.

Signature of Head of Household: _____ Date: _____

Client Number: _____

WARNING: Title 18, Section 101, 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 or Agency of the U.S. or the Department of Housing and Urban Development.



Child Support Declaration

Please complete one form per non-custodial parent. (A non-custodial parent is the mother/father of the below-listed child(ren) who is not listed in the approved household composition)

Name of Non-Custodial Parent: _____

Name of Child(ren): _____

Has there ever been a court order for child support? *If yes, a copy must be on file with the Reno Housing Authority.*

No Yes - Amount of order \$ _____

Are you currently receiving child support? This may include cash paid to you or items (diapers, food, clothing, etc.) purchased for the above-named child(ren). *If the non-custodial parent provides non-cash support, please give an estimate of the cost of the items provided.*

No Yes - Amount received \$ _____

Who sends you the payments?

Child Support Enforcement Agency. *Please provide their name and address on the following lines:*

The non-custodial parent sends the money directly to me or purchases items (diapers, food, clothing, etc.) for the above-referenced child(ren). *Please provide their address on the following lines:*

If you are NOT receiving child support, please explain why: _____

I certify that the answers I have given are true and accurate to the best of my knowledge. I understand that any misrepresentation of information or failure to disclose information requested on this declaration may disqualify me from participation and may be grounds for eviction or termination of assistance.

Signature of Head of Household _____ Date _____

WARNING: 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 or Agency of the U.S. or the Department of Housing and Urban Development.

PERSONAL DECLARATION

La Autoridad de Viviendas de Reno se ha comprometido a ofrecer accesibilidad a sus programas y actividades para todos los clientes elegibles, inclusive para aquellas personas limitadas en sus habilidades del manejo del idioma Ingles. Por favor informe a nuestro personal si requiere otra forma diferente de comunicación que no sea verbal o por escrito en ingles.

This form must be completed **IN YOUR OWN HANDWRITING**. You must use the correct legal name for each member of your household as it appears on their social security card. **PLEASE PRINT**. All adult members of the household must sign the back of this form, certifying the information pertaining to them

- 1. HOUSEHOLD COMPOSITION:** List ALL persons who are living in your home, with head of household first, other adults, then children. **If you need additional room, please print information on blank paper and attach.** **H/H = Head of household**

(Legal Name as it appears on Social Security Card)	Relation -ship to H/H	Social Security Number and Date of Birth	Disabled Yes or No	If student, school name	Name and address of minor's absent parent
	H/H				
					Name
					Address
					Name
					Address
					Name
					Address
					Name
					Address
					Name
					Address

- 2. PROGRAM INTEGRITY INFORMATION** – Circle YES or NO and give details, if applicable.

1. Do you expect anyone to move in or out of your household?	YES	NO
2. Does anyone else live with you now who is not listed in the household composition section of this form?	YES	NO
3. Is any member of your household over the age of 18 attending school?	YES	NO
4. Has any member of your household ever used a social security number other than the one listed above? If yes, what is it? _____	YES	NO
5. Have you or has anyone in your household ever been convicted of the manufacture or production of methamphetamines (speed) on the premises of public or assisted housing? If yes, who? _____ When? _____ What? _____	YES	NO
6. Have you ever been convicted of a crime other than a traffic violation? If yes, what? _____ Year? _____	YES	NO
7. Are any household members required to register as a sex offender? If yes, who? _____	YES	NO

3. YOUR CURRENT MONTHLY EXPENDITURES

Rent	\$	Phone	\$	Medical	\$	Credit Card	\$	
Electric	\$	Auto Payment	\$	Cable	\$	Credit Card	\$	
Gas	\$	Auto Ins.	\$	Insurance	\$	Loan	\$	
Water	\$	Child Care	\$	Rentals	\$	Other	\$	
Do any household members have any other regular monthly payments besides those above? If yes, Specify							YES	NO
Is anyone outside your household paying any of these bills? If yes, Amount \$ _____							YES	NO

4. ASSETS – Circle YES or NO and give details, if applicable.

1. Does anyone in your household own or have an interest in any real estate, boat and/or mobile home?	YES	NO
2. Is anyone in your household retaining personal property (coin collection, antiques, etc.) as an investment? If yes, details: _____	YES	NO
3. Does anyone in your household own any stocks, bonds, treasury bills, certificates of deposit or money market funds?	YES	NO
4. Are there any retirement funds (IRA, 401k, annuities, etc.) available to your household? If yes, company name and address: _____	YES	NO
5. Are there any trust funds available to your household? If yes, trust fund name and address: _____	YES	NO
6. Does anyone in your household have a checking account?	YES	NO
7. Does anyone in your household have a savings account?	YES	NO
8. Has anyone in your household sold, disposed of, or otherwise transferred any assets for less than fair market value within the past two years? If yes, details: _____	YES	NO
9. Does anyone in your household have a whole life insurance policy? If yes, Policy # _____ Insurance Company name & address _____	YES	NO

5. TOTAL HOUSEHOLD INCOME - List all money earned or received by **everyone** living in your household.

Source of Income	Income	Name of Family Member(s)
Employer: Address:	Rate of Pay: _____ # of hours per week: _____ Overtime _____ Tips _____	
Employer: Address:	Rate of Pay: _____ # of hours per week: _____ Overtime _____ Tips _____	
Self-employed	\$	
Unemployment	\$	
TANF	\$	
Food Stamps	\$	
Child Support for _____	\$	
Spousal Support	\$	
Military pay	\$	
Pension, retirement, Annuity, etc.	\$	
Social Security	\$	
SSI – Social Security Supplemental Income	\$	
SSD – Social Security Disability	\$	
Disability Payments - NOT through Social Security	\$	
Scholarships/Financial Aid	\$	
Cash contributions from someone outside household	\$	
Other (source: _____)	\$	
Earned Income of Minor		
Name:	Source:	\$
Name:	Source:	\$

6. ALLOWABLE EXPENSES – Child Care, for household members under the age of 13

Child care provider's name:	Phone:
Complete mailing address:	
Amount paid by family per week: \$	Number of children cared for:
Cost of childcare per week: \$	

ELDERLY OR DISABLED ONLY -- Medical and/or Handicap Expenses – Refer to attached Medical Form.

I certify that the information given to the Reno Housing Authority (RHA) on family composition and characteristics, drug and criminal activity, income, assets, and expenses, is accurate and complete. I understand that false statements or information are punishable under Federal Law and grounds for denial or termination of housing assistance. I understand that I am required to report in writing to RHA all changes in family composition, income, assets, and expenses of any family member(s) within thirty calendar (30) days of the change. Further that no one is permitted to move into my unit without prior written approval of RHA and my landlord. I understand that any misrepresentation of information or failure to disclose information requested on this declaration may disqualify me from participation and may be grounds for eviction or termination of assistance. I further acknowledge the following warning:

WARNING: 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 or Agency of the U.S. or the Department of Housing and Urban Development.

Signature of Head of Household _____ Date _____

Signature of Spouse or Co-Tenant _____ Date _____

Signature of Other Adult _____ Date _____

Telephone Number _____ Alternate Number _____



GENERAL RELEASE OF INFORMATION

I consent to allow the Housing Authority of the City of Reno (RHA) or the U.S. Department of Housing and Urban Development (HUD) to request and obtain the information listed below for the purpose of determining my eligibility and level of benefits under HUD's assisted housing programs. RHA may use this release to make inquiries or secure information from any source whatsoever, including a person, business, or organization that has, or may have, any information listed below. I understand that income information received under this consent form cannot be used 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. If I participate in the Project-Based or Mod Rehab program, I also authorize RHA and the owner and/or manager of the building in which I reside to share with each other any information needed to verify my continued eligibility and suitability for subsidized housing.

- Information necessary to authenticate preference claims;
Rental history records and references, including but not limited to, information about the ability to pay rent, the ability to live independently, take care of rental property, and get along well with neighbors;
Serious or repeated violation(s) of the signed lease agreement and damages caused to a unit;
Services provided by individuals or agencies which are relevant to the ability to pay rent and take care of rental property;
Non-residential references from individuals with whom a professional relationship has been established, and references from neighbors, community and relatives;
References from employers, including wage and salary information;
Criminal history;
Information on payment history and balances owed to utility companies including but not limited to NV Energy;
Medical, prescription and insurance expenses;
(HUD only) U.S. Social Security Administration and U.S. Internal Revenue Service;
Income and asset information from any source, including State Wage Information Collection Agencies, for all family members;
Immigration status, citizenship status, and legal identity verification;
Child care;
School registration for minor children and for family members over the age of 18 where required to establish program eligibility;
Registration in educational or vocational training programs including information about participation/completion of such programs;
Verification of disability or handicap, if necessary for program eligibility (does not include details of actual disability or handicap);
Verification of need for reasonable accommodation, if requested;
Verification with U.S. Postal Service;
Credit reports and/or tenant screening reports from private contractors;
Termination for violation of family obligations and reasons for the termination;
Involvement in fraud, bribery or other corrupt or criminal acts;
Drug trafficking by household members;
Balance of money owed to RHA;
Outstanding debts to other housing agencies.

Head of Household (printed name) Signature Date
Co-Head, Spouse, Partner, or Other Adult (printed name) Signature Date
Other Adult (printed name) Signature Date
Other Adult (printed name) Signature Date

Authority: This release of information is in lieu of the HUD-9886 Authorization for the Release of Information/Privacy Act Notice.



Housing Authority of the City of Reno

Por favor contacte la Autoridad de Viviendas de Reno si usted necesita este documento traducido o si usted tiene alguna pregunta.



This consent form remains effective until the earliest of (i) the rendering of a final adverse decision for an assistance applicant; (ii) the cessation of a participant's eligibility for assistance from HUD and RHA; or (iii) the express revocation by the assistance applicant or recipient (or applicable family member) of the authorization, in a written notification to HUD or RHA.

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.

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 RHA's grievance and Housing Choice Voucher informal hearing procedures.

Revocation of consent:

If you revoke consent, RHA will be unable to verify your information although the data matches between HUD and other agencies will continue to automatically occur in the Enterprise Income Verification (EIV) System if the family is not terminated from the program.

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. Failure to provide any of the requested information may result in a delay or rejection of your eligibility.

Penalties for Misusing this Consent:

HUD, RHA and any owner (or any employee of HUD, RHA 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 form is restricted to the purpose cited on the form. 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, RHA or the owner responsible for the unauthorized disclosure or improper use.

OMB Burden Statement:

Collection of information on income and assets is required for program eligibility determination purposes. The submission of this consent form is necessary so that RHA can carry out the requirements of 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 (42 U.S.C. 3544) and Section 104 of HOTMA to ensure that HUD and RHA can verify eligibility and income information for applicants and participants. This information collection is protected from disclosure by the Privacy Act.

La Autoridad de Viviendas de Reno se ha comprometido a ofrecer accesibilidad a sus programas y actividades para todos los clientes elegibles, inclusive para aquellas personas limitadas en sus habilidades del manejo del idioma Ingles. Por favor informe a nuestro personal si requiere otra forma diferente de comunicación que no sea verbal o por escrito en ingles.

VOUCHER FAMILY OBLIGATIONS

For the purpose of this form, the terms "you", "your", "tenant", and/or "family" include the head of household, spouse, dependents, and all other adult members of the household and their dependents.

The following describes your responsibilities as a Section 8 rental program participant. If **you or any family members** do NOT meet these obligations, **you and your family** may be terminated from the Section 8 Program. You may also not be allowed to receive rental subsidy in the future.

SUPPLYING REQUIRED INFORMATION: You must supply any information that the Housing Authority or HUD determines is necessary in the administration of the program, including • submission of required evidence of citizenship or eligible immigration status • information for use in a reexamination of family income and composition, and • information to verify that the family is living in the unit. You must disclose and verify Social Security numbers and must sign and submit consent forms for obtaining information. **Any** changes in your income and/or family size (increase such as birth, adoption or court-awarded custody of a child, or decrease such as a family member no longer living in the unit) must be reported in writing within 30 days. Information supplied by you must be true and complete.

HOUSING QUALITY STANDARD (HQS) BREACH: You must not damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.

ALLOWING HOUSING AUTHORITY INSPECTION: You must allow the Housing Authority to inspect your unit at reasonable times and after reasonable notice.

VIOLATION OF LEASE: You or your guests must not commit any serious or repeated violation(s) of the lease.

FAMILY NOTICE OF MOVE OR LEASE TERMINATION: You must give the Housing Authority **and** the owner 30 days notice before you move out of the unit or terminate the lease.

OWNER EVICTION NOTICE: You must promptly give the Housing Authority a copy of any owner eviction notice.

USE AND OCCUPANCY OF THE UNIT: You must use the assisted unit for residence by you and your family. The unit must be your only residence. The composition of your family residing in the unit must be approved by the Housing Authority. You must request Housing Authority written approval to add any other family member as an occupant of the unit. You must not sublease the unit or assign the lease. You must **not** allow any person to receive mail at your unit, use your address to register vehicles, or use the unit for any other purposes unless they are family members reported in your Section 8 family composition.

ABSENCE FROM UNIT: You must have Housing Authority approval to be absent from the unit for more than 30 days.

INTEREST IN UNIT: You must not own or have any interest in the unit.

FRAUD AND OTHER PROGRAM VIOLATIONS: You must not commit fraud, bribery or any other corrupt or criminal act in connection with the Section 8 Program.

CRIME: You must not engage in any illegal drug-related criminal activity or violent criminal activity.

DRUG USE: You must not illegally use a controlled substance.

ALCOHOL ABUSE: You must not abuse alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

OTHER HOUSING ASSISTANCE: You must not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any federal, state or local housing assistance programs.

I / We have read the above and agree to abide by these responsibilities.

Tenant signature

Date

Tenant signature

Date

Address: _____

City & ZIP _____