



# Application For Housing

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Work/Cell Phone: \_\_\_\_\_

If you are a person with disabilities or have difficulty completing this application, please advise us of your needs when you receive the application or contact us to schedule assistance.

Our phone number is \_\_\_\_\_. Our office hours are \_\_\_\_\_

If you have a hearing impairment, our TDD number is 1-866-925-8689 and is available during the same hours.

## Directions to the Applicant:

Answer all the questions on this application. Enter "No" or "None" for those questions which do not apply to you. Do not leave any blanks and do not strike through or cross out any section.

**All household members 18 and older must sign this application. Proof of identity and social security cards must be provided for all household members.**

Household Members	Social Security #	Relationship	Sex	Date of Birth	Student Status
		<b>Head of Household</b>			F/T P/T N/A
<b>Ethnicity of Head of Household:</b> (Select One) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino					
<b>Race of Head of Household:</b> (Select All That Apply) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian					
<input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other					
					F/T P/T N/A
					F/T P/T N/A
					F/T P/T N/A
					F/T P/T N/A
					F/T P/T N/A
					F/T P/T N/A
					F/T P/T N/A

1. Current Marital Status:  Single (Unmarried)  Widowed  Married  
 Separated (date) \_\_\_\_\_  Divorced (date) \_\_\_\_\_

2. Have you or any member of your household been known by any other last name?  Yes\*  No  
\*If yes, which member(s): \_\_\_\_\_ Prior/Maiden Name: \_\_\_\_\_

3. What is your total number of household members? \_\_\_\_\_

4. Do you have full custody of any children living in the household?  Yes  No

<b>TO BE COMPLETED BY MANAGEMENT STAFF ONLY</b>	Unit Type Requested: _____
Date Received : _____ TIME: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	Received via: <input type="checkbox"/> Mail <input type="checkbox"/> In person
Manager Signature: _____	<input type="checkbox"/> Approved Preference: _____ <input type="checkbox"/> Accessible WL <input type="checkbox"/> Non Accessible WL



5. Do you have foster children who reside in your household?  Yes\*  No

\*If yes, please list names and ages: \_\_\_\_\_

6. Do you expect a change in household size in the future?  Yes\*  No

\*If yes, explain: \_\_\_\_\_

7. Are there any temporarily absent household members?  Yes\*  No

\*If yes, provide name, relationship to head of household, age, explanation for absence, and date of return.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_ Return Date: \_\_\_\_\_

Explanation: \_\_\_\_\_

8. Are **ANY** members within the household enrolled as a student at an institution of higher education?  Yes\*  No  
**\*If yes, please complete a Student Certification form (located at the end of this application) for each student enrolled.**

9. Do **all** of the household members expect to attend school full time in the next 12 months?  Yes  No

10. Were **all** of the household members previously full-time students 5 months out of the calendar year?  Yes  No

11. Are **any** adult household members claiming zero income?  Yes  No

12. Do you or a household member have a disability that would necessitate the features of a fully accessible unit?

Yes\*  No **\*Please note that this need will be verified with your doctor/physician.**

13. **PLEASE CHECK ALL INCOME SOURCES BELOW:**

	Yes	No		Yes	No		Yes	No
Employment	<input type="checkbox"/>	<input type="checkbox"/>	Self Employment	<input type="checkbox"/>	<input type="checkbox"/>	Alimony	<input type="checkbox"/>	<input type="checkbox"/>
Social Security/SSI	<input type="checkbox"/>	<input type="checkbox"/>	Public Assistance	<input type="checkbox"/>	<input type="checkbox"/>	Child Support	<input type="checkbox"/>	<input type="checkbox"/>
Military Pay	<input type="checkbox"/>	<input type="checkbox"/>	Recurring Gifts	<input type="checkbox"/>	<input type="checkbox"/>	Veteran's Benefits	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment	<input type="checkbox"/>	<input type="checkbox"/>	Railroad Pension	<input type="checkbox"/>	<input type="checkbox"/>	Other Pensions	<input type="checkbox"/>	<input type="checkbox"/>
Rental Income	<input type="checkbox"/>	<input type="checkbox"/>	Settlements	<input type="checkbox"/>	<input type="checkbox"/>	Severance Package	<input type="checkbox"/>	<input type="checkbox"/>
Workman's Comp	<input type="checkbox"/>	<input type="checkbox"/>				Interest from Investments	<input type="checkbox"/>	<input type="checkbox"/>
Other Income*	<input type="checkbox"/>	<input type="checkbox"/>	*Describe: _____					

\*If benefits are drawn under a different Social Security Number, please provide: \_\_\_\_\_

14. **For each "Yes" marked for Income (above), please complete the following:**

**Household Member Name:** \_\_\_\_\_ **Amount Received: \$** \_\_\_\_\_

hourly  weekly  bi-weekly  twice monthly  monthly  annually  other: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**Household Member Name:** \_\_\_\_\_ **Amount Received: \$** \_\_\_\_\_

hourly  weekly  bi-weekly  twice monthly  monthly  annually  other: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**Household Member Name:** \_\_\_\_\_ **Amount Received: \$** \_\_\_\_\_

hourly  weekly  bi-weekly  twice monthly  monthly  annually  other: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**Household Member Name:** \_\_\_\_\_ **Amount Received: \$** \_\_\_\_\_

hourly  weekly  bi-weekly  twice monthly  monthly  annually  other: \_\_\_\_\_

Contact Information: \_\_\_\_\_

15. Will another individual or agency (including Section 8) guarantee payment for rent and/or other fees?  Yes\*  No

\*If yes, please list the name, address, and phone number:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_



16. PLEASE CHECK ALL ASSET SOURCES BELOW:

	Yes	No		Yes	No		Yes	No
Checking	<input type="checkbox"/>	<input type="checkbox"/>	Savings	<input type="checkbox"/>	<input type="checkbox"/>	Annuity	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Deposit	<input type="checkbox"/>	<input type="checkbox"/>	Term Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Money Market	<input type="checkbox"/>	<input type="checkbox"/>
Stocks/Bonds	<input type="checkbox"/>	<input type="checkbox"/>	Mutual Funds/IRA/401K	<input type="checkbox"/>	<input type="checkbox"/>	Trust Fund	<input type="checkbox"/>	<input type="checkbox"/>
Whole Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Real Estate/Land	<input type="checkbox"/>	<input type="checkbox"/>	Cash on Hand	<input type="checkbox"/>	<input type="checkbox"/>
Personal Property held as an investment			<input type="checkbox"/> Yes* <input type="checkbox"/> No	*If yes, explain: _____				
Do you have any other assets?			<input type="checkbox"/> Yes* <input type="checkbox"/> No	*If yes, explain: _____				

17. For each "Yes" marked for Assets (above), please complete the following:

Household Member	Asset Type	Account Number	Cash Value	Source Name/ Address/Phone

18. Have you ever received rental assistance or lived in subsidized housing?  Yes\*  No  
 \*If yes, explain: \_\_\_\_\_
19. Has your rental assistance or subsidy ever been terminated for fraud, non-payment of rent, failure to re-certify, or any other reason?  Yes\*  No  
 \*If yes, explain: \_\_\_\_\_
20. Have you, or any member of your household, been evicted from any property, including but not limited to, a federally assisted property, for **drug-related criminal activity** within the last 3 years?  Yes\*  No  
 \*If yes, explain: \_\_\_\_\_
21. Are you, or any member of your household, **currently engaged in the use of illegal drugs or abuse of alcohol** that may interfere with the health, safety, or right to peaceful enjoyment of the property of other residents?  Yes\*  No  
 \*If yes, explain: \_\_\_\_\_
22. Have you, or anyone in your household, **EVER** been convicted of a felony?  
 Yes\*  No \*If yes, explain: \_\_\_\_\_
23. Have you, or anyone in your household, ever been convicted of a crime pertaining to sexual abuse or assault?  
 Yes\*  No \*If yes, explain: \_\_\_\_\_
24. Are you, or anyone in your household, subject to any sex offender registration program, up to and including lifetime registration? **Note: Failure to respond to this question may jeopardize the approval of your application.**  
 Yes\*  No \*If yes, explain: \_\_\_\_\_
25. Have you, or anyone in your household, been convicted of a felony involving a violation of the Controlled Substance Act within the past (10) years?  
 Yes\*  No \*If yes, explain: \_\_\_\_\_



26. Do you, or any member of your household, have a pattern of alcohol abuse that has interfered with the health, safety, or right to peaceful enjoyment of the premises by other residents?

Yes\*  No \*If yes, explain: \_\_\_\_\_

27. Please list **all** of the states in which you or any other adult household members have lived.

**28. LANDLORD REFERENCE:**

**Present** Landlord: \_\_\_\_\_ From/To: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**Previous** Landlord: \_\_\_\_\_ From/To: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

29. Do you own a pet?  Yes\*  No \*If yes, what type of pet: \_\_\_\_\_

30. What is the size of unit(s) for which you are applying? (Number of bedrooms) \_\_\_\_\_

31. How did you hear about our community?

- |  |   |
|--|---|
| <input type="checkbox"/> Current resident or family member           | <input type="checkbox"/> Friend                       |
| <input type="checkbox"/> Employee                                    | <input type="checkbox"/> Religious Organization       |
| <input type="checkbox"/> Information provided by a government agency | <input type="checkbox"/> Advertisement (where?) _____ |
| <input type="checkbox"/> Other _____                                 |   |

**APPLICANT'S CERTIFICATION:**

**I/we certify that if selected to move into this project, the unit I/we occupy will be my/our only residence.** I/we understand that the above information is being collected to determine my/our eligibility for assistance. I/we authorize the owner/management to verify all information provided on this application and to contact previous or current landlords or other sources for credit, criminal background check, and verification information which may be released to appropriate Federal, State or Local agencies. I/we understand that our information will be kept confidential, but may be reviewed by a HUD auditor. I/we certify that the statements made in this application are true and complete to the best of my/our knowledge and belief. I/we understand that false statements or information are punishable under Federal Law, and could result in this application being rejected. I/we am/are aware that the applicant may be given thirty (30) days notice to move into an available apartment. If for any reason I/we am/are unable to move in within the allowed time, I/we understand that our offer may be forfeited and the unit may be offered to the next person on the waiting list. I/we also understand that it is a requirement of our placement on the Waiting List that I/we contact the community manager in writing every six (6) months should we decide to remain on the List. I/we understand that failure to complete this application in its entirety will result in the rejection of this application.

Signature of Head of Household: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Spouse / Co-Head: \_\_\_\_\_ Date: \_\_\_\_\_

**PENALTIES FOR MISUSING THIS CONSENT:**

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208(a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 U.S.C. 408(a) (6), (7) and (8).

*National Church Residences does not discriminate in any fashion based upon a person's race, color, sex, national origin, handicap status, religion, familial status, source of income, sexual preference, or disability. National Church Residences does not discriminate based upon age for any reason, excluding HUD program/project requirements.*





## Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

### A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.



# Student Status Affidavit

Date: \_\_\_\_\_

Applicant/Resident Name: \_\_\_\_\_ Address: \_\_\_\_\_

Social Security Number (If required): \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Because this property receives benefits from the U.S. Government, we are required by law to verify information regarding the income and assets of new applicants and current residents.

The U.S. Government requires the following when completing this verification form:

- Please do not leave any questions blank or unanswered. Enter "N/A" on the line if a question is not applicable.
- Use of correction fluid, or "White-out", is prohibited.
- If the information must be corrected, please strike through the incorrect information and initial the change.
- The date and signature of the individual completing the form is required.

### Please Complete the Following in its Entirety. Answer by circling Yes (Y) or No (N):

- |  |   |   |
|--|---|---|
| 1. Is there/will there be a household member who is a <b>full time student</b> living in this unit?<br>If yes, name all full time students in the household:<br><br>_____                                  | Y | N |
| 2. Are you currently receiving assistance under the Job Training Partnership Act in the form of a job training program? <b>Please attach supporting documentation.</b>                                     | Y | N |
| 3. Are you married filing a joint federal income tax return with your spouse?<br><b>Please attach federal tax return for the most recent tax year.</b>   | Y | N |
| 4. Are you currently receiving assistance under Title IV of the Social Security Act?<br>For example: AFDC, TANF, etc. <b>Please attach supporting documentation.</b>                                       | Y | N |
| 5. Are you a single parent with minor child(ren) <b>and</b> neither you nor your child(ren) are dependents of another individual?<br><b>Please attach federal tax return for the most recent tax year.</b> | Y | N |

**Under penalty of perjury, I certify that the above information is true and correct.** I understand that intentionally supplying false information is considered a violation of my lease terms and could lead to eviction.

Applicant/Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Warning:** Title 18, Section 1001 of the U.S. Code makes it a criminal offense to make willful, false statements or misrepresentations of any material fact involving the use of obtaining federal funds.

*National Church Residences does not discriminate in any manner based upon race, color, religion, sex, national origin, disability, marital or familial status, legal source of income, age, sexual preference, or any other class protected by state or federal law. Tenancy may be restricted to individuals and families that meet program and/or project requirements.*

