



## Metropolitan Development and Housing Agency

### Rental Assistance Department

302 Foster Street • Nashville, Tennessee 37207

Mailing Address: P O Box 846 Nashville, Tennessee 37202

Telephone (615) 252-6500 • TDD (615) 252-8599 • FAX (615) 252-6614

www.nashville-mdha.org

### Limited English Speaking Applicants/Participants

The Metropolitan Development and Housing Agency wants to make sure you understand what we say to you and that you understand any forms we ask you to sign in regard to your application for housing assistance. Please complete the section below so that we may know how to best serve your needs.

Are you able to speak and understand English? \_\_\_\_\_ Yes \_\_\_\_\_ No.

Are you able to read English? \_\_\_\_\_ Yes \_\_\_\_\_ No.

Are you able to write in English? \_\_\_\_\_ Yes \_\_\_\_\_ No.

Do you need an interpreter to assist you? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If yes, please indicate language and dialect, if applicable \_\_\_\_\_

If yes, you may either designate a friend or family member to act as your interpreter, or MDHA will provide one for you at no cost to you. If you would like for a friend or family member to be your interpreter, please complete the following statement.

I, \_\_\_\_\_ authorize

\_\_\_\_\_ to act as my interpreter

for the purpose of assisting me in completing an application for housing assistance from

the Metropolitan Development and Housing Agency (MDHA). I understand any

information given to MDHA by my interpreter, spoken or written, will receive the same

consideration as if the information was provided directly by me.

\_\_\_\_\_  
Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
MDHA Representative

\_\_\_\_\_  
Date

This form and supporting documents become a part of the applicant/participant file by reference

# Metropolitan Development and Housing Agency

## Housing Choice Voucher Program - Personal Declaration Form

**All sections must be completed - Please Print**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

**EMERGENCY CONTACT:** Person we can contact if unable to reach you

Name \_\_\_\_\_ Relation to you \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**HOUSEHOLD MEMBERS**

Complete information below for all persons who will live in your household while you are on the program. You must use the legal name for each member as it appears on their Social Security Administration record. All adult members of the household must sign below certifying that the information about them is true and accurate.

Full Name	Relation	Date of Birth	Age	Place of Birth	Sex	Social Security Number	Race	Marital Status
1.	Head							
2.								
3.								
4.								
5.								
6.								
7.								
8.								

**INCOME**

**EMPLOYMENT INCOME:** List all full and part-time employment for all household members 18 and older. Include earnings from self-employment.

Member #	Employer	Address-City, State, Zip Code	Phone #	Job Title	Start Date	Earnings
						\$ Per
						\$ Per
						\$ Per

**OTHER SOURCES OF INCOME:** List all other income for all household members including: AFDC (TANF), Social Security, SSI, Pensions, VA, Military Pay, Alimony, Child Support, Unemployment Benefits, Contributions from Outside Sources, Any Other Income

Household Member's Name	Source of Income	Monthly Amount	Case Number
		\$	
		\$	
		\$	

(cont'd on next page)

# Metropolitan Development and Housing Agency

## Housing Choice Voucher Program - Personal Declaration Form

### ASSETS

Type of Account	Bank Name	Account #	Current Balance	Yearly Interest
Checking			\$	\$
Savings			\$	\$
Certificate of Deposit			\$	\$
Annuities/Life Insurance			\$	\$
Other:			\$	\$

Does any household member have Stocks and/or Bonds? Yes ☐ No ☐ If yes, what is value? \$ \_\_\_\_\_

Does any household member have U.S. Savings Bonds? Yes ☐ No ☐ If yes, what is value? \$ \_\_\_\_\_

Does any household member own real estate? Yes ☐ No ☐ If yes, what is value? \$ \_\_\_\_\_

Has any household member ever owned real estate? Yes ☐ No ☐ If yes, when? \_\_\_\_\_

### VEHICLE INFORMATION

Do you or any household member own a vehicle(s)? Yes ☐ No ☐

Year/Model? \_\_\_\_\_ License Plate # \_\_\_\_\_

Year/Model? \_\_\_\_\_ License Plate # \_\_\_\_\_

Are there outstanding loans on the above vehicle(s)? Yes ☐ No ☐ If yes, amount owed? \$ \_\_\_\_\_

### **MONTHLY HOUSEHOLD EXPENSES – How much do you pay each month for the following? Please complete all blanks. If not applicable, put none.**

Rent	\$	Disability Expenses	\$
Gas	\$	Child Care	\$
Electric	\$	Household Supplies	\$
Water	\$	Cable	\$
Trash	\$	Yard Maintenance	\$
Telephone	\$	Car Payments	\$
Cell Phone	\$	Gasoline	\$
Food	\$	Public Transportation	\$
Medical	\$	Personal Loan/Credit Card	\$
Clothing	\$	Internet Access	\$
Insurance	\$	Other	\$

### **CHILD CARE EXPENSES**

Child care is provided for (names of children) \_\_\_\_\_

Child care is paid to: Name of provider \_\_\_\_\_

Address \_\_\_\_\_

City, St, Zip \_\_\_\_\_

Phone/Fax \_\_\_\_\_

in the amount of \$ \_\_\_\_\_ per \_\_\_\_\_ and enables \_\_\_\_\_ to work, or \_\_\_\_\_ to attend school.

Amount reimbursed \$ \_\_\_\_\_ per \_\_\_\_\_. Person/Agency who pays for child care \_\_\_\_\_

### **MEDICAL AND UNUSUAL EXPENSES**

Do you have Medicare benefits? Yes ☐ No ☐ TENNCARE? Yes ☐ No ☐

Do you have other Health Insurance? Yes ☐ No ☐ Amount of premium(s) \$ \_\_\_\_\_ Per \_\_\_\_\_

Do you make payments on medical bills? Yes ☐ No ☐ Amount of payment(s) \$ \_\_\_\_\_ Per \_\_\_\_\_

Do you pay for prescription medicines? Yes ☐ No ☐ Amount paid for medicine(s) \$ \_\_\_\_\_ Per \_\_\_\_\_

Are there any changes anticipated in health care related expenses in the next 12 months not covered by insurance? Yes ☐ No ☐

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

# Metropolitan Development and Housing Agency

## Housing Choice Voucher Program - Personal Declaration Form

**STUDENTS** – List all household members 17 years old or older who are attending school or other training program.

Household Member's Name	Name of School or Training Program	Address of School or Training Program	Full Time or Part Time

### OTHER INFORMATION

Is the owner of the unit you are living in related to you or any member of your household? Yes ☐ No ☐

Have you or any family member living with you ever been charged with drug-related or violent criminal activity? Yes ☐ No ☐

Have you or any family member living with you ever been evicted from federally assisted housing for drug-related or violent criminal activity? Yes ☐ No ☐

Are you or any family member subject to a lifetime sex offender registration requirement in any state? Yes ☐ No ☐

If yes on any of above,  
explain \_\_\_\_\_

Do you or any other family member owe a balance to MDHA or any other housing authority? Yes ☐ No ☐

Have you or any other household member ever participated in any of the following programs before?

**Section 8:** Yes ☐ No ☐

**Public Housing:** Yes ☐ No ☐

**Hope VI:** Yes ☐ No ☐

**Other subsidized program:** Yes ☐ No ☐

If Yes to any of above: Where? \_\_\_\_\_ Dates? \_\_\_\_\_

Does any member of your household have elevated blood-lead level? Yes ☐ No ☐

Are all members of your household U.S. Citizens or legal residents? Yes ☐ No ☐

Are you or any family member a current or former member of the military? Yes ☐ No ☐

If Yes, which member and dates of service? \_\_\_\_\_ From: \_\_\_\_\_ to: \_\_\_\_\_

Have you or other family member been a victim of domestic violence? Yes ☐ No ☐

If Yes, which member and date(s) \_\_\_\_\_

### CERTIFICATION

I/We certify that the information provided to the Metropolitan Development and Housing Agency on this application as well as on household composition, income, net family assets, allowances and deductions is accurate and complete to the best of my/our knowledge. I/We understand that false statements or information are punishable under State and Federal law under Tennessee Code Annotated and Section 1001 of Title 18 of the U.S. Code which provides penalties up to \$10,000 or imprisonment up to five (5) years or both. I/we also understand that false statements or information are grounds for me being charged retroactive rent and/or being denied or terminated from the housing choice voucher Section 8 program.

TENNESSEE CODE ANNOTED, Copyright © 1955-1986 by The State of Tennessee, All rights reserved. Title 39 CRIMINAL OFFENSES, CHAPTER 3 OFFENSES AGAINST PROPERTY, Part 9 – Fraud and False Dealing

**39-14-104. Theft of services** [Effective November 1, 1989] – A person commits theft of service who:

- (1) Intentionally obtains services by deception, fraud, coercion, false pretense or any other means to avoid payment for the services;
- (2) Having control over the disposition of services to others, knowingly diverts those services to the person's own benefit or to the benefit of another not entitled thereto;
- (3) Knowingly absconds from establishments where compensation for services is ordinarily paid immediately upon the rendering of them, including, but not limited to, hotels, motels and restaurants, without payment or a bona fide offer to pay. [Acts 1989, ch. 591, section 1.]

I/We also understand that Section 1001 of Title 18 of the U. S. Code makes it a criminal offense to make willful false statements of misrepresentation for the purpose of obtaining rental assistance to any department or Agency of the United States as to any matter within its jurisdiction.

“Any person who makes a false statement in writing, knowing it is false, for the purpose of obtaining or maintaining occupancy or for a reduction in rent or rent subsidy shall be guilty of a Felony”.

# Metropolitan Development and Housing Agency

## Housing Choice Voucher Program - Personal Declaration Form

**As Head of Household, I understand that I am required to report any change in my household composition or household income within 14 days to the MDHA Section 8 office. I further understand that my failure to report any change in my household composition or income may result in my household being charged retroactive rent and/or being denied or terminated from the Section 8 Program.**

\*After verification of your household composition and income is obtained by the Metropolitan Development and Housing Agency, the information will be submitted to the Department of Housing and Urban Development on Form HUD-50058 (Tenant Data Summary), a computer-generated facsimile or on magnetic tape. See the Federal Privacy Act Statement for more information about its use.

### **FEDERAL PRIVACY ACT STATEMENT**

The U. S. Department of Housing and Urban Development (HUD) collects information on tenants in HUD-assisted rental housing. The U. S. Privacy Act of 1974 established requirements governing HUD's use and disclosure of the information it collects on individuals and families.

Public housing agencies (PHAs) operating such housing send HUD information on their tenants' income, family composition, rent, etc. This information was already given by the tenants to the PHAs when applying or being reexamined. It is transferred to HUD forms used for data collection. The forms may be sent to a contractor who keypunches the information in preparation for processing by HUD computers.

USE: HUD uses the information for budget development, program evaluation and planning, and reports to the President and Congress. HUD also uses the information to monitor compliance with Federal requirements on eligibility and rent and to verify the accuracy and completeness of the income information.

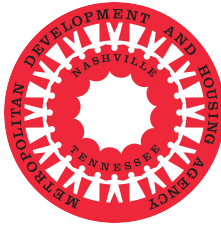
PUBLIC ACCESS: Summaries of tenant data are available to the public. Disclosure of information about individuals and families is restricted by the Privacy Act of 1974. Such information is released to appropriate Federal, State or local agencies to verify information relevant to eligibility and rent determinations and when applicable to other civil, criminal or regulatory matters.

The Privacy Act restricts HUD's disclosure of information on individuals and families, but does not restrict the PHA from releasing such information. There may be State and local laws or regulations that govern disclosure by the public housing agency.

INFORMATION REQUIREMENTS: Giving your Social Security number to HUD or the PHA is mandatory as per Circular Letter IVNAS-90-085. Failure to give it will affect eligibility or the amount of your payment. HUD uses the Social Security number as an identifier in computer-matching to check the eligibility and rent determinations made by the PHA. The other information must be provided to HUD so that it can carry out its monitoring and data collection responsibilities. Failure to do so may result in eviction or the withdrawal of housing assistance (depending on the housing program).

AUTHORITY: HUD is permitted to ask for the information by the U. S. Housing Act of 1937 as amended, 42 U.S.C., 1437 et. seq., the Housing and Community Development Act of 1981, Public Law 97-35, 85 Stat., 348, 408.

_____ Signature of Head of Household	_____ Date	_____ Signature of Spouse or Co-Head	_____ Date
_____ Signature of Other Adult	_____ Date	_____ Signature of Other Adult	_____ Date
_____ MDHA Representative	_____ Date		



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### DECLARATION OF CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS

**Instructions:** In order to be eligible to receive the housing assistance, each applicant for or recipient of housing assistance must be lawfully within the United States. On the back of this form, print the name of each family member and indicate which category of citizenship each family member has. Before selecting a non-citizen category (B, C or D), please read the Explanation of Non-Citizen Categories carefully. Please feel free to consult with an immigration lawyer or other immigration expert of your choosing. **A Declaration must be entered for each family member.** Each family member who is age 18 or older must sign below. The head of household's signature is valid for all family members under the age of 18.

#### **Explanation of Eligible Non-citizen Categories**

**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 June 19, 1995. If you are eligible and elect to select this category, you must include a document providing evidence of proof of age. No further documentation of eligible immigration status is required.

**Immigrant status under 101(a)(15) or 101(a)(20) of Immigration and Nationality Act (INA).** A non-citizen lawfully admitted for permanent residence, as defined by 101(a)(20) of the INA, as an immigrant, as defined by 101(a)(15) of the INA (8 U.S.C. 1160 or 1161), (special agricultural worker), who has been granted lawful temporary resident status.

**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 admitted for permanent residence as a result of an exercise of discretion by the Attorney General under Section 249 of the INA (8 U.S.C. 1259).

**Refugee, asylum, or conditional entry status under 207, 208, or 203 of INA.** A non-citizen 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 208(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.

**Patrol status under 212(d) (5) of the INA.** A non-citizen who is lawfully present in the U.S. as a result of an exercise of discretion by the Attorney General for emergent reasons deemed strictly in the public interest under 212(d)(5) of the INA (8 U.S.C. 1182) (d)(5) (patrol status).

**Threat to life or freedom under 243(h) of the INA.** A non-citizen 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. 153) (h).

**Amnesty under 245A of the INA.** A non-citizen lawfully admitted for temporary or permanent residence under 245A of the INA (8 U.S.C. 1255a).

I certify under the penalty of perjury, that to the best of my knowledge, all family members of my household are lawfully within the United States as indicated on this document.

---

Head of Household Signature

Date

---

Signature of Other Adult

Date

---

Signature of Other Adult

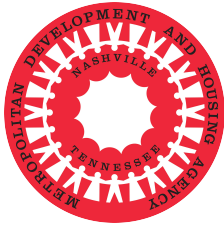
Date

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Signature of Other Adult

Date

(cont'd on next page)



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I certify under the penalty of perjury, that to the best of my knowledge, each member of my household is lawfully within the United States because **(please select from the dropdown menu the applicable Letter corresponding to the citizenship category for each member):**

<u>Member Name (Please Print)</u>	<u>Citizenship Category</u> (Select One – A, B, C or D)
1. _____ Head of Household	_____
2. _____ Other Adult    Minor (please check one)	_____
3. _____ Other Adult    Minor (please check one)	_____
4. _____ Other Adult    Minor (please check one)	_____
5. _____ Other Adult    Minor (please check one)	_____
6. _____ Other Adult    Minor (please check one)	_____
7. _____ Other Adult    Minor (please check one)	_____
8. _____ Other Adult    Minor (please check one)	_____

**A    Member is a citizen (born in the USA), naturalized citizen, or national of the United States; or**

**B    Member has eligible immigration status and is 62 years of age or older (see reverse side)**

**C    Member has eligible immigration status as checked below (see reverse side for explanations).  
Member must provide their Alien Registration Number.**

**D    Immigration status under 101 (a) (15), or 101 (a) (20) of the INA.**

- ☐ Permanent residence under 249 of INA
- ☐ Refugee, asylum, or conditional entry status under 207, 208, or 203 of the INA
- ☐ Patrol status under 212(d) (5) of the INA
- ☐ Threat to life or freedom under 243(h) of the INA
- ☐ Amnesty under 245A of the INA

In addition, one of the following must be attached for any member claiming eligible immigration status:

1. Form I551, Alien Registration Receipt Card
2. Form I-94, Arrival-Departure Record with appropriate annotations or documents
3. Form I-688, Temporary Resident Card
4. Form I-688B, Employment Authorization Card
5. A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above categories has been made and the applicant's entitlement to the document has been verified.

# Authorization for the Release of Information/ Privacy Act Notice

to the U.S. Department of Housing and Urban Development (HUD)  
and the Housing Agency/Authority (HA)

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

OMB CONTROL NUMBER: 2501-0014

exp. 07/31/2021

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

Metropolitan Development and Housing Agency  
701 South Sixth Street  
Nashville, TN 37206

ALL ADULT HOUSEHOLD MEMBERS MUST SIGN ON BACK OF  
FORM

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(l)(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.



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## **APPLICANT /TENANT AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize the release of any information (including documentation and other materials) pertinent to the eligibility for or participation in any housing program.

### **Information and inquiries about:**

Child Care Expenses

Citizenship

Credit History

Criminal Activity

Family Composition

Employment, Income, Pensions, and Assets

Federal, State, Tribal, or Local Benefits

Handicapped Assistance Benefits

Identity and Marital Status

Medical Expenses

Social Security Numbers

Residences and Rental History

### **Individuals or Organizations that may Release Information:**

Banks or other Financial Institutions

Courts

Law Enforcement Agencies

Credit Bureaus

Employers, past and present

Landlords

Providers of Alimony

Providers of Child Care

Providers of Credit

Providers of Handicapped Assistance

Providers of Medical Care

Pensions/Annuities

Schools and Colleges

U. S. Social Security Administration

U. S. Department of Veteran Affairs

U. S. Department of Immigration and Naturalization

Utility Companies

Welfare Agencies

I agree that photocopies of this authorization may be used for the purpose stated above. If I do not sign this authorization, I also understand that my housing assistance may be denied or terminated.

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Adult Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Adult Signature

\_\_\_\_\_  
Date

I certify that the above-named individual has read this document fully or that I have read it to him/her and that I have explained its contents and answered any questions to the best of my ability and that he/she understood the significance of this document at the time of signing.

\_\_\_\_\_  
MDHA Representative

\_\_\_\_\_  
Date

This form and supporting documents become a part of the applicant/participant file by reference.

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.

<b>Applicant Name:</b>			
<b>Mailing Address:</b>			
<b>Telephone No:</b>	<b>Cell Phone No:</b>		
<b>Name of Additional Contact Person or Organization:</b>			
<b>Address:</b>			
<b>Telephone No:</b>	<b>Cell Phone No:</b>		
<b>E-Mail Address (if applicable):</b>			
<b>Relationship to Applicant:</b>			
<b>Reason for Contact:</b> (Check all that apply) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Emergency  <input type="checkbox"/> Unable to contact you  <input type="checkbox"/> Termination of rental assistance  <input type="checkbox"/> Eviction from unit  <input type="checkbox"/> Late payment of rent         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Assist with Recertification Process  <input type="checkbox"/> Change in lease terms  <input type="checkbox"/> Change in house rules  <input type="checkbox"/> Other: _____         </td> </tr> </table>		<input type="checkbox"/> Emergency <input type="checkbox"/> Unable to contact you <input type="checkbox"/> Termination of rental assistance <input type="checkbox"/> Eviction from unit <input type="checkbox"/> Late payment of rent	<input type="checkbox"/> Assist with Recertification Process <input type="checkbox"/> Change in lease terms <input type="checkbox"/> Change in house rules <input type="checkbox"/> Other: _____
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<b>Commitment of Housing Authority or Owner:</b> 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.			
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.			
<b>Legal Notification:</b> 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.



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing (PIH)



## ***What You Should Know About EIV***

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

#### **What is EIV?**

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

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

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

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

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

#### **What is the EIV information used for?**

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

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

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

***Remember, you may receive rental assistance at only one home!***

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

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

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

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

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

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

#### **What are my responsibilities?**

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

**February 2010**

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

### **What are the penalties for providing false information?**

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

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

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

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

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

### **What do I do if the EIV information is incorrect?**

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

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

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

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

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

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

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

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

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

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

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

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

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

**My signature below is confirmation that I have received this Guide.**

Signature

Date



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

### DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

**Paperwork Reduction Notice:** Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any recordkeeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 04/30/2023.

#### NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

#### What information about you and your tenancy does HUD collect from the PHA?

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

**Who will have access to the information collected?**

This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

**How will this information be used?**

PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy.

**How long is the debt owed and termination information maintained in EIV?**

Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date or such other period consistent with State Law.

**What are my rights?**

In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

1. To have access to your records maintained by HUD, subject to 24 CFR Part 16.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

**What do I do if I dispute the debt or termination information reported about me?**

If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD's record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debt or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record. Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

**This Notice was provided by the below-listed PHA:**

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

**Signature**

**Date**

**Printed Name**