


Creating and Updating the Applications for Admission and Recertification

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The Application Packet

- Why have pre-assembled application packets?
 - Instructions clarify the process for applicants and verify that information was provided
 - Pages organized in same order saves time
 - Ensures all required forms and notices are provided to applicants
 - Ensures execution of all required documents
 - Easy to scan through to determine which additional forms are needed
 - Easy to follow translations, where required.

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Application Packet Guidelines



- Information & Instructions
- Comprehensive & Current
- Watch the Wording
- Review & Signatures

Contents

- Instructions to Applicant
- Application
- Citizenship Declaration for each family member
- Form HUD-92006, Emergency Contact Form
- Form HUD-52675, "Debts Owed to PHAs" signed by each adult household member

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Contents

- Release for Criminal History Background Check for each adult household member
- Form HUD-9886 for Public Housing or Form HUD-9887 for Section 8 New Construction, HUD Privacy Act/Release of Information

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Information & Instructions for Applicant

- PHA required to provide specific information to applicants at time of application
- Clarifies the application and lease-up processes
- Do not use acronyms without first spelling out the entire phrase

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Information & Instructions for Applicant

- Encourage applicants to read all information in the information packet including the VAWA Notice, EIV brochure, and CSSR Policy
- Advise that a single person with disabilities or a family that includes a person with disabilities may request a reasonable accommodation at any time during the application or occupancy process

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Information & Instructions for Applicant

- Advise that applicant may also apply for all programs with an “open” waiting list
- Advise that the application and all supplemental forms must be filled out in full and signed by all adult family members

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Information & Instructions for Applicant

- Advise what will happen if the application is incomplete
- Explain difference between temporarily absent and permanently absent family members
- Explain criminal background check process

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Information & Instructions for Applicant

- Explain requirement to provide:
 - Social security number for each household member
 - State issued photo I.D.
 - For each minor,
 - Original proof of relationship and right to live in the household
 - Name and contact information of each absent parent
- Advise of time periods and process for determination of initial and final eligibility

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Information & Instructions for Applicant

- Requirement to notify PHA of any changes in income, household composition, assets, address or telephone number while on the waiting list
- How rental units will be offered
 - Time for responding to an offer
 - Whether they lose their place on WL or go to bottom if they fail to respond
- Requirements for leasing a unit
 - Utilities, Security Deposit, Pet Deposit, pro-rated rent, etc.

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Supplemental Data Sheet *(for PHA use only)*

- Name of Applicant Head of Household
- Record any information obtained from the applicant that differs from information provided on the application
- Additional information on absent parent(s)
- Does applicant plan to add anyone to the lease at a later time?
- Information provided regarding drug-related or other criminal history

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Supplemental Data Sheet *(for PHA use only)*

- Additional rental background information
- Additional income information
- Addition child care information
- Additional asset information
- Additional information regarding disability or handicap
- Additional medical information
- Other information obtained from applicant

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Supplemental Data Sheet *(for PHA use only)*

- Space to record any unusual comments made by applicant and PHA responses to applicant's questions
- Signature of PHA Interviewer
- Date of
- Applicant Contact Log

Date	PHA Initials	Contact Method	Details

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The Application

- PHA staff should NEVER write on the application except in designated area.
 - A Supplemental Data Sheet should be maintained with the application where staff make notes and document additional information provided by applicant.
- The Application should ask all questions anticipated to be needed by the PHA in order to determine eligibility and suitability.

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The Application

- All questions and requests for information should be worded simply and clearly.
- Take care in wording questions to avoid the perception of discrimination.
 - Handicap/disability
 - Sex
- Include Fair Housing logo

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The Application

Area for Office Use Only

For Office Use Only

Eligibility Determination

Date/Time: _____ Bedroom Size: _____ Initial Eligibility: Yes No

Received by: _____ Qualify for 504 Unit? Yes No

Waiting List Placement: _____ Preference(s) claimed: _____

List any reasonable accommodation/assistance requested by applicant: _____

Interview Date: _____ Final Eligibility Yes No

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The Application

- Limited English Proficiency
 - Do you require oral and/or written information in any language other than English? [] Yes [] No
 - If yes, contact _____ for assistance. If no, continue.

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The Application

- **Instructions for Completing Form**
 - Complete this form in ink in your own handwriting. Use the legal name for each person who will reside in the rental unit exactly as it appears on his/her Social Security card. All persons age 18 and over must sign this application certifying the information pertaining to them is correct. Do not leave any section of the application blank. Any required information not received by the Public Housing Agency (PHA) within 10 business days of the date of this application will result in denial of the application.

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The Application

- **Applicant Head of Household Information**
 - Applicant Name
 - Mailing Address
 - Physical Address Where You Currently Reside
 - Home, Work and Cell Phone Numbers
 - Email Address

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The Application

- **Current Housing**
 - Is any household member a veteran?
 - Are you seeking housing due to a Presidentially Declared Disaster?
 - Current housing circumstances
 - fleeing/attempting to flee violence,
 - not displaced,
 - displaced by government action,
 - lack a fixed nighttime residence,
 - displaced by private action

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The Application

- Social Security
 - Is any household member’s legal name different than the name on his/her Social Security card?
 - If yes, who?
 - Have you or any other adult member ever used any name(s) or Social Security number(s) other than the one currently being used?
 - If yes, explain

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The Application

- Social Security (continued)
 - If a Social Security Number is not provided for any adult household member, check the reason below:
 - name of household member) is an ineligible non-citizen.
 - name of household member) has not been assigned a Social Security Number and was receiving HUD housing assistance on January 31, 2010 and was 62 or older as of January 31, 2010.

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The Application

- Communications Page
 - Provide list of languages *(three examples below)*
 - Mark this box if you read or speak English.
 - Marque esta casilla si lee o habla español. (Spanish)
 - Xin ñàunh daáu vaøo oã naøy neáu quyù vò bieát ñoïc vaø noui ñoïc Vieät Ngõõ. (Vietnamese)

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The Application

- Communications Page (continued)
 - Alternate communications needs
 - I do not require any alternate means of communication.
 - I require that all written information be: in large print presented orally in Braille in another format (explain specific need)
 - I require that all oral information be presented to me: in writing through a telephone relay service in another format (explain)

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The Application

- Household Composition
 - List all persons who will live in the rental unit. No person may reside in a subsidized unit whose residency has not been previously approved by the PHA.
 - Note on Application: *No applicant for housing assistance will be discriminated against because of a disability. Applicants are not required to disclose a disability. However, benefits for which persons with disabilities are eligible cannot be provided unless disability status is disclosed.*

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The Application

- Household Composition
 - 1 page for adults and 1 page for minors (slightly different)
 - **LIST BELOW ALL PERSONS AGE 18 OR OLDER WHO WILL RESIDE IN THE RENTAL UNIT.**
 - Use the following codes to describe each adult member's relationship to the Head of Household: **A** = Adult who is not a full time student **F** = Foster Adult **E** = Full time student age 18 or older who is not the Head, Spouse or Co-Head **L** = Live-in Aide (if required by an elderly/disabled applicant)

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The Application

- Age 18 or Older
 - Full Name as it appears on Social Security Card
 - Social Security #
 - Relation to Head
 - Sex – Male, Female, Decline to Disclose
 - Race and Ethnicity
 - Date of Birth
 - Age
 - Disabled
 - Most recent date Employed and Received TANF

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The Application

- Persons Under the Age of 18
 - Full Name of Minor as it appears on SS Card
 - Social Security Number
 - Sex – male, female, decline to disclose
 - Race/Ethnicity
 - Date of Birth
 - Age
 - Disabled
 - Name of School or Day Care Attended *(if applicable)*
 - Name & Contact Information for Absent Parent if both parents will not be living the same household

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The Application

- Household Composition questions
 - Is any household member over age 18 (other than HoH, spouse of the HoH, or co-head) a full-time student?
 - If yes, list name and the school they attend
 - Is the Spouse of the Head of Household temporarily absent from the home?
 - If yes, where is he/she?
 - When will the person return?
 - Does absent spouse have income?
 - If yes, list all of his/her income and source of income

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The Application

- Household Composition questions (continued)
 - Does anyone in your household require any special accommodations due to a handicap or disability?
 - If yes, list requirements:
 - Does any elderly or disabled family member require a Live-in Aid?

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The Application

- Income Available to Household
 - List most common income sources, leaving a place for *Other*
 - Require a yes or no for each type of income.
 - Type of income
 - Name of family member with this type of income
 - Source of income
 - Gross Income
 - Paid per hour, week, month?

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The Application

- Other income information
 - Provide taxpayer name, date of return, and gross income from 2 most recent tax returns.
 - Does anyone outside the household help with bills on a regular basis? If yes, list person or agency.
 - Has anyone in your household applied for any benefits that are in the process of being approved? If yes, explain.
 - Has any family member been awarded Child Support? If yes, amount
 - Has any family member been awarded Spousal Support? If yes, amount

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The Application

- Assets
 - Do you own a home? If yes, what is its present value?
 - What will you do with the house if you move into rental housing?
 - Has any asset been given away or sold for less than its fair market value in the past 2 years? If yes, what was its market value? How much did you receive?
 - Complete the chart below.
 - Check yes or no for each type of asset to indicate if it is owned by any family member.
 - If yes, list its value and amount of income generated by the asset.

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The Application

- Previous Housing Assistance *(give at least 2 blanks)*
 - Has any household member lived in public housing or participated in the Section 8 Housing Choice Voucher Program after reaching the age of 18?
 - If yes, under what name(s):
 - List information about each Housing Agency where any family member has lived.
 - Housing Agency,
 - From when to when,
 - Lease in name of __,
 - Why did you move?
 - Were any wages disregarded in calculating your rent

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The Application

- Criminal History
 - Has any household member been arrested, charged, or convicted for any of the following?
 - Violent criminal activity - If yes, give details.
 - Domestic Violence, dating violence, sexual assault, or stalking - If yes, give details.
 - Alcohol related activity - If yes, give details.
 - Manufacture of methamphetamines - If yes, give details.
 - Possession, use, sale, or distribution of illegal drugs - If yes, list name/date/disposition of case.

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The Application

- **Criminal History** *(continued)*
 - If required to report, list name and telephone number of probation/parole officer.
 - Has any household member participated in drug rehabilitation during the past 12 months?
 - If yes, explain.
 - Is any household member required to register in any state as a Sex Offender? If yes, list name and state.
 - Has any household member been evicted from federally assisted housing in the past 3 years?
 - If yes, who? Where? Why

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The Application

- **Medical and Disability Assistance Expense**
 - List all medical expenses the family anticipates paying during the next 12 months that will **NOT** be reimbursed by insurance or another outside source. **Do NOT include** life or burial insurance premiums. *(Complete **only** if the Head of Household or Spouse is disabled or is 62 years of age or older.)*
 - Do you pay for attendant care or an auxiliary apparatus for any disabled household member in order for them or any other adult family member to work? If yes, explain.

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The Application

- **Child Care**
 - Do you pay for Child Care for children age 12 or younger while you work, attend school or actively seek employment? If yes,
 - To whom are expenses paid?
 - How much do you pay each month?
 - Is any portion reimbursed? Who reimburses it?
 - Name and address of Child Care provider?

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The Application

- Rental History *(at least 2 most recent landlords)*
 - Current Landlord
 - Address
 - Home, Work and Cell phone numbers
 - Email address
 - Dates of occupancy: from ___ to ___
 - Rental property address
 - Were you ever late in paying rent?
 - Were you evicted or asked to move?

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The Application

- Credit History/Personal References
 - List a business where you have made payments in the past 24 months
 - List a credit card that you have made charges and/or payments on the past 24 months
 - List 2 references (who are not related to you by blood or marriage) who have knowledge of your ability and willingness to abide by a lease agreement.

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The Application

- Miscellaneous Information
 - Is any person listed on this application a victim of domestic violence, dating violence, sexual assault or stalking? If yes, who and name of perpetrator.
 - List all vehicles that household members will park on PHA-owned property.
 - Make, model, color, license plate number
 - Do you have a pet? If yes, list type and breed.
 - How did you learn about this program?

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The Application

- Applicant Certification
 - All family members age 18 or older must certify to the accuracy of the information provided and sign this application.
 - [] I (We) certify that the information provided in this application is accurate and complete to the best of my (our) knowledge and belief.
 - [] I (We) understand that providing false statements or information is punishable under Federal Law and constitutes grounds for denial of my application, as well as, termination of housing assistance and eviction after leasing a dwelling unit.
 - [] I (We) understand that all information provided in this application and required supplements and during the eligibility interview is subject to verification.
 - [] I (We) further understand that any changes to information provided in this application must be provided to the PHA within 14 days of such change for this application to remain valid.

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The Application

- Signatures and Dates Signed by each adult household member
- Statements:
 - 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 UNITED STATES GOVERNMENT.
 - If you believe you have been discriminated against, you may call the Fair Housing and Equal Opportunity national toll-free hotline at 1-800-669-9777.

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Application for Recertification

- Similar to Application for Admission
- Questions not needed at recertification include:
 - Alternate communications page
 - Previous rental history
 - Previous housing assistance
 - Last dates of employment and participation in economic self-sufficiency programs
 - Capture of as much criminal history
 - Credit history/personal references

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Application for Recertification

- Additional information to collect includes:
 - Deletion of a current family member
 - Addition of a new family member
 - Criminal activity during past year while a tenant
 - Verification of need for a support or emotional support animal

Let's look at the Application for Recertification

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To Purchase Customized Electronic Application for Admission Packets, contact:

Tracie Martinez at 817-922-9000, ext 124
or
email tracie@nelrod.com

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