

GREEN HILL

Dear Applicant,

Thank you for your interest in making Green Hill Apartments your new home.

As a new applicant, we are giving you a packet of information. Please review all forms carefully.

Each adult applicant must complete;

- Application
- Supplement to Application for Federally Assisted Housing (Emergency Contact Form)

There must be a completed application for each adult household member.

Application packet must be completed in full. Each section and each question must be answered. All forms include instructions: make sure you read instructions to ensure forms are filled out correctly and completely.

When you bring back the filled out application you will need to have the following:

- Copies of photo ID for 18 years and older.
- Copies of Birth Certificate for each house hold member.
- Copies of Social Security Cards for each house hold member.

Incomplete application packets will not be accepted.

Thank you,

Green Hill Apartments



Move-In Application

PROPERTY CONTACT INFORMATION/NEED FOR SPECIAL ACCOMMODATIONS

Property Contact Information

Office Hours Mon- Friday 10am - 4pm	Telephone Number (989) 832-3786
Property Address 1010 Eastlawn Drive Midland, MI 48640	TDD Number
	Fax Number (989) 832-9490

After we receive your application, we will:

- Determine your preliminary eligibility
- Then your application will either be processed for admission or placed on our waiting list.

This does not guarantee that your household will be eligible for a unit.

Need for Special Accommodations

If you need help in completing this application, please contact us and advise us of your needs when you receive this application.

Altman Management Company does not discriminate on the basis of disability status in the admission, access to, treatment, or employment in its federally-assisted programs and activities.

We designate the person named below to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24CFR, part 8 dated June 2, 1988.)

NAME:	Bianca Oguike	
ADDRESS:	2170 Commons Parkway	
	Okemos, MI 48864	
EMAIL:	bojuike@altmanmanagement.com	
PHONE:	517-853-6655	TTY:
		FAX:



We encourage and support the nation's affirmative housing program in which there are no barriers to obtaining housing because of race, color, creed, religion, sex, sexual orientation, gender identification, national origin, familial status, age, or handicap.



FOR OFFICE USE ONLY	
Date & Time Received:	<i>(Record with a date & time stamp OR write in and initial the date and time the application was received)</i>
Property Name: Green Hill	
Unit Number:	Effective Date:

TO BE COMPLETED BY APPLICANT

Head of Household Name:	
State Issued ID # (Head of Household):	State:
Home phone:	Cell phone:
Email:	
Preferred Number of Bedrooms:	



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FOR APPLICANT USE ONLY

Please answer all applicable questions. Each household member age 18 years or older and under 18 if head, spouse, or co-head must sign and date the application.

NOTE: Any applicant who purposefully falsifies, misrepresents or withholds any information related to program eligibility, or submits inaccurate and/or incomplete information on this application or during the interview, may be rejected for housing.

HOUSEHOLD COMPOSITION

1. List the Head of Household and all other persons who will be living in the unit. Give the relationship of each household member to the head of household.

Member #	Household member First name, middle initial, and last name	Relationship	Date of Birth	Sex If decline, put "D"	Marital Status Single, Married, Separated, Widowed, Divorced	Student Status this and/or next calendar year	Is this person...
1		HEAD				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Not a Student	<input type="checkbox"/> Disabled? <input type="checkbox"/> A veteran of the US Military? <input type="checkbox"/> Temporarily housed due to a declared disaster?
2						<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Not a Student	<input type="checkbox"/> Disabled? <input type="checkbox"/> A veteran of the US Military? <input type="checkbox"/> Temporarily housed due to a declared disaster?
3						<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Not a Student	<input type="checkbox"/> Disabled? <input type="checkbox"/> A veteran of the US Military? <input type="checkbox"/> Temporarily housed due to a declared disaster?
4						<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Not a Student	<input type="checkbox"/> Disabled? <input type="checkbox"/> A veteran of the US Military? <input type="checkbox"/> Temporarily housed due to a declared disaster?
5						<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Not a Student	<input type="checkbox"/> Disabled? <input type="checkbox"/> A veteran of the US Military? <input type="checkbox"/> Temporarily housed due to a declared disaster?
6						<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Not a Student	<input type="checkbox"/> Disabled? <input type="checkbox"/> A veteran of the US Military? <input type="checkbox"/> Temporarily housed due to a declared disaster?
7						<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Not a Student	<input type="checkbox"/> Disabled? <input type="checkbox"/> A veteran of the US Military? <input type="checkbox"/> Temporarily housed due to a declared disaster?
8						<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Not a Student	<input type="checkbox"/> Disabled? <input type="checkbox"/> A veteran of the US Military? <input type="checkbox"/> Temporarily housed due to a declared disaster?
9						<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Not a Student	<input type="checkbox"/> Disabled? <input type="checkbox"/> A veteran of the US Military? <input type="checkbox"/> Temporarily housed due to a declared disaster?



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CITIZENSHIP STATUS & SOCIAL SECURITY NUMBER DISCLOSURE

Member #	Citizenship Status	Social Security Number	If a member does not have a Social Security Number, visa, or alien registration number, please check the statement that applies:
1			<input type="checkbox"/> Does not contend eligible immigration status <input type="checkbox"/> Was 62 years or older as of January 31st, 2010 and was eligible to receive assistance <input type="checkbox"/> Is a new household member under 6 years old
2			<input type="checkbox"/> Does not contend eligible immigration status <input type="checkbox"/> Was 62 years or older as of January 31st, 2010 and was eligible to receive assistance <input type="checkbox"/> Is a new household member under 6 years old
3			<input type="checkbox"/> Does not contend eligible immigration status <input type="checkbox"/> Was 62 years or older as of January 31st, 2010 and was eligible to receive assistance <input type="checkbox"/> Is a new household member under 6 years old
4			<input type="checkbox"/> Does not contend eligible immigration status <input type="checkbox"/> Was 62 years or older as of January 31st, 2010 and was eligible to receive assistance <input type="checkbox"/> Is a new household member under 6 years old
5			<input type="checkbox"/> Does not contend eligible immigration status <input type="checkbox"/> Was 62 years or older as of January 31st, 2010 and was eligible to receive assistance <input type="checkbox"/> Is a new household member under 6 years old
6			<input type="checkbox"/> Does not contend eligible immigration status <input type="checkbox"/> Was 62 years or older as of January 31st, 2010 and was eligible to receive assistance <input type="checkbox"/> Is a new household member under 6 years old
7			<input type="checkbox"/> Does not contend eligible immigration status <input type="checkbox"/> Was 62 years or older as of January 31st, 2010 and was eligible to receive assistance <input type="checkbox"/> Is a new household member under 6 years old
8			<input type="checkbox"/> Does not contend eligible immigration status <input type="checkbox"/> Was 62 years or older as of January 31st, 2010 and was eligible to receive assistance <input type="checkbox"/> Is a new household member under 6 years old
9			<input type="checkbox"/> Does not contend eligible immigration status <input type="checkbox"/> Was 62 years or older as of January 31st, 2010 and was eligible to receive assistance <input type="checkbox"/> Is a new household member under 6 years old

HOUSEHOLD QUESTIONS

2.	Will any member of the household require a live-in aide?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, list name(s) below:
3.	Is any member of this household temporarily absent, but under normal conditions would live in the unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, list name(s) below:
4.	Have you or any member of your household ever used different names from the names given on this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, explain:
5.	Have you or any member of your household ever used social security numbers different from those listed on this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, explain:
6.	Are you or any member of your household subject to a lifetime sex offender registration requirement in any state?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, explain:
7.	Do you anticipate any change in your household (someone moving in or out) during the next 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, list name(s) below:
8.	Will all minor household members live in this unit with a parent or guardian who has at least 50% custody?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, list name(s) below: <input type="checkbox"/> N/A
9.	List all states and counties in which all household members have ever lived:		



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INCOME INFORMATION

For each household member (including temporarily absent and/or foster family members), list current and anticipated income sources for the twelve-month period beginning on the anticipated move-in date. All information must be verified. Include all full-time, part-time, or seasonal income even if completing this application in the off-season.

Include income for all members of the household

10. Employment wages/salaries (include tips, bonuses, commissions, and seasonal employment)	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Regular pay for a member of the military	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Self-Employment (Including digital income sources such as app-based driving services, e-commerce sales, and video-based platforms)	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Unemployment benefits or severance pay	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Workers' compensation or other insurance settlements	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Social Security Income (including Social Security, Social Security Disability Insurance (SSDI), and Retirement, Survivors, and Disability Insurance (RSDI))	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Supplemental Security Income (SSI)	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Disability benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Public assistance (TANF, GA, W2, AFDC, cash assistance, etc. - excluding food stamps and medical assistance)	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Child support (answer yes if you have a court order or informal agreement, even if you are receiving less than the full amount awarded)	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Alimony/Spousal maintenance	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Regular cash and non-cash contributions (including assistance with paying rent, bills or gifts from individuals not living in the unit - excluding groceries)	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Student financial aid (public or private - excluding student loans)	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. Veterans benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Regular payments from pensions (including PERA, railroad, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Regular payments from retirement benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. Periodic payments from Indian Trusts	<input type="checkbox"/> Yes <input type="checkbox"/> No
27. Death benefits (receiving income as a beneficiary of annuities, pensions, life insurance, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
28. Regular payments from annuities or life insurance dividends	<input type="checkbox"/> Yes <input type="checkbox"/> No
29. Other (list):	<input type="checkbox"/> Yes <input type="checkbox"/> No

30. **Does any adult member of the household have zero income?** Yes If Yes, please list name(s): _____ No



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ASSET INFORMATION

For each household member (including children), list all assets. All information must be verified.

Include assets for all members of the household

31. Checking accounts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
32. Savings accounts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
33. Cash Card <i>(including government benefits cards)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
34. Stocks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
35. Bonds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
36. Money Market/Mutual Funds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
37. Certificate of Deposit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
38. Trust	<input type="checkbox"/> Yes	<input type="checkbox"/> No
39. Lump Sum Receipts <i>(ie. from inheritances, insurance settlements, lottery winnings, or capital gains)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
40. 401(k) or 403(b) Account	<input type="checkbox"/> Yes	<input type="checkbox"/> No
41. IRA Account	<input type="checkbox"/> Yes	<input type="checkbox"/> No
42. Keogh Account	<input type="checkbox"/> Yes	<input type="checkbox"/> No
43. Capital Investments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
44. Real Estate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
45. Land Contracts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
46. GoFundMe/Crowdsourcing Funds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
47. Bitcoin/Cryptocurrency	<input type="checkbox"/> Yes	<input type="checkbox"/> No
48. Life Insurance Policies <i>(excluding Term Life Insurance)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
49. Pension/Annuity/Other Retirement Accounts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
50. Cash on Hand	<input type="checkbox"/> Yes	<input type="checkbox"/> No
51. Personal items held as an investment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
52. Other (list):	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE

53. I/We hereby certify that I/We have have not sold or given away any assets within the last two years where the amount received was \$1,000 or more below the total fair market value

If applicable: Identify assets sold or disposed of for less than fair market value

Household Member	Asset Type	Market Value	Date Sold/Disposed	Amount Received
		\$		\$
		\$		\$
		\$		\$
		\$		\$



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EXPENSE INFORMATION

Households may be able to deduct all or part of the household's expenses from the total annual income.

Child Care Expenses

54. **Anticipated expenses for the care of children under age 13 (including foster children) may be deducted from annual income if the care is necessary to enable a family member to work, seek employment, or further their education.**

Does this household incur child care expenses that meet the criteria above? Yes No

Disability Expenses

55. **Families are entitled to a deduction for unreimbursed, anticipated costs for attendant care and auxiliary apparatus for each family member who is a person with disabilities, to the extent these expenses are reasonable and necessary to enable any family member 18 years of age or older to be employed. (This may or may not be the member who is a person with disabilities)**

Does this household include any member who is a person with disabilities? Yes No

If Yes, please indicate whether or not the household incurs any of the following unreimbursed expenses, which are necessary for a member of the household to be employed:

56. **Expenses from attendant care?** Yes No

57. **Expenses from the cost of an auxiliary apparatus or service animal, including costs for maintenance and upkeep?** Yes No

Medical Expenses

58. **Households in which the head, spouse, or co-head is at least 62 years old or is a person with disabilities are eligible to deduct unreimbursed medical expenses for all family members.**

Does this household meet this qualification? Yes No

If Yes, please indicate whether or not any member of the household incurs any of the following unreimbursed expenses:

59. **Expenses from Medicare premiums?** Yes No

60. **Expenses from other medical insurance premiums?** Yes No

61. **Expenses from medical assistance through a public assistance agency?** Yes No

62. **Expenses incurred from ongoing visits to a dentist or doctor's office?** Yes No

63. **Expenses from prescription medications?** Yes No

64. **Expenses from over-the-counter medication prescribed by a healthcare professional?** Yes No

65. **Outstanding medical bills for which you or a member of your household are currently paying?** Yes No

66. **Additional out-of-pocket medical expenses?** Yes No



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SPECIAL UNIT REQUIREMENT(S) QUESTIONNAIRE

67. Applicant name	
68. Applicant signature	Date

The following section is optional and is used to help determine eligibility for special accessible housing features. All answers will be verified.

69. **Would you like to provide information to help determine your eligibility for special accessible housing features?**
 Yes No *(If No, skip to the next page)*

To qualify for an accessible unit, a household member must have a physical impairment that:

- is expected to be of long-continued and indefinite duration
- substantially impedes the person's ability to live independently
- is such that the person's ability to live independently could be improved by more suitable housing conditions

70. **Do you or a household member have a mobility impairment which meets the definitions stated above?** Yes No

71. **If yes, list name(s) of family members:**

72. **Do you or a household member have a condition which requires (check those that apply):**

- a separate bedroom
- a unit for a visually-impaired person
- a unit for a hearing-impaired person
- a barrier-free apartment
- a one-level unit
- a bathroom on the first floor
- other physical modifications, please explain: _____

73. **Please explain exactly what you need to accommodate your situation:**

74. **Who should we contact to verify your need for the above housing features?**

Name _____

Address _____

City	State	Zip	Phone
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SIGNATURES

I/We understand the information in this application will be used to determine eligibility for housing assistance programs and that this information will be verified. I/We understand that any false information may make me/us ineligible for a unit. I/We hereby affirm that the foregoing information is true and complete to the best of my/our knowledge, and authorized the owner to make inquiries to verify the statement herein. I/We understand that if any of this information is false, misleading or incomplete, management may decline our application or, if move-in has occurred, terminate my/our lease agreement. I/We understand that any action(s) by myself/ourselves or my/our household members, whether verbal or nonverbal, that harass, intimidate, threaten or are perceived by management to harass, intimidate or threaten the health or safety of the management staff or interfere with the management of the property is grounds for management to decline my/our application for housing. I/We understand that if I/we or any member or my/our household suggest or offer bribes of money, material goods, etc., to the management staff responsible for determining either my/our placement on the waiting list or processing of my/our housing application is grounds for management to decline my/our application for housing. I/We authorize management to make any and all inquiries to verify this information, directly or through information exchanged now or later with rental and credit screening services, and to contact previous and current landlords or other sources for credit and verification information which may be released to appropriate federal, state or local agencies. If my/our application is approved, and move-in occurs, I/we certify that only the occupants listed on this application will occupy the unit, and that this will be my/our only residence. I/We agree to notify management in writing regarding any changes in household address, telephone numbers, income and household composition. My/Our signature(s), as indicated below, acknowledge that I/we have read and completed each section of this rental application, as applicable.

All household members age 18 or older (and under age 18 if Head, Spouse, or Co-Head) must sign and date below:

Under penalty of perjury, I/we certify that the information presented in this application is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of a lease agreement.

1.	Applicant Signature	Date
2.	Applicant Signature	Date
3.	Applicant Signature	Date
4.	Applicant Signature	Date
5.	Applicant Signature	Date
6.	Applicant Signature	Date
7.	Applicant Signature	Date
8.	Applicant Signature	Date
9.	Applicant Signature	Date



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Housing History Disclosure

Property name Green Hill

Head of household

Unit number

Member name

Please provide the last 24 months of housing history. Each adult household member must complete this form at move-in.

This member has no address history from the required timeframe.

1.	Street Address:		
City:		State:	Zip Code:
Reason for leaving:			
Start (Month/Year):		End (Month/Year):	
(Check One) <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other _____			Rent per month:
Landlord Name:		Landlord Phone:	
Is this a government subsidized development? <input type="checkbox"/> Yes <input type="checkbox"/> No			This is my current address <input type="checkbox"/>

2.	Street Address:		
City:		State:	Zip Code:
Reason for leaving:			
Start (Month/Year):		End (Month/Year):	
(Check One) <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other _____			Rent per month:
Landlord Name:		Landlord Phone:	
Is this a government subsidized development? <input type="checkbox"/> Yes <input type="checkbox"/> No			This is my current address <input type="checkbox"/>

3.	Street Address:		
City:		State:	Zip Code:
Reason for leaving:			
Start (Month/Year):		End (Month/Year):	
(Check One) <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other _____			Rent per month:
Landlord Name:		Landlord Phone:	
Is this a government subsidized development? <input type="checkbox"/> Yes <input type="checkbox"/> No			This is my current address <input type="checkbox"/>

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Signature	Printed name	Date
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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 use 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 willingly 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). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8)."



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.

--	--

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.