

# HOUSING AUTHORITY of the TOWN of VERNON

21 Court St., Suite 114 P.O. Box 963

Vernon, CT 06066

ALL VHA PROPERTIES ARE SMOKE-FREE

## APPLICATION-PUBLIC HOUSING

### INSTRUCTIONS:

Please complete this form (print or type). This application form **MUST** be completely filled out and signed by all adults. Failure to complete this form could result in delays in processing your application.

### APPLICANT FAMILY/UNIT:

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
ADDRESS / Apt. #, Street, Town, Zip Code

\_\_\_\_\_  
TELEPHONE NUMBER - HOME

\_\_\_\_\_  
MOBILE

\_\_\_\_\_  
WORK

### HOUSEHOLD MEMBERS:

List yourself and all other persons who are part of your application. Use additional paper, if necessary.

1.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Driver's License # / State

#### Check all that apply:

Male     Female     Single     Married     Divorced     Separated     Widow  
 Disabled     Handicapped     Retired     Student     Employed     Unemployed     Self employed

2.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Driver's License # / State

#### Check all that apply:

Male     Female     Single     Married     Divorced     Separated     Widow  
 Disabled     Handicapped     Retired     Student     Employed     Unemployed     Self employed

3.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Driver's License # / State

#### Check all that apply:

Male     Female     Single     Married     Divorced     Separated     Widow  
 Disabled     Handicapped     Retired     Student     Employed     Unemployed     Self employed



4.

\_\_\_\_\_  
Last Name First Name MI Social Security #

\_\_\_\_\_  
Birth Date Driver's License # / State

**Check all that apply:**

Male  Female  Single  Married  Divorced  Separated  Widow  
 Disabled  Handicapped  Retired  Student  Employed  Unemployed  Self employed

5. Is anyone in the household a veteran?  Yes  No (If Yes, please provide Form DD-214 as verification)

6. Have you or any other adult member ever used any name(s)/social security number(s) other than the one you have listed?  
 Yes  No If yes, explain:  
\_\_\_\_\_

7. Does anyone in the household require any type of service or accommodation?  Yes  No If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

8. Does anyone receive any income from any other source, including someone outside your household paying for any of your bills or giving you money?  Yes  No If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

9. Does anyone receive contributions, gifts or loans from any source?  Yes  No If yes, complete the following:

\_\_\_\_\_  
Item Received Value of Item Who gives the Item

10. Have you or any other adult household member lived in any rental assisted housing?  
 Yes  No If yes, give details:

\_\_\_\_\_  
Where When

11. Does anyone own or is anyone buying real estate, such as land and/or buildings, mobile homes, etc., anywhere?  
 Yes  No If yes, complete the following:

\_\_\_\_\_  
Type Address Estimated Value

12. List any vehicles owned or used by household members, such as car, truck, motorcycle.

**Type Year Make, Model & Color License Plate # State**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Do you have a live-in aide?  Yes  No If yes, complete the following:

\_\_\_\_\_  
Name Social Security #  
Do you pay for this service yourself?  Yes  No If no, please explain.  
\_\_\_\_\_

14. Have you or any member of your household (listed above) ever been arrested for any drug related criminal activity?  
 Yes  No If yes, please give dates, charges, city and state:  
\_\_\_\_\_



15. Have you or any member of your household (listed above) ever been arrested/convicted for any felonious crime or violent criminal activity that has one of its elements the use, attempted use, or threatened use of physical force against a person or property of another?  Yes  No If yes, please give dates, charges, and city and state:

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16. Have you any other adult member ever been convicted of any crime involving fraud or dishonesty?  Yes  No If yes, please give dates, charges, and city and state:

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17. Are you or any member of your household (listed above) subject to a lifetime registration requirement under a state sex offender registration program?  Yes  No If yes, please give dates, charges, and city and state:

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18. Have you ever been evicted from or committed any fraud in any housing assistance program or been requested to repay money for knowingly misrepresenting information for such housing programs?

Yes  No If yes, explain:

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19. Have you or any other adult household member sold any business or asset in the last 2 years for less than its full value?

Yes  No If yes, explain:

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Where

When

20. Have you had any problems with infestation where you live?  Yes  No If so, when? \_\_\_\_\_

Nature of Infestation? \_\_\_\_\_

**21. MEDICAL EXPENSES – ELDERLY, HANDICAPPED OR DISABLED FAMILIES ONLY**

If the head of household or the spouse of the head of household is: a) 62 years of age or older, b) handicapped; or c) disabled; AND if any household member pays for medications, medical/dental treatment, medical insurance, or prescribed appliances which are NOT reimbursed (paid out-of-pocket), please provide verification of monthly/yearly medical costs.

**22. EMPLOYMENT:** Is anyone working or expecting to work in the next 6 months?  Yes  No

If yes, complete the portion below. (If self-employed, please provide a ledger of income and expenses.)

|  |  |                                |
|--|--|--------------------------------|
| _____<br>Name  | _____<br>Occupation  | _____<br>Gross Wages Per Month |
| _____<br>Employer's Name   | _____<br>Address / Street, City, State, Zip                                | _____<br>Phone #               |
| <i>Do you ever receive any of the following:</i>                         |  |                                |
| <b>Overtime</b> <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Tips</b> <input type="checkbox"/> Yes <input type="checkbox"/> No       |                                |
| <b>Bonus</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    | <b>Commission</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                                |

|  |  |                                |
|--|--|--------------------------------|
| _____<br>Name  | _____<br>Occupation  | _____<br>Gross Wages Per Month |
| _____<br>Employer's Name   | _____<br>Address / Street, City, State, Zip                                | _____<br>Phone #               |
| <i>Do you ever receive any of the following:</i>                         |  |                                |
| <b>Overtime</b> <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Tips</b> <input type="checkbox"/> Yes <input type="checkbox"/> No       |                                |
| <b>Bonus</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    | <b>Commission</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                                |



**23. Other sources of INCOME:** Does anyone receive or expect to receive money from any source listed below? Check Yes or No for each item. If yes, list who and amount received monthly.

| <u>Item</u>                 | <u>Yes</u> | <u>No</u> | <u>Who/Where</u> | <u>Monthly Amount</u> | <u>Account Number</u> |
|-----------------------------|------------|-----------|------------------|-----------------------|-----------------------|
| Social Security             | ___        | ___       | _____            | _____                 | _____                 |
| SSI                         | ___        | ___       | _____            | _____                 | _____                 |
| Pension/Retirement          | ___        | ___       | _____            | _____                 | _____                 |
| Veteran's Benefit           | ___        | ___       | _____            | _____                 | _____                 |
| Railroad Retirement         | ___        | ___       | _____            | _____                 | _____                 |
| Military Allotment          | ___        | ___       | _____            | _____                 | _____                 |
| Income from Rental Property | ___        | ___       | _____            | _____                 | _____                 |
| Spousal Support             | ___        | ___       | _____            | _____                 | _____                 |
| Workers Compensation        | ___        | ___       | _____            | _____                 | _____                 |
| State Disability            | ___        | ___       | _____            | _____                 | _____                 |
| Unemployment Benefits       | ___        | ___       | _____            | _____                 | _____                 |
| SNAP (Food Stamps)          | ___        | ___       | _____            | _____                 | _____                 |
| TANF                        | ___        | ___       | _____            | _____                 | _____                 |
| Child Support               | ___        | ___       | _____            | _____                 | _____                 |
| Grants, Scholarships        | ___        | ___       | _____            | _____                 | _____                 |
| Work Study or Training      | ___        | ___       | _____            | _____                 | _____                 |
| Other, Explain:             | ___        | ___       | _____            | _____                 | _____                 |

**24. ASSETS:** Does anyone have any of the following resources? Check Yes or No for each item. If yes, list who and amount.

| <u>Item</u>                                       | <u>Yes</u> | <u>No</u> | <u>Who/Where</u> | <u>Amount</u> | <u>Account #</u> |
|---|------------|-----------|------------------|---------------|------------------|
| Cash  | ___        | ___       | _____            | _____         | _____            |
| Checking Account(s)<br>(List All Checking Accts.) | ___        | ___       | _____            | _____         | _____            |
| Savings Account(s)<br>(List All Savings Accts.)   | ___        | ___       | _____            | _____         | _____            |
| Life Insurance Policy                             | ___        | ___       | _____            | _____         | _____            |
| Trust Funds                                       | ___        | ___       | _____            | _____         | _____            |
| Stocks or Bonds                                   | ___        | ___       | _____            | _____         | _____            |
| Certificates of Deposit                           | ___        | ___       | _____            | _____         | _____            |
| Money Market Account                              | ___        | ___       | _____            | _____         | _____            |
| Notes, Mortgages, or Deeds                        | ___        | ___       | _____            | _____         | _____            |
| Retirement Accounts                               | ___        | ___       | _____            | _____         | _____            |
| Deferred Compensation                             | ___        | ___       | _____            | _____         | _____            |
| Safe Deposit Box                                  | ___        | ___       | _____            | _____         | _____            |
| Real Estate                                       | ___        | ___       | _____            | _____         | _____            |
| Other, Explain:                                   | ___        | ___       | _____            | _____         | _____            |



**TENANT HISTORY/INFORMATION SHEET**  
(Housing for the Elderly/Persons with Disability and Scattered Site)

1. Has anyone on this application ever been evicted from a rental unit? \_\_\_\_\_  
If yes, please state date, address of unit, landlord's name and address, and reason for eviction:  
\_\_\_\_\_  
\_\_\_\_\_
2. In buildings without an elevator, do you have a preference for a first floor unit or second floor unit? \_\_\_\_\_ If so, please state:  
\_\_\_\_\_
3. Do you have any pets? \_\_\_\_\_ If yes, please describe each: \_\_\_\_\_  
\_\_\_\_\_

**(Below please list your residence history for the past ten (10) years. Use additional paper, if necessary)**

1. Present Address: \_\_\_\_\_  
From: \_\_\_\_\_  
Street City/State Zip Code  
Name of Owner/Management Company Telephone Number  
Street Address of Owner City/State Zip Code  
Reason for Leaving

2. Previous Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Street City/State Zip Code  
Name of Owner/Management Company Telephone Number  
Street Address of Owner City/State Zip Code  
Reason for Leaving

3. Previous Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Street City/State Zip Code  
Name of Owner/Management Company Telephone Number  
Street Address of Owner City/State Zip Code  
Reason for Leaving

**WARNING: Title 18, Section 1001 of the United States 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.**

I (we) hereby certify that the above information is complete and accurate. I (we) hereby authorize Vernon Housing Authority to verify any information regarding rental history or criminal activity, including obtaining a consumer or investigative credit report.

I (we) declare under penalty of perjury under the laws of the United States of America and the State of Connecticut that the information contained in this statement of facts is true, correct, and completed.

I (we) agree to notify the Vernon Housing Authority in writing immediately of any change in the information reported. Failure to notify the Vernon Housing Authority of any such changes could result in cancellation of my application for housing.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse/Other Adult Member

\_\_\_\_\_  
Date



**DEMOGRAPHIC SURVEY**  
**(Optional and for Statistical purposes only)**

Ethnicity and Racial Data

We perform a demographic survey of all housing applicants as well as residents for statistical purposes. Please complete the information below and return this form to the Vernon Housing Authority office with your application. This data will be kept confidential and will only be used as required by the federal government and the State of Connecticut for Fair Housing reporting.

Name: \_\_\_\_\_  
(a separate form is needed for each member listed on application)

Race (Select all that apply)

\_\_\_\_\_ American Indian or Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_\_ White

Ethnicity (Select One)

\_\_\_\_\_ Hispanic or Latino

\_\_\_\_\_ Not-Hispanic or Latino

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**DECLARATION OF CITIZENSHIP STATUS (SECTION 214)**

**NOTICE TO APPLICANTS AND TENANTS/PARTICIPANT:**

In order to be eligible to receive the housing assistance you seek, you, as an applicant or current recipient of housing assistance, must be lawfully within the U.S. Please read the Declaration statements carefully, check that which applies to you, and sign and return the document to the Housing Authority Office. Please feel free to consult with an immigration lawyer or other immigration expert of your choosing.

I, \_\_\_\_\_, certify, under penalty of perjury 1/, that, to the best of my knowledge, I am lawfully within the United States because (please check the appropriate box):

- I am a citizen by birth, a naturalized citizen or a national of the United States; or
- I have eligible immigration status and I am 62 years of age or older. Attach evidence of proof of age 2/; or
- I have eligible immigration status as checked below (see reverse side of this form for explanations). Attach INS document(s) evidencing eligible immigration status and a signed verification consent form.
  - Immigrant status under Sec. 101(a)(15) or 101(a)(20) of the Immigration and Nationality Act (INA) 3/; or
  - Permanent residence under Sec. 249 of INA 4/; or
  - Refugee, asylum, or conditional entry status under Sec. 207, 208, or 203 of the INA 5/; or
  - Parole status under Sec. 212(d)(5) of the INA 6/; or
  - Threat to life or freedom under Sec. 243(h) of the INA 7/; or
  - Amnesty under Sec. 245 of the INA 8/.
- I am a non-contending family member - **ineligible status**

**1/Warning:** 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000, imprisoned for not more than five years, or both.

\_\_\_\_\_  
**(Signature of Family Member)**

\_\_\_\_\_  
**(Date)**

- Check box if signature is of adult residing in the unit who is responsible for child name on statement above.

**FOR HA ONLY: INS/SAVE Primary Verification # \_\_\_\_\_ Date: \_\_\_\_\_**

The following footnotes pertain to noncitizens who declare eligible immigration status in one of the following categories:

- 2/ 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.
- 3/ Immigrant status under Sec. 101(a)(15) or 101(a)(20) of INA.** A noncitizen lawfully admitted for permanent residence, as defined by Sec. 101(a)(20) of the Immigration and Nationality Act (INA), as an immigrant, as defined by Sec. 101(a)(15) of the INA (8 U.S.C. 1101 (a)(20) and 1101 (a)(15), respectively [*immigrant status*]. This category includes a noncitizen admitted under Sec. 210 or 210A of the INA (8 U.S.C. 1160 or 1161), [*special agricultural worker status*], who has been granted lawful temporary resident status.
- 4/ Permanent residence under Sec. 249 of INA.** A noncitizen 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 not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under Sec. 249 of the INA (8 U.S.C. 1259) [*amnesty granted under INA 249*].
- 5/ Refugee, asylum, or conditional entry status under Sec. 207, 208, or 203 of INA.** A noncitizen who is lawfully present in the U.S. pursuant to an admission under Sec. 207 of the INA (8 U.S.C. 1157) [*refugee status*]; pursuant to the granting of asylum (which has not been terminated) under Sec. 208 of the INA (8 U.S.C. 1158 [*asylum status*]; or as a result of being granted conditional entry under Sec. 203 (a)(7) of the INA (U.S.C. 1153 (a)(7) before April 1, 1980, because of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity [*conditional entry status*].
- 6/ Parole status under Sec. 212 (d) (5) of INA.** A noncitizen who is lawfully present in the U.S. as a result of an exercise of discretion by the Attorney General or emergent reasons or reasons deemed strictly in the public interest under Sec. 212 (d)(5) of the INA (8 U.S.C. 1182 (d)(5) [*parole status*].
- 7/ Threat to life or freedom under Sec. 243 (h) of INA.** A noncitizen who is lawfully present in the U.S. as a result of the Attorney General's withholding deportation under Sec. 243 (h) of the INA (8 U.S.C. 1253 (h) [*threat to life or freedom*].
- 8/ Amnesty under Sec. 245 of INA.** A noncitizen lawfully admitted for temporary or permanent residence under Sec. 245A of the INA (8 U.S.C. 1255a) [*amnesty granted under INA 245A*].

**Instructions to Housing Authority:** Following verification of status claimed by persons declaring eligible immigration status (other than for noncitizens age 62 or older and receiving assistance on June 19, 1995) HA must enter INS/SAVE Verification Number and date that it was obtained. A HA signature is not required.

**Instructions to Family Member for Completing Form:** On opposite page, print or type first name, middle initial(s) and last name. Place an "X" in the appropriate boxes. Sign and date at bottom of page. Place an "X" in the box below the signature if the signature is by the adult residing in the unit who is responsible for a child.



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)  |  |
| <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  |  |
| <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.

|  |  |
|--|--|
|  |  |
|--|--|

**Signature of Applicant**

**Date**

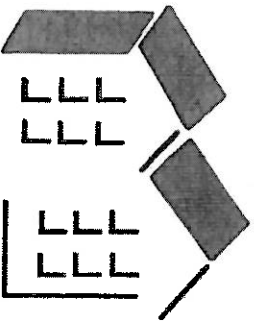
The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, 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)



**RHIP**

**RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT**

## *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.

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/hcr/ourprograms/ehiv/ehiv.htm>.

The information in this Guide pertains to applicants and participants (tenants) of the following HUD-PH 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 10/31/2019.

**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.

|  |   |             |
|--|---|-------------|
| <b>This Notice was provided by the below-listed PHA:</b> | <b>I hereby acknowledge that the PHA provided me with the<br/><i>Debts Owed to PHAs &amp; Termination Notice:</i></b> |             |
|  | <b>Signature</b>  | <b>Date</b> |
|  | <b>Printed Name</b>   |             |

Authorization for the Release of Information

Organization requesting release of Information (name, address, telephone & date)

HOUSING AUTHORITY OF THE TOWN OF VERNON  
21 COURT STREET, P.O. BOX 963  
ROCKVILLE, CT 06066  
(860)872-4255/871-0886

Purpose

The U.S. Department of Housing and Urban Development (HUD) and the above named organization may use this authorization and the information obtained with it, to administer and enforce program rules and policies.

Authorization

I authorize the release of any information (including documentation and other materials) pertinent to eligibility for or participation under any of the following programs:

- Low-Income Rental Indian Housing
- Low-Income Rental Public Housing
- Mutual Help Homeownership Opportunity Program
- Rental Assistance Program (RAP)
- Rent Supplement
- Section 8 Housing Assistance Payments Program
- Section 23 and 100 Leased Housing
- Section 23 Housing Assistance Payments
- Section 202
- Section 221(d)(3) Below Market Interest Rate
- Turnkey III Homeownership Opportunities Program

I authorize the above named organization and HUD to obtain information about me or my family that is pertinent to eligibility for or participation in assisted housing programs.

I authorize only HUD, an Indian Housing Authority, or a Public Housing Agency to obtain information on wages or unemployment compensation from State Employment Securities Agencies.

Information Covered Inquiries may be made about:

- Child Care Expenses
- Credit History
- Criminal Activity
- Family Composition
- Employment, Income, Pensions, and Assets
- Federal, State, Tribal, or Local Benefits
- Handicapped Assistance Expenses
- Identity and Marital Status
- Medical Expenses
- Social Security Numbers
- Residences and Rental History

Signature, Printed Name of the Head of Household & Date

X

Signature, Printed Name of Other Adult Member of the Household & Date

X

Individuals Or Organizations That May Release Information

Any individual or organization including any governmental organization may be asked to release information. For example, information may be requested from:

- Banks and Other Financial Institutions
- Courts
- Law Enforcement Agencies
- Credit Bureaus
- Employers, Past and Present
- Landlords
- Providers of:
  - Alimony
  - Child Care
  - Child Support
  - Credit
  - Handicapped Assistance
  - Medical Care
  - Pensions/Annuities
  - Schools and Colleges
  - U.S. Social Security Administration
  - U.S. Department of Veterans Affairs
  - Utility Companies
  - Welfare Agencies

Computer Matching Notice & Consent

I agree that a Public Housing Agency, Indian Housing Authority or HUD may conduct computer matching programs with other governmental agencies including Federal, State, Tribal or local agencies. The governmental agencies include:

- U.S. Office of Personal Management
- U.S. Social Security Administration
- U.S. Department of Defense
- U.S. Postal Service
- State Employment Security Agencies
- State Welfare and Food Stamp Agencies

The match will be used to verify information supplied by the family.

Conditions

I agree that photocopies of this authorization may be used for the purposes stated above.

If I do not sign this authorization, I also understand that my housing assistance may be denied or terminated.

Signature, Printed Name of Spouse Other Adult Member of the Household & Date

X

Signature, Printed Name of Other Adult Member of the Household & Date

X

# 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

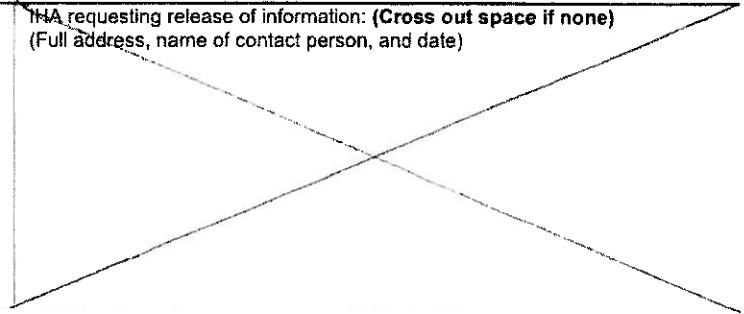
exp. 07/31/2021

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

Housing Authority of the Town of Vernon  
114 Franklin Park West  
P.O. Box 963  
Vernon, CT 06066

Betsy Soto, Executive Director

HA 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(I)(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.



# APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...  
IS FRAUD WORTH IT?**

## Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- Evicted from your apartment or house.
- Required to repay all overpaid rental assistance you received.
- Fined up to \$10,000.
- Imprisoned for up to five years.
- Prohibited from receiving future assistance.
- Subject to State and local government penalties.

## Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

## So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees: HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

## Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

## Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

## Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to [Hotline@hudoig.gov](mailto:Hotline@hudoig.gov). You can write the Hotline at:



HUD OIG Hotline, GFI  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410