

<b>FOR OFFICE USE ONLY</b>	
DATE: _____	FAMILY <input type="checkbox"/>
TIME: _____	ELDERLY <input type="checkbox"/>
BEDROOM SIZE: _____	DISABLED <input type="checkbox"/>
PUBLIC HOUSING: <input type="checkbox"/>	ELIGIBLE: <input type="checkbox"/>
SECTION 8: <input type="checkbox"/>	INELIGIBLE: <input type="checkbox"/>

<b>FOR OFFICE USE ONLY</b>	
APPLICANT FURNISHED: _____	<input type="checkbox"/>
IDENTIFICATION _____	<input type="checkbox"/>
PROOF OF DISABILITY _____	<input type="checkbox"/>
VETERAN IDENTIFICATION _____	<input type="checkbox"/>

**APPLICATION FOR ADMISSION**

**Please specify relationship & gender**

- H-Head S-Spouse                      K-Co-Head
- F-Foster child/adult                Y-youth under 18
- E-Full time student 18+
- L-Live-in Aide                         A-Other Adult

**TO BE COMPLETED BY APPLICANT – PLEASE PRINT NEATLY**

**Family Members: (list only those who will be living with you)**

#	NAME	RELATION	SOCIAL SECURITY NO.	BIRTHDATE M\D\Y	RACE*	GENDER	VETERAN OR WIDOW OF VETERAN
1		HEAD					
2							
3							
4							
5							
6							

\*W-CAUCASIAN B-AFRICAN-AMERICAN H-HISPANIC A-ASIAN/PACIFIC ISLANDER I-AMERICAN INDIAN O-OTHER \_\_\_\_\_

ANTICIPATED CHANGES in family composition: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different): \_\_\_\_\_

PHONE NUMBERS: Cell: \_\_\_\_\_

EMPLOYER NAME & ADDRESS: \_\_\_\_\_

Work: \_\_\_\_\_

Email: \_\_\_\_\_

**INCOME SOURCES AND AMOUNTS FOR ALL FAMILY MEMBERS:**

MEMBER	NAME	WAGES	SOCIAL SECURITY SSI/PENSION	ADC/GA	CHILD SUPPORT/ ALIMONY	OTHER
1		\$	\$	\$	\$	\$
2		\$	\$	\$	\$	\$
3		\$	\$	\$	\$	\$

FAMILY ASSETS (current balances/value):

SAVINGS AMOUNT	CHECKING AMOUNT	HOME/LAND (Market Value)	OTHER

ANNUAL INCOME (including asset income): \$ \_\_\_\_\_

If you require special needs accommodations, please be sure to review them with your interviewer and indicate here: \_\_\_\_\_

**HOUSING PREFERENCE  Public Housing  Section 8, if open**

If applying for Public Housing, please specify which development you would prefer to be placed in. Murray Manor and Harris House are our 1-bedroom developments and both are in Chardon. We have 2 & 3 bedroom units available at Strickland Arms in Chagrin Falls, Scranton Woods in Newbury, and Cloverdale Estates in Middlefield. GMHA only has 4-bedroom units in Newbury.

- |  |   |   |   |
|--|---|---|---|
| <b>.1 Bedroom</b>                      | <b>2 Bedroom</b>                            | <b>3 Bedroom</b>                            | <b>4 Bedroom</b>                        |
| <input type="checkbox"/> Murray Manor  | <input type="checkbox"/> Strickland Arms    | <input type="checkbox"/> Strickland Arms    | <input type="checkbox"/> Scranton Woods |
| <input type="checkbox"/> Harris House  | <input type="checkbox"/> Scranton Woods     | <input type="checkbox"/> Scranton Woods     |   |
| <input type="checkbox"/> No preference | <input type="checkbox"/> Cloverdale Estates | <input type="checkbox"/> Cloverdale Estates |   |
|  | <input type="checkbox"/> No preference      | <input type="checkbox"/> No preference      |   |



Dawn Farrell, Executive Director  
385 Center Street  
Chardon, OH 44024  
Phone: 440-286-7413  
Fax: 440-286-7496  
Email: gmha042@geaugamha.org  
Website: www.geaugamha.org

HAS YOUR FAMILY EVER RECEIVED GOVERNMENT ASSISTED HOUSING?  If yes, where

\_\_\_\_\_

Please be advised that it is YOUR RESPONSIBILITY to keep your information on your application current. Failure to do so could result in your application being removed from our files thus preventing you from receiving housing. Therefore, you must report immediately any change in address, phone number, change in family size and change in source and/or amount of income.

- You will be notified by mail if your application is determined to be ineligible for housing, based on the information provided to the GMHA.
- You will be notified by this office, either by mail or telephone when your pre-application comes up and you are to come in and fill out a full application.

THIS OFFICE CANNOT BE RESPONSIBLE FOR KEEPING TRACK OF EVERY APPLICANT WHO APPLIES FOR HOUSING. IF YOUR ADDRESS OR PHONE NUMBER IS NOT CURRENT, AND WE CANNOT LOCATE YOU BY MAIL OR PHONE, YOUR APPLICATION WILL BE WITHDRAWN. ONLY THOSE APPLICANTS THAT KEEP THEIR APPLICATION INFORMATION CURRENT WILL BE ELIGIBLE FOR HOUSING.

**PLEASE BE ADVISED THAT IF YOU, THE APPLICANT, DO NOT AGREE WITH THE REASON FOR THE INELIGIBLE DETERMINATION, YOU HAVE THE RIGHT TO REQUEST AN INFORMAL HEARING WITHIN TEN (10) DAYS. UPON REQUEST, AN INFORMAL HEARING WILL BE SCHEDULED AND YOU WILL BE ADVISED AS TO THE DATE AND TIME.**

GMHA has preference points for "Upward Mobility." Please answer the questions below to enable us to appropriately apply these points to eligible applicants.

Is  Head of Household,  Co-head, or  Spouse age 62 or older or disabled  No  Yes

Is  Head of Household,  Co-head, or  Spouse employed or participating in a self-sufficiency program (ex. attending college/vocational training, job training, or in another type of self-sufficiency program such as TANF work requirement?)

No  Yes

If yes, please indicate complete name and address of employer/provider:

\_\_\_\_\_  
\_\_\_\_\_

Please share with us how you heard about our agency:

- |   |   |
|---|---|
| <input type="checkbox"/> Flyer/Brochure | <input type="checkbox"/> Catholic Charities           |
| <input type="checkbox"/> Television     | <input type="checkbox"/> Geauga Job & Family Services |
| <input type="checkbox"/> Website        | <input type="checkbox"/> Ravenwood                    |
| <input type="checkbox"/> Friend         | <input type="checkbox"/> United Way                   |

Other, please list

\_\_\_\_\_

**ACKNOWLEDGEMENT**

I/We hereby acknowledge that I/We were provided a copy of HUD Form 5380, "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation.

I/We hereby acknowledge that I/We were provided a copy of my/our rights under the Fair Credit Reporting Act.

DECLARATION OF SECTION 214 STATUS

Notice to applicants and tenants: In order to be eligible to receive the housing assistance sought, each applicant for or recipient of housing assistance must be lawfully within the United States. Please read the Declaration statement carefully and sign and return to the Housing Authority's Admissions Office. Please feel free to consult with an immigration lawyer or other immigration expert of your choosing.

I, \_\_\_\_\_ certify, under penalty of perjury, that to the best of my knowledge, I am lawfully within the United States because:

- I am a citizen by birth, naturalized citizen or national of the United States. OR:
 I have eligible immigration status and I am 62 years of age or older (attach proof of age). 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 signed verification consent form.
 Immigrant status under #1001 (a)(15) or 101(a)(20) of the INA OR  Permanent residence under #249 of INA OR:  Refugee, asylum or conditional entry status under #207, 208 or 203 of the INA OR:
 Parole status under #212(d)(f) of the INA OR:  Threat to life of freedom under #243(h) of the INA OR:
 Amnesty under #254 of the INA

Signature of Family Member

Date

Check box if signature of adult residing in the unit is responsible for a child named on statement above.

HA: Enter INS/SAVE Primary Verification # \_\_\_\_\_ Date \_\_\_\_\_

Next applicant:

I, \_\_\_\_\_ certify, under penalty of perjury, that to the best of my knowledge, I am lawfully within the United States because:

- I am a citizen by birth, naturalized citizen or national of the United States. OR:
 I have eligible immigration status and I am 62 years of age or older (attach proof of age). 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 signed verification consent form.
 Immigrant status under #1001 (a)(15) or 101(a)(20) of the INA OR:  Permanent residence under #249 of INA OR:  Refugee, asylum or conditional entry status under #207, 208 or 203 of the INA OR:
 Parole status under #212(d)(f) of the INA OR:  Threat to life of freedom under #243(h) of the INA OR:  Amnesty under #254 of the INA

Signature of Family Member

Date

Check box if signature of adult residing in the unit is responsible for a child named on statement above.

HA: Enter INS/SAVE Primary Verification # \_\_\_\_\_ Date \_\_\_\_\_

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 manner within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.

[See next page for footnotes and instructions]

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

**Eligible immigration status and 62 years of age or older:** For noncitizens who are 62 years of age or older or who will be 62 years of age or older and receiving assistance under a Section 214 covered program on June 19, 1995. If you are eligible and elect to select this category, you must include a document providing evidence of proof of age. No further documentation of eligible immigration status is required.

**Immigrant status under 101(a)(15) or 101(a)(20) of INA:** A noncitizen lawfully admitted for permanent residence, as defined by 101(a)(20) of the Immigration and Nationality Act (INA), as an immigrant, as defined by 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 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.

**Permanent residence under 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 249 of the INA (8 U.S.C. 1259) [amnesty granted under INA 249].

**Refugee, asylum or conditional entry status under 207, 208 or 203 of INA:** A noncitizen who is lawfully present in the U.S. pursuant to an admission under 207 of the INA (8 U.S.C. 1157) [refugee status]; pursuant to the granting of asylum (which has not been terminated under 208 of the INA (8 U.S.C. 1158) [asylum status]; or as a result of being granted conditional entry under 203(a)(7) of the INA (U.S.C. 1153(a)(7) before April 1, 1980, because of persecution or fear of persecution on account of race, religion or political opinion or because of being uprooted by catastrophic national calamity [conditional entry status].

**Parole status under 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 for emergent reasons or reasons deemed strictly in the public interest under 212(d)(5) of the INA (8 U.S.C. 1182(d)(5) [parole status].

**Threat to life or freedom under 245(a) of INA:** A noncitizen who is lawfully present in the U.S. as a result of the Attorney General's withholding deportation under 243(h) of the INA (8 U.S.C. 1253(h)) [threat to life or freedom].

**Amnesty under 245(a) of the INA:** A noncitizen lawfully admitted for temporary or permanent residence under 245(a) of the INA (8 U.S.C. 1255(a)) [amnesty granted under INA 245(a)].

**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), the HA must enter INS/SAVE Verification Number and date that it was obtained. An 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 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 the child.



# 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 at tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 04/30/2023.

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

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

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

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

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

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

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

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

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

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

**How will this information be used?**

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

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

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

**What are my rights?**

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

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

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

If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD's record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debt or termination information must be made within three years from the end of participation date; otherwise, the debt and termination information will be presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record.

Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

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

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

Geauga Metropolitan Housing Authority  
Attn: Waiting List Specialist  
385 Center Street - Office  
Chardon, OH 44024

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

**Signature**

**Date**

**Printed Name**

# 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)

Geauga Metropolitan Housing Authority  
Attn: Waiting List Specialist  
385 Center Street - Office  
Chardon, OH 44024

2021

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

**Authority:** Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency /Author it y (HA) to request verifi- cation of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensa- tion 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 im- properuses 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 termi- nation 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 re- ceived 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 pay-ments of retirement income as referenced at Section 6103(1)(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 divi-dends). 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		Other Family Member over age 18	Date
	_____		
	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.



**CERTIFICATION OF U.S. Department of Housing  
DOMESTIC VIOLENCE, and Urban Development  
DATING VIOLENCE,  
SEXUAL ASSAULT, OR STALKING,  
AND ALTERNATE DOCUMENTATION**

Exp. 06/30/2017

**Purpose of Form:** The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: \_\_\_\_\_

2. Name of victim: \_\_\_\_\_

3. Your name (if different from victim's): \_\_\_\_\_

4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_

5. Residence of victim: \_\_\_\_\_

6. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_

7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_

8. Date(s) and times(s) of incident(s) (if known): \_\_\_\_\_

10. Location of incident(s): \_\_\_\_\_

In your own words, briefly describe the incident(s):

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This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

<b>Applicant Name:</b>			
<b>Mailing Address:</b>			
<b>Telephone No:</b>	<b>Cell Phone No:</b>		
<b>Name of Additional Contact Person or Organization:</b>			
<b>Address:</b>			
<b>Telephone No:</b>	<b>Cell Phone No:</b>		
<b>E-Mail Address (if applicable):</b>			
<b>Relationship to Applicant:</b>			
<b>Reason for Contact:</b> (Check all that apply) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Emergency  <input type="checkbox"/> Unable to contact you  <input type="checkbox"/> Termination of rental assistance  <input type="checkbox"/> Eviction from unit  <input type="checkbox"/> Late payment of rent         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Assist with Recertification Process  <input type="checkbox"/> Change in lease terms  <input type="checkbox"/> Change in house rules  <input type="checkbox"/> Other: _____         </td> </tr> </table>		<input type="checkbox"/> Emergency <input type="checkbox"/> Unable to contact you <input type="checkbox"/> Termination of rental assistance <input type="checkbox"/> Eviction from unit <input type="checkbox"/> Late payment of rent	<input type="checkbox"/> Assist with Recertification Process <input type="checkbox"/> Change in lease terms <input type="checkbox"/> Change in house rules <input type="checkbox"/> Other: _____
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<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.			
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.			
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.			
<input type="checkbox"/> Check this box if you choose not to provide the contact information.			
<b>Signature of Applicant</b>	<b>Date</b>		

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.

## AUTHORIZATION FOR RELEASE OF INFORMATION

I, \_\_\_\_\_, authorize the release to the Geauga Metropolitan Housing Authority of any information they may request to determine suitability for GMHA assistance. Information may include, but is not limited to, records maintained by employers, landlords, banks, credit agencies, courts and police departments.

I hereby waive any privileges I may have to said information only to the extent necessary to permit the release of this information to the Geauga Metropolitan Housing Authority.

GMHA is using a computerized search agency to check your background. You may be required to return for fingerprinting.

**You are responsible to reveal all criminal convictions.** This includes even those that result in a conviction for a minor misdemeanor. If you are not certain, ask for clarification!

Please answer **yes** or **no** to the following questions:

HEAD                      OTHER ADULT

Have you been convicted for a DUI?                       No     Yes     No     Yes

Have you been convicted of a misdemeanor crime?                       No     Yes     No     Yes

Have you been convicted of a felony crime?                       No     Yes     No     Yes

Have you been convicted of a drug offense?                       No     Yes     No     Yes

Have you ever lived in Public or Section 8 housing?                       No     Yes     No     Yes

    If yes, where \_\_\_\_\_

Have you ever been evicted, or do you owe money to any other                       No     Yes     No     Yes

Housing authority?

    If yes, where \_\_\_\_\_

    Are you or any member of your household to a lifetime registered sex offender requirement *in any state*?     No     Yes    If yes, who and what state(s) \_\_\_\_\_

    List all states in which you have lived \_\_\_\_\_

If you answered yes to any of the above questions, please provide more information here. You may attach another sheet if necessary.

**SECTION 1001 TITLE 18 U.S. CODE PROVIDES CRIMINAL PENALTIES FOR ANY MISREPRESENTATION OR FALSE STATEMENTS. Failure to disclose convictions will cause you to be deemed ineligible, or an eviction action shall be processed against you.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of other adult

\_\_\_\_\_  
Date

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### APPLICANT TENANT CERTIFICATION & UNDERSTANDING

I/We certify that the information given to the Geauga Metropolitan Housing Authority on household composition, income, net family assets, and allowances and deductions is ACCURATE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE & BELIEF. I/We understand that false statements or information are punishable under federal law and are also grounds for termination of housing assistance and termination of tenancy.

I/We understand this is an application and not an offer of housing. Should I be considered for housing, I further understand the above family information must be updated as well as verified, including but not limited to HUD 50058 and EIV systems. I agree to cooperate in securing any information needed to determine eligibility and to update my application as required. I understand this is not a contract and does not bind either party. I have no objections to inquiries being made for the purpose of verifying the statements made herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of other adult

\_\_\_\_\_  
Date

**If you believe you have been discriminated against, you may call the Fair Housing & Equal Opportunity National Toll-free Hotline at 1-844-872-4681, or you may call 1-202-708-1112. TTY at 1-202-708-1455.**