

# *Southmoor Hills Apartments*

4992 C Richland Drive  
South Charleston, WV 25309  
phone 304-768-9721 fax 304-768-0924  
TTY: 800-982-8772 Voice: 800-982-8771  
[www.southmoorhills-aps.com](http://www.southmoorhills-aps.com)

**AT THIS TIME, THE OFFICE IS CLOSED TO WALK IN  
TRAFFIC; PLEASE FEEL FREE TO PUT YOUR  
APPLICATION IN THE DROP BOX  
ONCE A UNIT IS AVAILABLE, YOU WILL BE  
CONTACTED FOR AN INTERVIEW**

## **REQUIREMENTS TO APPLY FOR HOUSING:**

APPLICATION MUST BE FILLED OUT COMPLETELY AND PLEASE SIGN AND DATE  
ALL DOCUMENTS WHERE INDICATED.

## **THE FOLLOWING INFORMATION MUST BE PROVIDED WHEN YOU COME IN FOR YOUR INTERVIEW:**

(ORIGINALS ONLY, COPIES WILL NOT BE ACCEPTED)

**BIRTH CERTIFICATE FOR EVERYONE IN THE HOUSEHOLD  
SOCIAL SECURITY CARD FOR EVERYONE IN THE HOUSEHOLD  
CURRENT PHOTO ID FOR EVERYONE 18 AND OVER**

- APPLICANTS MUST PASS SCREENING PROCESS IN ORDER TO BE APPROVED FOR HOUSING
- CRIMINAL BACKGROUND
- CREDIT HISTORY
- SOUTH CHARLESTON ADJUSTMENT, CHARLESTON -KANAWHA HOUSING, ETC.
- LANDLORD REFERENCE

Due to the fact that we must view original ID documents, we cannot accept faxed or mailed applications. Partially completed applications will not be accepted. Also, it is your responsibility to notify us as soon as possible if your contact information changes. Your application file will be purged if you can not be contacted.

Thank you for your interest in Southmoor Hills Apartments. We look forward to working with you in meeting your housing needs.



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## RENTAL APPLICATION

### HOUSEHOLD INFORMATION

List all household members that are applying to live in this apartment with you:

| NAME<br>Last, First, Middle Initial | Relationship to<br>Head of Household | Sex<br>(Optional) | SSN | DATE OF<br>BIRTH |
|-------------------------------------|--------------------------------------|-------------------|-----|------------------|
|                                     | <b>HEAD</b>                          |                   |     |                  |
|                                     |                                      |                   |     |                  |
|                                     |                                      |                   |     |                  |
|                                     |                                      |                   |     |                  |
|                                     |                                      |                   |     |                  |
|                                     |                                      |                   |     |                  |
|                                     |                                      |                   |     |                  |
|                                     |                                      |                   |     |                  |
|                                     |                                      |                   |     |                  |

Current Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Home & Work Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

YES    NO

- ☐    ☐    1.    Is there anyone in the household who was 62 years of age or older as of 1/31/10, who does not have a SSN BUT was receiving HUD rental assistance at another location on 1/31/10?
  
- ☐    ☐    2.    Do you expect any additions to the household within the next 12 months? *(including unborn children)*  
 Name & Relationship: \_\_\_\_\_  
 Explanation: \_\_\_\_\_
  
- ☐    ☐    3.    Is there anyone living with you now who won't be living with you at this property?  
 Name & Relationship: \_\_\_\_\_  
 Explanation: \_\_\_\_\_
  
- ☐    ☐    4.    Do you have full custody of your child(ren)? *(If no, obtain proof of amount of time children will be in unit)*  
 Explanation: \_\_\_\_\_
  
- ☐    ☐    5.    Are there any absent household members who under normal conditions would live with you?  
*(For example, a spouse away in the military)*  
 Explanation: \_\_\_\_\_
  
- ☐    ☐    6.    Does your household anticipate having any pets other than those used as service animals?

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## CREDIT / CRIMINAL HISTORY

YES   NO

- ☐   ☐   7.   Have you or anyone else named on this application filed for bankruptcy?  
Explanation: \_\_\_\_\_
- ☐   ☐   8.   Have you or anyone else named on this application been convicted of a felony?  
Explanation: \_\_\_\_\_
- ☐   ☐   9.   Have you or anyone else named on this application been convicted for dealing or manufacturing illegal drugs?  
Explanation: \_\_\_\_\_
- ☐   ☐   10.   Is any member of the household subject to a lifetime sex offender registration in any state?  
Explanation: \_\_\_\_\_
11.   Please list ALL states where you and members of your household have lived: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐   ☐   12.   Have you or anyone else named on this application been evicted from a rental unit of any type including an apartment, home, mobile home, or trailer?  
Explanation: \_\_\_\_\_

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## HOUSING REFERENCES

List the past THREE (3) years of housing references. If additional space is needed, use the back of this page.

|          | <u>Landlord's Name/Address</u> | <u>Your Address</u>      | <u>You Own/Rent</u>           | <u>Dates</u> |
|----------|--------------------------------|--------------------------|-------------------------------|--------------|
| NAME:    | _____                          | _____                    | Own <input type="checkbox"/>  | From: _____  |
| ADDRESS: | _____                          | _____                    | Rent <input type="checkbox"/> | To: _____    |
| PHONE:   | (____) _____                   | (____) _____             |                               |              |
| EMAIL:   | _____                          | CURRENT RENT:   \$ _____ |                               |              |
| NAME:    | _____                          | _____                    | Own <input type="checkbox"/>  | From: _____  |
| ADDRESS: | _____                          | _____                    | Rent <input type="checkbox"/> | To: _____    |
| PHONE:   | (____) _____                   | (____) _____             |                               |              |
| NAME:    | _____                          | _____                    | Own <input type="checkbox"/>  | From: _____  |
| ADDRESS: | _____                          | _____                    | Rent <input type="checkbox"/> | To: _____    |
| PHONE:   | (____) _____                   | (____) _____             |                               |              |

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## EMERGENCY CONTACT INFORMATION

NAME: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_  
RELATIONSHIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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## VEHICLE INFORMATION

List Vehicle information for all vehicles that are owned or operated by any household member:

|                              | <u>Make/Model/Year</u> | <u>License Plate #</u> | <u>State Issued In</u> |
|------------------------------|------------------------|------------------------|------------------------|
| Vehicle #1                   | _____                  | _____                  | _____                  |
| Vehicle #2                   | _____                  | _____                  | _____                  |
| Your Drivers License Number: | _____                  |                        | State Issued by: _____ |

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## INCOME INFORMATION

Income is counted for anyone 18 years of age or older (unless legally emancipated). Unearned income (such as a grant or benefit) is counted for all household members, including minors.

***Include All Income Anticipated For The Next 12 Months***

***Do YOU or ANYONE in your household receive OR expect to receive income from:***

YES   NO

- ☐   ☐   13.   Employment wages or salaries? *(Include overtime, tips, bonuses, commissions, and cash payments)*

| <u>Household Member</u> | <u>Name of Company</u> | <u>Amount</u> |
|-------------------------|------------------------|---------------|
| _____                   | _____                  | _____         |
| _____                   | _____                  | _____         |
| _____                   | _____                  | _____         |

- ☐   ☐   14.   Self-employment? *(Include overtime, tips, bonuses, commissions, and cash payments)*

| <u>Household Member</u> | <u>Type of Business</u> | <u>Amount</u> |
|-------------------------|-------------------------|---------------|
| _____                   | _____                   | _____         |
| _____                   | _____                   | _____         |
| _____                   | _____                   | _____         |

- ☐   ☐   15.   Regular pay as a member of the Armed Forces / Military?

| <u>Household Member</u> | <u>Base Name &amp; Branch</u> | <u>Amount</u> |
|-------------------------|-------------------------------|---------------|
| _____                   | _____                         | _____         |
| _____                   | _____                         | _____         |

- ☐   ☐   16.   Unemployment benefits or workman's compensation?

| <u>Household Member</u> | <u>Case Worker</u> | <u>Amount</u> |
|-------------------------|--------------------|---------------|
| _____                   | _____              | _____         |
| _____                   | _____              | _____         |

- ☐   ☐   17.   Public Assistance, General Relief, or Temporary Assistance for Needy Families (TANF)?

| <u>Household Member</u> | <u>Case Worker</u> | <u>Amount</u> |
|-------------------------|--------------------|---------------|
| _____                   | _____              | _____         |
| _____                   | _____              | _____         |

YES   NO

- ☐   ☐   18 (a)   Child Support or Alimony? *(We must count court-ordered support whether or not it is received unless legal action has been taken to remedy. We must also count support that is not court-ordered but received directly from payer.)*

| <u>Household Member</u> | <u>Payer</u> | <u>Amount</u> |
|-------------------------|--------------|---------------|
| _____                   | _____        | _____         |
| _____                   | _____        | _____         |

18 (b)   How is the support received? (Check all that apply)

- ☐   Child Support Enforcement Agency (Name of Agency: \_\_\_\_\_)
- ☐   Court of Law (Name of Court: \_\_\_\_\_)
- ☐   Directly from Individual (Name of person: \_\_\_\_\_)
- ☐   Other (Explain: \_\_\_\_\_)

- ☐   ☐   18 (c)   If court-ordered support/alimony is not actually received, are you taking legal action to remedy?  
Explain: \_\_\_\_\_

- ☐   ☐   19.   Social Security, SSI, or any other payments from the Social Security Administration?

| <u>Household Member</u> | <u>SSA Office</u> | <u>Amount</u> |
|-------------------------|-------------------|---------------|
| _____                   | _____             | _____         |
| _____                   | _____             | _____         |

- ☐   ☐   20.   Regular payments from a Veteran's benefit, pension, retirement benefit or annuities?

| <u>Household Member</u> | <u>Source of Benefit</u> | <u>Amount</u> |
|-------------------------|--------------------------|---------------|
| _____                   | _____                    | _____         |
| _____                   | _____                    | _____         |

- ☐   ☐   21.   Regular payments from a severance package?

| <u>Household Member</u> | <u>Source of Benefit</u> | <u>Amount</u> |
|-------------------------|--------------------------|---------------|
| _____                   | _____                    | _____         |
| _____                   | _____                    | _____         |

- ☐   ☐   22.   Regular payments from any type of settlement? *(For example, insurance settlements)*

| <u>Household Member</u> | <u>Source of Benefit</u> | <u>Amount</u> |
|-------------------------|--------------------------|---------------|
| _____                   | _____                    | _____         |
| _____                   | _____                    | _____         |

- ☐   ☐   23.   Regular gifts or payments from anyone outside of the household? *(This includes anyone supplementing your income or paying any of your bills)*

| <u>Household Member</u> | <u>Source of Benefit</u> | <u>Amount</u> |
|-------------------------|--------------------------|---------------|
| _____                   | _____                    | _____         |
| _____                   | _____                    | _____         |

YES   NO

- ☐   ☐   24.   Regular payments from lottery winnings or inheritances?

| <u>Household Member</u> | <u>Source of Benefit</u> | <u>Amount</u> |
|-------------------------|--------------------------|---------------|
|                         |                          |               |
|                         |                          |               |

- ☐   ☐   25.   Regular payments from rental property or other types of real estate transactions?

| <u>Household Member</u> | <u>Source of Benefit</u> | <u>Amount</u> |
|-------------------------|--------------------------|---------------|
|                         |                          |               |
|                         |                          |               |

- ☐   ☐   26.   Any other income sources or types not listed?

| <u>Household Member</u> | <u>Source of Benefit</u> | <u>Amount</u> |
|-------------------------|--------------------------|---------------|
|                         |                          |               |
|                         |                          |               |

- ☐   ☐   27.   Does any household member expect any changes to your income in the next 12 months?

Explain: \_\_\_\_\_

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### ASSET INFORMATION

Include all assets held and the income derived from the asset. INCLUDE ALL ASSETS HELD BY ALL HOUSEHOLD MEMBERS INCLUDING MINORS.

**Do YOU or ANYONE in Your Household Have / Hold:**

YES   NO

- ☐   ☐   28.   Checking or savings account or Debit Card?

| <u>Household Member</u> | <u>Financial Institute</u> | <u>Amount</u> |
|-------------------------|----------------------------|---------------|
|                         |                            |               |
|                         |                            |               |

- ☐   ☐   29.   CD's, Money Market Accounts, or Treasury Bills?

| <u>Household Member</u> | <u>Financial Institute</u> | <u>Amount</u> |
|-------------------------|----------------------------|---------------|
|                         |                            |               |
|                         |                            |               |

- ☐   ☐   30.   Stocks, bonds, or securities?

| <u>Household Member</u> | <u>Company / Broker</u> | <u>Amount</u> |
|-------------------------|-------------------------|---------------|
|                         |                         |               |
|                         |                         |               |

YES   NO

- ☐   ☐   31.   Trust Funds

| <u>Household Member</u> | <u>Financial Institute</u> | <u>Amount</u> |
|-------------------------|----------------------------|---------------|
|                         |                            |               |
|                         |                            |               |

- ☐   ☐   32.   Pensions, IRA's, Keogh, or other retirement accounts?

| <u>Household Member</u> | <u>Financial Institute</u> | <u>Amount</u> |
|-------------------------|----------------------------|---------------|
|                         |                            |               |
|                         |                            |               |

- ☐   ☐   33.   Whole Life Insurance policy?

| <u>Household Member</u> | <u>Insurance Carrier</u> | <u>Amount</u> |
|-------------------------|--------------------------|---------------|
|                         |                          |               |
|                         |                          |               |

- ☐   ☐   34.   Real Estate, rental property, land contracts, deeds, or other real estate holdings?  
*(This includes your personal residence, mobile homes, vacant land, farms, vacation homes, commercial property)*

| <u>Household Member</u> | <u>Address of Property</u> | <u>Value</u> |
|-------------------------|----------------------------|--------------|
|                         |                            |              |
|                         |                            |              |

- ☐   ☐   35.   Personal property / investments? *(This includes cash on hand, paintings, coin or stamp collections, artwork collector or show cars, and antiques. This does not include your personal belongings like clothes & furniture.)*

| <u>Household Member</u> | <u>Item Description</u> | <u>Value</u> |
|-------------------------|-------------------------|--------------|
|                         |                         |              |
|                         |                         |              |

- ☐   ☐   36.   A safe deposit box?

| <u>Household Member</u> | <u>Financial Institute</u> | <u>Contents/Value</u> |
|-------------------------|----------------------------|-----------------------|
|                         |                            |                       |

- ☐   ☐   37.   Have you or any household member disposed of or given away any assets for LESS than its fair market value within the past two (2) years?

| <u>Household Member</u> | <u>Item Description</u> | <u>Amount</u> |
|-------------------------|-------------------------|---------------|
|                         |                         |               |
|                         |                         |               |

- ☐   ☐   38.   Do you have **CASH ON HAND?** Amount? \_\_\_\_\_

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## APPLICANT STATUS

YES   NO

- ☐   ☐   39.   Are you or any other ADULT household members claiming zero income?  
Household Member: \_\_\_\_\_  
Explanation: \_\_\_\_\_
- ☐   ☐   40 (a)   Are you or ANY other household members currently a student or expect to be?  
Household Member: \_\_\_\_\_  
School: \_\_\_\_\_
- ☐   ☐   40 (b)   If so, is the household receiving financial assistance?  
Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- ☐   ☐   41.   Are you or any other adult household member a U.S. military veteran?  
Household Member: \_\_\_\_\_
- ☐   ☐   42   Will you or any ADULT household member require a live-in attendant?  
Household Member: \_\_\_\_\_  
Name of Attendant: \_\_\_\_\_  
Relationship (if any) \_\_\_\_\_
- ☐   ☐   43.   Are you seeking housing as a result of a Presidentially declared disaster?
- ☐   ☐   44.   Will your household be receiving or be eligible for or are you applying to receive Section 8 VOUCHER within the next 12 months?  
Expected Date: \_\_\_\_\_  
Name of Agency: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

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## EXPENSES

YES   NO

- ☐   ☐   45.   Do you pay child care which enables you or any other household member to work / go to school?
- | <u>Child's Name/Age</u> | <u>Payee</u> | <u>Amount</u> |
|-------------------------|--------------|---------------|
| _____                   | _____        | _____         |
| _____                   | _____        | _____         |
- Contact Person: \_\_\_\_\_

---

## DISABLED FAMILIES ONLY (See *Tenant Selection Plan*)

YES   NO

- ☐   ☐   46.   Are you paying for a care attendant / equipment for disabled member(s) of the household which enables that person or another person in the family to work? Describe expenses: \_\_\_\_\_
- Contact Person: \_\_\_\_\_

NOTE: Should a family member have a qualifying disability and need a reasonable accommodation in order to participate in the application process or to make effective use of the housing program, you have the right to request such an accommodation. Such requests must be in writing to the Property Manager who will forward your request to our 504 Coordinator.

## ELDERLY FAMILIES ONLY

YES   NO

- ☐   ☐   47.   Do you have Medicare? If yes, what is your Medicare premium? \$ \_\_\_\_\_
- ☐   ☐   48.   Do you have other health insurance? Provide policy number and agent's name: \_\_\_\_\_
- ☐   ☐   49.   Do you receive medical assistance through the Welfare Department?
- ☐   ☐   50.   Do you have any outstanding medical bills on which you are paying?
- ☐   ☐   51.   Do you expect any medical expenses during the next twelve months? Amount? \$ \_\_\_\_\_

How did you hear about our property? \_\_\_\_\_

## CERTIFICATION / SIGNATURE CLAUSE

I understand that management is relying on this information to prove my household's eligibility for housing in a development under the U.S. Department of Housing and Urban Development, U.S. Department of Agriculture (Rural Housing) and/or for the Housing Credit Program. I certify that all information and answers to the above questions are true and complete to the best of my knowledge. I consent to release the necessary information to determine my eligibility. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements herein and to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security numbers are contained in the Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

I authorize my consent to have management verify the information contained in this application for purposes of proving my eligibility for occupancy. I will provide all necessary information including source names, addresses, phone numbers, account numbers where applicable, benefit statements, and any other information required for expediting this process. I understand that my occupancy is contingent on meeting management's resident selection criteria and the eligibility requirements for housing in a development under the U.S. Department of Housing and Urban Development, U.S. Department of Agriculture (Rural Housing) and/or the Housing Credit Program requirements. My signature below hereby authorizes management to verify my credit and criminal history, including lifetime sex offender registration for every member of the household 14 and older.

### ALL ADULT HOUSEHOLD MEMBERS MUST SIGN BELOW:

|                 |            |
|-----------------|------------|
| Signature _____ | Date _____ |
| Signature _____ | Date _____ |
| Signature _____ | Date _____ |
| Signature _____ | Date _____ |

## FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ # of Bedrooms Desired: \_\_\_\_\_

Received by: \_\_\_\_\_ Anticipated Move-In Date: \_\_\_\_\_

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<br/> <input type="checkbox"/> Unable to contact you<br/> <input type="checkbox"/> Termination of rental assistance<br/> <input type="checkbox"/> Eviction from unit<br/> <input type="checkbox"/> Late payment of rent                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Assist with Recertification Process<br/> <input type="checkbox"/> Change in lease terms<br/> <input type="checkbox"/> Change in house rules<br/> <input type="checkbox"/> Other: _____                 </td> </tr> </table>                                                                                     |                                                                                                                                                                                                           | <input type="checkbox"/> Emergency<br><input type="checkbox"/> Unable to contact you<br><input type="checkbox"/> Termination of rental assistance<br><input type="checkbox"/> Eviction from unit<br><input type="checkbox"/> Late payment of rent | <input type="checkbox"/> Assist with Recertification Process<br><input type="checkbox"/> Change in lease terms<br><input type="checkbox"/> Change in house rules<br><input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Emergency<br><input type="checkbox"/> Unable to contact you<br><input type="checkbox"/> Termination of rental assistance<br><input type="checkbox"/> Eviction from unit<br><input type="checkbox"/> Late payment of rent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> Assist with Recertification Process<br><input type="checkbox"/> Change in lease terms<br><input type="checkbox"/> Change in house rules<br><input type="checkbox"/> Other: _____ |                                                                                                                                                                                                                                                   |                                                                                                                                                                                                           |
| <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.

Southmoor Hills Apartments  
4992C Richland Drive \* South Charleston, WV 25309  
Phone (304) 768-9721

## Criminal Affidavit

*Have you ever been convicted of a Felony?*

|           |           |          |
|-----------|-----------|----------|
| Lessee #1 | YES _____ | NO _____ |
| Lessee #2 | YES _____ | NO _____ |
| Lessee #3 | YES _____ | NO _____ |

*Have you ever been convicted of a Misdemeanor?*

|           |           |          |
|-----------|-----------|----------|
| Lessee #1 | YES _____ | NO _____ |
| Lessee #2 | YES _____ | NO _____ |
| Lessee #3 | YES _____ | NO _____ |

*If yes, please explain:* \_\_\_\_\_

\_\_\_\_\_

The Applicant / Lessee(s) understand(s) that acceptance for occupancy at Southmoor Hills Apartments is contingent upon the completion of a criminal background check. If this criminal background check reveals ANY Felony or Serious Misdemeanor convictions, the application will most likely be denied and/or the lease will be terminated. Please refer to our Tenant Selection Plan for details.

By signing below you show your agreement with and understanding of the above. Your signature also authorizes us to conduct this required criminal background check.

\_\_\_\_\_  
Lessee #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee #2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee #3 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Management

\_\_\_\_\_  
Date

## **Document Package for Applicant's/Tenant's Consent to the Release Of Information**

This Package contains the following documents:

1. HUD-9887/A Fact Sheet describing the necessary verifications
2. Form HUD-9887 (to be signed by the Applicant or Tenant)
3. Form HUD-9887-A (to be signed by the Applicant or Tenant and Housing Owner)
4. Relevant Verifications (to be signed by the Applicant or Tenant)

## HUD-9887/A Fact Sheet

### Verification of Information Provided by Applicants and Tenants of Assisted Housing

#### What Verification Involves

To receive housing assistance, applicants and tenants who are at least 18 years of age and each family head, spouse, or co-head regardless of age must provide the owner or management agent (O/A) or public housing agency (PHA) with certain information specified by the U.S. Department of Housing and Urban Development (HUD).

To make sure that the assistance is used properly, Federal laws require that the information you provide be verified. This information is verified in two ways:

1. HUD, O/As, and PHAs may verify the information you provide by checking with the records kept by certain public agencies (e.g., Social Security Administration (SSA), State agency that keeps wage and unemployment compensation claim information, and the Department of Health and Human Services' (HHS) National Directory of New Hires (NDNH) database that stores wage, new hires, and unemployment compensation). HUD (only) may verify information covered in your tax returns from the U.S. Internal Revenue Service (IRS). You give your consent to the release of this information by signing form HUD-9887. Only HUD, O/As, and PHAs can receive information authorized by this form.
2. The O/A must verify the information that is used to determine your eligibility and the amount of rent you pay. You give your consent to the release of this information by signing the form HUD-9887, the form HUD-9887-A, and the individual verification and consent forms that apply to you. Federal laws limit the kinds of information the O/A can receive about you. The amount of income you receive helps to determine the amount of rent you will pay. The O/A will verify all of the sources of income that you report. There are certain allowances that reduce the income used in determining tenant rents.

**Example:** Mrs. Anderson is 62 years old. Her age qualifies her for a medical allowance. Her annual income will be adjusted because of this allowance. Because Mrs. Anderson's medical expenses will help determine the amount of rent she pays, the O/A is required to verify any medical expenses that she reports.

**Example:** Mr. Harris does not qualify for the medical allowance because he is not at least 62 years of age and he is not handicapped or disabled. Because he is not eligible for the medical allowance, the amount of his medical expenses does not change the amount of rent he pays. Therefore, the O/A cannot ask Mr. Harris anything about his medical expenses and cannot verify with a third party about any medical expenses he has.

#### Customer Protections

Information received by HUD is protected by the Federal Privacy Act. Information received by the O/A or the PHA is subject to State privacy laws. Employees of HUD, the O/A, and the PHA are subject to penalties for using these consent forms improperly. You do not have to sign the form HUD-9887, the form HUD-9887-A, or the individual verification consent forms when they are given to you at your certification or recertification interview. You may take them home with you to read or to discuss with a third party of your choice. The O/A will give you another date when you can return to sign these forms.

If you cannot read and/or sign a consent form due to a disability, the O/A shall make a reasonable accommodation in accordance with Section 504 of the Rehabilitation Act of 1973. Such accommodations may include: home visits when the applicant's or tenant's disability prevents him/her from coming to the office to complete the forms; the applicant or tenant authorizing another person to sign on his/her behalf; and for persons with visual impairments, accommodations may include providing the forms in large script or braille or providing readers.

If an adult member of your household, due to extenuating circumstances, is unable to sign the form HUD-9887 or the individual verification forms on time, the O/A may document the file as to the reason for the delay and the specific plans to obtain the proper signature as soon as possible.

The O/A must tell you, or a third party which you choose, of the findings made as a result of the O/A verifications authorized by your consent. The O/A must give you the opportunity to contest such findings in accordance with HUD Handbook 4350.3 Rev. 1. However, for information received under the form HUD-9887 or form HUD-9887-A, HUD, the O/A, or the PHA, may inform you of these findings.

O/As must keep tenant files in a location that ensures confidentiality. Any employee of the O/A who fails to keep tenant information confidential is subject to the enforcement provisions of the State Privacy Act and is subject to enforcement actions by HUD. Also, any applicant or tenant affected by negligent disclosure or improper use of information may bring civil action for damages, and seek other relief, as may be appropriate, against the employee.

HUD-9887/A requires the O/A to give each household a copy of the Fact Sheet, and forms HUD-9887, HUD-9887-A along with appropriate individual consent forms. The package you will receive will include the following documents:

1. **HUD-9887/A Fact Sheet:** Describes the requirement to verify information provided by individuals who apply for housing assistance. This fact sheet also describes consumer protections under the verification process.
2. **Form HUD-9887:** Allows the release of information between government agencies.
3. **Form HUD-9887-A:** Describes the requirement of third party verification along with consumer protections.
4. **Individual verification consents:** Used to verify the relevant information provided by applicants/tenants to determine their eligibility and level of benefits.

#### Consequences for Not Signing the Consent Forms

If you fail to sign the form HUD-9887, the form HUD-9887-A, or the individual verification forms, this may result in your assistance being denied (for applicants) or your assistance being terminated (for tenants). See further explanation on the forms HUD-9887 and 9887-A.

If you are an applicant and are denied assistance for this reason, the O/A must notify you of the reason for your rejection and give you an opportunity to appeal the decision.

If you are a tenant and your assistance is terminated for this reason, the O/A must follow the procedures set out in the Lease. This includes the opportunity for you to meet with the O/A.

#### Programs Covered by this Fact Sheet

Rental Assistance Program (RAP)  
Rent Supplement  
Section 8 Housing Assistance Payments Programs (administered by the Office of Housing)  
Section 202  
Sections 202 and 811 PRAC  
Section 202/162 PAC  
Section 221(d)(3) Below Market Interest Rate  
Section 236  
HOPE 2 Home Ownership of Multifamily Units

O/As must give a copy of this HUD Fact Sheet to each household. See the Instructions on form HUD-9887-A.

Attachment to forms HUD-9887 & 9887-A (02/2007)

# Notice and Consent for the Release of Information

to the U.S. Department of Housing and Urban Development (HUD) and to an Owner and Management Agent (O/A), and to a Public Housing Agency (PHA)

U.S. Department of Housing and Urban Development  
Office of Housing  
Federal Housing Commissioner

|                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HUD Office requesting release of information (Owner should provide the full address of the HUD Field Office, Attention: Director, Multifamily Division.):<br><br>US Department Of Housing & Urban Development<br>Charleston Field Office<br>Attn: Director of Multi-Family Division<br>414 Summers Street, Suite 110<br>Charleston, WV 25301 | O/A requesting release of information (Owner should provide the full name and address of the Owner.):<br><br>Southmoor Hills Apartments L.P.<br>1949 St. Johns Avenue Suite 200<br>Highland Park, IL 60035 | PHA requesting release of information (Owner should provide the full name and address of the PHA and the title of the director or administrator. If there is no PHA Owner or PHA contract administrator for this project, mark an X through this entire box.):<br><br>West Virginia Housing Development Fund<br>Paula M. Coss, Manager - Section 8 Contract Administration<br>5701 McCorkle Ave, SE<br>Charleston, WV 25301 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Notice To Tenant:** Do not sign this form if the space above for organizations requesting release of information is left blank. You do not have to sign this form when it is given to you. You may take the form home with you to read or discuss with a third party of your choice and return to sign the consent on a date you have worked out with the housing owner/manager.

**Authority:** Section 217 of the Consolidated Appropriations Act of 2004 (Pub L. 108-199). This law is found at 42 U.S.C.653(J). This law authorizes HHS to disclose to the Department of Housing and Urban Development (HUD) information in the NDNH portion of the "Location and Collection System of Records" for the purposes of verifying employment and income of individuals participating in specified programs and, after removal of personal identifiers, to conduct analyses of the employment and income reporting of these individuals. Information may be disclosed by the Secretary of HUD to a private owner, a management agent, and a contract administrator in the administration of rental housing assistance.

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 you to sign a consent form authorizing: (1) HUD and the PHA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; and (2) HUD, O/A, and the PHA responsible for determining eligibility to verify salary and wage information pertinent to the applicant's or participant's eligibility or level of benefits; (3) HUD to request certain tax return information from the U.S. Social Security Administration (SSA) and the U.S. Internal Revenue Service (IRS).

**Purpose:** In signing this consent form, you are authorizing HUD, the above-named O/A, and the PHA to request income information from the government agencies listed on the form. HUD, the O/A, and the PHA need this information to verify your household's income to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD, the O/A, and the PHA may participate in computer matching programs with these sources to verify your eligibility and level of benefits. This form also authorizes HUD, the O/A, and the PHA to seek wage, new hire (W-4), and unemployment claim information from current or former employers to verify information obtained through computer matching.

**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. The O/A and the PHA is also required to protect the income

information it obtains in accordance with any applicable State privacy law. After receiving the information covered by this notice of consent, HUD, the O/A, and the PHA may inform you that your eligibility for, or level of, assistance is uncertain and needs to be verified and nothing else.

HUD, O/A, and PHA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form.

**Who Must Sign the Consent Form:** Each member of your household who is at least 18 years of age and each family head, spouse or co-head, regardless of age, must sign the consent form at the initial certification and at each recertification. Additional signatures must be obtained from new adult members when they join the household or when 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:

Rental Assistance Program (RAP)

Rent Supplement

Section 8 Housing Assistance Payments Programs (administered by the Office of Housing)

Section 202; Sections 202 and 811 PRAC; Section 202/162 PAC Section 221(d)(3) Below Market Interest Rate

Section 236

HOPE 2 Homeownership of Multifamily Units

**Failure to Sign Consent Form:** Your failure to sign the consent form may result in the denial of assistance or termination of assisted housing benefits. If an applicant is denied assistance for this reason, the owner must follow the notification procedures in Handbook 4350.3 Rev. 1. If a tenant is denied assistance for this reason, the owner or managing agent must follow the procedures set out in the lease.

**Consent:** I consent to allow HUD, the O/A, or the PHA to request and obtain income information from the federal and state agencies listed on the back of this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs.

Signatures:

Additional Signatures, if needed:

|                                  |      |                                  |      |
|----------------------------------|------|----------------------------------|------|
| Head of Household                | Date | Other Family Members 18 and Over | Date |
| Spouse                           | Date | Other Family Members 18 and Over | Date |
| Other Family Members 18 and Over | Date | Other Family Members 18 and Over | Date |
| Other Family Members 18 and Over | Date | Other Family Members 18 and Over | Date |

## Agencies To Provide Information

State Wage Information Collection Agencies. (HUD and PHA). This consent is limited to wages and unemployment compensation you have received during period(s) within the last 5 years when you have received assisted housing benefits.

U.S. Social Security Administration (HUD only). This consent is limited to the wage and self employment information from your current form W-2.

National Directory of New Hires contained in the Department of Health and Human Services' system of records. This consent is limited to wages and unemployment compensation you have received during period(s) within the last 5 years when you have received assisted housing benefits.

U.S. Internal Revenue Service (HUD only). This consent is limited to information covered in your current tax return.

This consent is limited to the following information that may appear on your current tax return:

1099-S Statement for Recipients of Proceeds from Real Estate Transactions

1099-B Statement for Recipients of Proceeds from Real Estate Brokers and Barter Exchange Transactions

1099-A Information Return for Acquisition or Abandonment of Secured Property

1099-G Statement for Recipients of Certain Government Payments

1099-DIV Statement for Recipients of Dividends and Distributions

1099 INT Statement for Recipients of Interest Income

1099-MISC Statement for Recipients of Miscellaneous Income

1099-OID Statement for Recipients of Original Issue Discount

1099-PATR Statement for Recipients of Taxable Distributions Received from Cooperatives

1099-R Statement for Recipients of Retirement Plans W2-G

Statement of Gambling Winnings

1065-K1 Partners Share of Income, Credits, Deductions, etc.

1041-K1 Beneficiary's Share of Income, Credits, Deductions, etc.

1120S-K1 Shareholder's Share of Undistributed Taxable Income, Credits, Deductions, etc.

I understand that income information obtained from these sources will be used to verify information that I provide in determining initial or continued eligibility for assisted housing programs and the level of benefits.

No action can be taken to terminate, deny, suspend, or reduce the assistance your household receives based on information obtained about you under this consent until the HUD Office, Office of Inspector General (OIG) or the PHA (whichever is applicable) and the O/A have independently verified: 1) the amount of the income, wages, or unemployment compensation involved, 2) whether you actually have (or had) access to such income, wages, or benefits for your own use, and 3) the period or periods when, or with respect to which you actually received such income, wages, or benefits. A photocopy of the signed consent may be used to request a third party to verify any information received under this consent (e.g., employer).

HUD, the O/A, or the PHA shall inform you, or a third party which you designate, of the findings made on the basis of information verified under this consent and shall give you an opportunity to contest such findings in accordance with Handbook 4350.3 Rev. 1.

If a member of the household who is required to sign the consent form is unable to sign the form on time due to extenuating circumstances, the O/A may document the file as to the reason for the delay and the specific plans to obtain the proper signature as soon as possible.

This consent form expires 15 months after signed.

**Privacy Act Statement.** The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937, as amended (42 U.S.C. 1437 et. seq.); the Housing and Urban-Rural Recovery Act of 1983 (P.L. 98-181); the Housing and Community Development Technical Amendments of 1984 (P.L. 98-479); and by the Housing and Community Development Act of 1987 (42 U.S.C. 3543). The information is being collected by HUD to determine an applicant's eligibility, the recommended unit size, and the amount the tenant(s) must pay toward rent and utilities. HUD uses this information to assist in managing certain HUD properties, to protect the Government's financial interest, and to verify the accuracy of the information furnished. HUD, the owner or management agent (O/A), or a public housing agency (PHA) may conduct a computer match to verify 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. You must provide all of the information requested. Failure to provide any information may result in a delay or rejection of your eligibility approval.

### Penalties for Misusing this Consent:

HUD, the O/A, and any PHA (or any employee of HUD, the O/A, or the PHA) 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 9887 is restricted to the purposes cited on the form HUD 9887. Any person who knowingly or willfully requests, obtains, or discloses any information under false pretenses concerning an applicant or tenant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or tenant 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 Owner or the PHA responsible for the unauthorized disclosure or improper use.

# Applicant's/Tenant's Consent to the Release of Information

Verification by Owners of Information  
Supplied by Individuals Who Apply for Housing Assistance

U.S. Department of Housing  
and Urban Development  
Office of Housing  
Federal Housing Commissioner

## Instructions to Owners

1. Give the documents listed below to the applicants/tenants to sign. Staple or clip them together in one package in the order listed.
  - a. The HUD-9887/A Fact Sheet.
  - b. Form HUD-9887.
  - c. Form HUD-9887-A.
  - d. Relevant verifications (HUD Handbook 4350.3 Rev. 1).
2. Verbally inform applicants and tenants that
  - a. They may take these forms home with them to read or to discuss with a third party of their choice and to return to sign them on a date they have worked out with you, and
  - b. If they have a disability that prevents them from reading and/or signing any consent, that you, the Owner, are required to provide reasonable accommodations.
3. Owners are required to give each household a copy of the HUD9887/A Fact Sheet, form HUD-9887, and form HUD-9887-A after obtaining the required applicants/tenants signature(s). Also, owners must give the applicants/tenants a copy of the signed individual verification forms upon their request.

## Instructions to Applicants and Tenants

This Form HUD-9887-A contains customer information and protections concerning the HUD-required verifications that Owners must perform.

1. Read this material which explains:
  - HUD's requirements concerning the release of information, and
  - Other customer protections.
2. Sign on the last page that:
  - you have read this form, or
  - the Owner or a third party of your choice has explained it to you, and
  - you consent to the release of information for the purposes and uses described.

## Authority for Requiring Applicant's/Tenant's Consent to the Release of Information

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. This law is found at 42 U.S.C. 3544.

In part, this law requires you to sign a consent form authorizing the Owner to request current or previous employers to verify salary and wage information pertinent to your eligibility or level of benefits.

In addition, HUD regulations (24 CFR 5.659, Family Information and Verification) require as a condition of receiving housing assistance that you must sign a HUD-approved release and consent authorizing any depository or private source of income to furnish such information that is necessary in determining your eligibility or level of benefits. This includes

information that you have provided which will affect the amount of rent you pay. The information includes income and assets, such as salary, welfare benefits, and interest earned on savings accounts. They also include certain adjustments to your income, such as the allowances for dependents and for households whose heads or spouses are elderly handicapped, or disabled; and allowances for child care expenses, medical expenses, and handicap assistance expenses.

## Purpose of Requiring Consent to the Release of Information

In signing this consent form, you are authorizing the Owner of the housing project to which you are applying for assistance to request information from a third party about you. HUD requires the housing owner to verify all of the information you provide that affects your eligibility and level of benefits to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct levels. Upon the request of the HUD office or the PHA (as Contract Administrator), the housing Owner may provide HUD or the PHA with the information you have submitted and the information the Owner receives under this consent.

## Uses of Information to be Obtained

The individual listed on the verification form may request and receive the information requested by the verification, subject to the limitations of this form. HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. The Owner and the PHA are also required to protect the income information they obtain in accordance with any applicable state privacy law. Should the Owner receive information from a third party that is inconsistent with the information you have provided, the Owner is required to notify you in writing identifying the information believed to be incorrect. If this should occur, you will have the opportunity to meet with the Owner to discuss any discrepancies.

## Who Must Sign the Consent Form

Each member of your household who is at least 18 years of age, and each family head, spouse or co-head, regardless of age must sign the relevant consent forms at the initial certification, at each recertification and at each interim certification, if applicable. In addition, when new adult members join the household and when members of the household become 18 years of age they must also sign the relevant consent forms.

Persons who apply for or receive assistance under the following programs must sign the relevant consent forms:

Rental Assistance Program (RAP)  
Rent Supplement  
Section 8 Housing Assistance Payments Programs (administered by the Office of Housing)  
Section 202  
Sections 202 and 811 PRAC  
Section 202/162 PAC  
Section 221(d)(3) Below Market Interest Rate  
Section 236  
HOPE 2 Home Ownership of Multifamily Units

### Failure to Sign the Consent Form

Failure to sign any required consent form may result in the denial of assistance or termination of assisted housing benefits. If an applicant is denied assistance for this reason, the O/A must follow the notification procedures in Handbook 4350.3 Rev. 1. If a tenant is denied assistance for this reason, the O/A must follow the procedures set out in the lease.

### Conditions

No action can be taken to terminate, deny, suspend or reduce the assistance your household receives based on information obtained about you under this consent until the O/A has independently 1) verified the information you have provided with respect to your eligibility and level of benefits and 2) with respect to income (including both earned and unearned income), the O/A has verified whether you actually have (or had) access to such income for your own use, and verified the period or periods when, or with respect to which you actually received such income, wages, or benefits.

A photocopy of the signed consent may be used to request the information authorized by your signature on the individual consent forms. This would occur if the O/A does not have another individual verification consent with an original signature and the O/A is required to send out another request for verification (for example, the third party fails to respond). If this happens, the O/A may attach a photocopy of this consent to a photocopy of the individual verification form that you sign. To avoid the use of photocopies, the O/A and the individual may agree to sign more than one consent for each type of verification that is needed. The O/A shall inform you, or a third party which you designate, of the findings made on the basis of information verified under this consent and shall give you an opportunity to contest such findings in accordance with Handbook 4350.3 Rev. 1.

The O/A must provide you with information obtained under this consent in accordance with State privacy laws.

If a member of the household who is required to sign the consent forms is unable to sign the required forms on time, due to extenuating circum-

stances, the O/A may document the file as to the reason for the delay and the specific plans to obtain the proper signature as soon as possible.

Individual consents to the release of information expire 15 months after they are signed. The O/A may use these individual consent forms during the 120 days preceding the certification period. The O/A may also use these forms during the certification period, but only in cases where the O/A receives information indicating that the information you have provided may be incorrect. Other uses are prohibited.

The O/A may not make inquiries into information that is older than 12 months unless he/she has received inconsistent information and has reason to believe that the information that you have supplied is incorrect. If this occurs, the O/A may obtain information within the last 5 years when you have received assistance.

**I have read and understand this information on the purposes and uses of information that is verified and consent to the release of information for these purposes and uses.**

---

Name of Applicant or Tenant (Print)

---

Signature of Applicant or Tenant & Date

**I have read and understand the purpose of this consent and its uses and I understand that misuse of this consent can lead to personal penalties to me.**

---

Name of Project Owner or his/her representative

---

Title

---

Signature & Date  
cc:Applicant/Tenant  
Owner file

### Penalties for Misusing this Consent:

HUD, the O/A, and any PHA (or any employee of HUD, the O/A, or the PHA) 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 9887-A is restricted to the purposes cited on the form HUD 9887-A. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or tenant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or tenant 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 O/A or the PHA responsible for the unauthorized disclosure or improper use.