

# Housing Authority of the Choctaw Nation of Oklahoma

## Affordable Rental Housing Program

207 Jim Monroe Rd., Hugo, OK 74743

PO Box G Hugo, OK 74743

Phone: 580-326-7521 or Toll Free: 1-800-235-3087

Fax: 580-326-7641

Please submit your completed application by mail to one of the above listed addresses, fax it to the number listed above, Attn: Rental Property Services, or email to [rentalpropertyservices@choctawnation.com](mailto:rentalpropertyservices@choctawnation.com)

### Site Locations:

Antlers, Atoka, Bokoshe, Broken Bow, Calera, Caney, Coalgate, Hugo, Idabel, McAlester, Poteau, Quinton, Red Oak, Savanna, Spiro, Stigler, Talihina, Wilburton and Wright City

Please read carefully. All required information must be received in order for your application to be processed and entered onto the waiting list.

- ┆ Application – Signed and dated by all household members age 18 and older.
- ┆ Copy of Social Security Cards for all household members.
- ┆ Copy of Tribal Membership and CDIB card.
- ┆ Personal Declaration Form signed and dated.
- ┆ Rules for Pets signed and dated.
- ┆ Family Summary Sheet, completed.
- ┆ Proof of Child Custody, if applicable
- ┆ Proof of Child Support, if applicable
- ┆ Two previous Landlord Statements or two Third Party Statements from someone other than a relative. We must receive two Landlord Statements or two Third Party Statements.
- ┆ All household income must be verified by the Employer, Social Security office, DHS office, or other source of income. Check stubs are not accepted as proof of income.
- ┆ Section 214 Declaration of U.S. citizenship for each household member. Parents must sign the form for a minor child.
- ┆ Criminal Background check completed for each household member age 18 and older --- This form must be signed before a notary and notarized.

# Housing Authority of the Choctaw Nation of Oklahoma

## Affordable Rental Housing Program

\_\_\_\_\_Application

\_\_\_\_\_Recertification

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone #'s \_\_\_\_\_  
Address Line 1 \_\_\_\_\_ Home \_\_\_\_\_  
Address Line 2 \_\_\_\_\_ Work \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Cell \_\_\_\_\_  
Email Address \_\_\_\_\_

In your current living arrangements: Do you Own, rent, or are you displaced? \_\_\_\_\_

Degree of Indian Blood \_\_\_\_\_ Tribe \_\_\_\_\_ Are you a Veteran? \_\_\_Yes \_\_\_No

Marital Status \_\_\_Married \_\_\_Single \_\_\_Divorced \_\_\_Widowed \_\_\_Separated

Desired location of assisted housing (**Please specify site**): Primary choice \_\_\_\_\_ Secondary choice: \_\_\_\_\_

Have you previously received any of the following assistance?

\_\_\_ Section 8 Rental Assistance When/Agency/Address \_\_\_\_\_  
\_\_\_ Affordable Rental Housing When/Agency/Address \_\_\_\_\_  
\_\_\_ Mutual Help Housing When/Agency/Address \_\_\_\_\_  
\_\_\_ Low Rent/Public Housing When/Agency/Address \_\_\_\_\_

1. Have you or any member of your household ever been charged with a crime other than traffic violations? \_\_\_Yes \_\_\_No

If yes, please explain. \_\_\_\_\_

2. Are you or anyone in your household an employee of Choctaw Nation of Oklahoma? \_\_\_Yes \_\_\_No

If yes, which Department are you employed in and list your immediate supervisor? \_\_\_\_\_

3. Are you or anyone in your household related to an employee of the Choctaw Housing Authority? \_\_\_\_\_

If yes, please state to whom and the relationship. \_\_\_\_\_

**FAMILY COMPOSITION – Complete the information below for each member who will be living with you. Please attach a copy of all household members' Social Security Cards, valid CDIB cards, and Tribal Membership Cards.**

Name: Last, First MI	SSN	Birth Date	Sex	Relationship to Applicant	Occupation or Student
1.				Applicant	
2.					
3.					
4.					

For additional household members, please fill out the information above on an attachment.

### FAMILY INCOME

Family Member with Income	Annual Wages	SS	SSI	Veterans Benefits	TANF	Old Age Assist	Aid to the Disabled	Other
1.								
2.								
3.								
4.								

For additional household members incomes please fill out the information above on an attachment.



# Housing Authority of the Choctaw Nation of Oklahoma

## Affordable Rental Housing Program

Attachment 6-a  
Page 1 of 2

### PERSONAL DECLARATION

This form must be completed in your own handwriting. You must use the correct legal name for each member of your household as it appears on the social security card. All adult members of the household must sign below certifying the information pertaining to them is correct. Please print.

I. Household Composition: List all persons who will be living in your home listing head of household first.

Adults (Legal Name)	Date of Birth	Relationship to Head of Household	SSN	Indicate if married (m) widowed (w) separated (s) divorced (d)
1.		<i>Head of Household</i>		Year:
2.				Year:
3.				Year:
4.				Year:

Children (name as it appears on SSC)	Date of Birth	Relationship to Head of Household	School Name	Absent Parent's Name	Absent Parent's Address
1.					
2.					
3.					
4.					
5.					
6.					

If separated or divorced, list name and address of spouse/ex-spouse as follows:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
SSN (if known)

\_\_\_\_\_  
SSN (if known)

II. Total Household Income: List all money earned or received by everyone living in your household. This includes money from wages, self-employment, child support, contributions, Social Security, disability payments (SSI), Workman's Compensation, retirement benefits, AFDC, Veterans benefits, rental property income, stock dividends, income from bank accounts, alimony, and all other sources.

Household Member	Employer	Total Weekly Wages	AFDC	Child Support Monthly	Social Security Benefits	Unemployment Benefits	All other Income
1.							
2.							
3.							
4.							

III. Assets: If yes to any, list below. Do you or any household member own or have an interest in any real estate, boat, and/or mobile home? \_\_\_ Have you sold any real estate in the last two years? \_\_\_ Do you own any stock or bonds? \_\_\_ Do you have savings accounts? \_\_\_ If yes, give bank, account numbers, and amounts \_\_\_\_\_

Do you own a car? \_\_\_ Model/Year \_\_\_\_\_ Tag No \_\_\_\_\_

Do you own a second car? \_\_\_ Model/Year \_\_\_\_\_ Tag No \_\_\_\_\_

1. Does anyone outside your household pay any of your bills or give you money? \_\_\_

If yes, please explain \_\_\_\_\_

2. Have you or any other adult members ever used any name(s) or Social Security Number(s) other than the one you are currently using? \_\_\_ If yes, please explain \_\_\_\_\_

3. Have you or any member lived in any assisted housing? \_\_\_

If yes, list where and when \_\_\_\_\_

4. Have you or anyone in your household ever been convicted of any crime other than traffic violations? \_\_\_

If yes, please explain \_\_\_\_\_

5. Have you ever committed any fraud in a Federal Assisted Housing Program or been requested to repay money for knowingly misrepresenting information for such housing programs? \_\_\_

If yes, please explain \_\_\_\_\_

**I do hereby swear and attest that all of the information above about me is true and correct. I also understand that all changes in the income of any household member as well as any changes in the household members must be reported to the Housing Authority in writing immediately:**

\_\_\_\_\_  
Signature of Head of Household      Date

\_\_\_\_\_  
Signature of Spouse      Date

\_\_\_\_\_  
Signature of Other Adult      Date

\_\_\_\_\_  
Signature of Other Adult      Date

**Warning! Title 18, Section 1001 of the United States Code, States that a person is guilty of a felony for knowingly and willingly making fraudulent statements to any department or agency of the United States.**

# **Housing Authority of the Choctaw Nation of Oklahoma**

## **Affordable Rental Housing Program**

**No pets are allowed with exception to the following:**

Tenants requiring Service Animals or Emotional Support Animals as evidenced by documentation from a health specialist will be the only tenants allowed to have a pet in the unit. The following requirements must be met:

- Pets must have a clean bill of health from a Veterinarian, shot records must be current and the pet must have an identifying collar.
- The family must provide the HACNO with a copy of current health records and photo of the animal prior to move-in or before the pet will be allowed on premises.
- Any animal found roaming the area without all the above documents may be reported to Animal Control and may be removed from the property.
- The family will be responsible for maintaining the unit in a sanitary manner, as determined by the HACNO, and keeping the yard and common areas free of animal feces.
- The family will be responsible for any damages the animal may cause to the unit or outdoor areas. Repeated damages will be cause for termination.
- No vicious or intimidating animals are to be kept. Well-disciplined animals only.
- All female cats and dogs are to be spayed. If such animals are not spayed and have offspring, the tenant is in violation of this rule and could face lease termination and eviction.
- No pet may be kept in violation of humane or health laws.
- Cats are to use litter boxes kept in tenant's premises. Tenant is not allowed to let waste accumulate and must properly dispose of all litter and waste.
- Tenants are responsible for promptly cleaning up pet droppings, if any, outside of unit, and properly disposing of said droppings.
- Tenants shall take adequate precautions to eliminate any pet odors within or around unit and maintain unit in a sanitary condition at all times.
- Tenant shall not permit any disturbance by their pet which would interfere with the quiet enjoyment of the other tenants, whether by loud barking, howling, biting, scratching, or other such activities.
- If pets are left unattended for 24 hrs or more, the Housing Authority may enter the unit to remove the pet and transfer it to the proper authorities.
- Tenants shall not alter their unit, patio, or unit area to create an enclosure for an animal.
- Tenants are prohibited from feeding stray animals. The feeding of stray animals shall constitute having a pet without permission from the Housing Authority.
- Tenants who violate these rules are subject to (A) being required to get rid of the pet within 30 days of notice by the Housing Authority; and/or (B) lease termination and eviction.

**I have read and understand the above regulations regarding pets and agree to conform to the same.**

---

**Tenant Signature**

---

**Date**

# Housing Authority of the Choctaw Nation of Oklahoma

## Affordable Rental Housing Program

### Family Summary Sheet

<b>Member No.</b>	<b>Last Name</b>	<b>First Name</b>	<b>Relationship to HOH</b>	<b>Sex</b>	<b>Date of Birth</b>
<i>HOH</i>					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

# Housing Authority of the Choctaw Nation of Oklahoma

## Affordable Rental Housing Program

### APPLICANTS / TENANTS CERTIFICATION

#### **Giving True and Complete Information**

I certify that all the information provided on household composition, income, family assets and items for allowances and deductions, is accurate and complete to the best of my knowledge. I have reviewed the application forms and the HUD form 50058 or 50059, which ever applies to me, and certify that the information shown is true and correct.

#### **Reporting Changes in Income or Household Composition**

I know I am required to report immediately in writing, any changes in income and any changes in the household size, when a person moves in or out of the unit. I understand the rules regarding guest/visitors, and when I must report anyone who is staying with me.

#### **Reporting on Prior Housing Assistance**

I certify that I have disclosed where I received any previous federal housing assistance, and whether or not any money is owed. I certify that for this previous assistance I did not commit any fraud, knowingly misrepresent any information, or vacate the unit in violation of the lease.

#### **No Duplicate Residence or Assistance**

I certify that the house or apartment will be my principal residence, and I will not obtain duplicate federal housing assistance while I am on this current program. I will not live anywhere else without notifying the Housing Authority immediately in writing. I will not sublease my assisted residence.

#### **Cooperation**

I know I am required to cooperate in supplying all information needed to determine my eligibility level of benefits, or verify my true circumstances. Cooperation includes attending pre-scheduled meetings, completing, and signing needed forms. I understand failures or refusal to do so may result in delays, termination of assistance, or eviction.

#### **Criminal and Administration Actions for False Information**

I understand that knowingly supplying false, incomplete, or inaccurate information is punishable under federal or state criminal law. I understand that knowingly supplying false, incomplete, or inaccurate information is grounds for termination of housing assistance or termination of tenancy.

#### **Signature and Date of Household Adults**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_



**Authorization for the Release of Information/ U.S. Department of Housing and Urban Development**  
**Privacy Act Notice**

To the U.S. Department of Housing and Urban Development (HUD)  
the Housing Agency/Authority (HA)

Office of Public and Indian Housing  
OMB CONTROL NUMBER: 2501-0014 and  
exp. 1/31/2014

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

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/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

**Purpose:** In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

**Uses of Information to be Obtained:** HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form.

**Private owners may not request or receive information authorized by this form.**

**Who Must Sign the Consent Form:** Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

- PHA-owned rental public housing
- Turnkey III Homeownership Opportunities
- Mutual Help Homeownership Opportunity
- Section 23 and 19(c) leased housing
- Section 23 Housing Assistance Payments
- HA-owned rental Indian housing
- Section 8 Rental Certificate
- Section 8 Rental Voucher
- Section 8 Moderate Rehabilitation

**Failure to Sign Consent Form:** Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

**Sources of Information to Be Obtained**

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

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self-employment information and payments of retirement income as referenced at Section 6103(l) (7) (A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted housing benefits.

**Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD’s assisted housing programs. I understand that HAs that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.**

This consent form expires 15 months after signed.

Signatures:

_____		_____	
Head of Household	Date		
_____		_____	
Social Security Number (if any) of Head of Household		Other Family Member over age 18	Date
_____		_____	
Spouse	Date	Other Family Member over age 18	Date
_____		_____	
Other Family Member over age 18	Date	Other Family Member over age 18	Date
_____		_____	
Other Family Member over age 18	Date	Other Family Member over age 18	Date

**Privacy Act Notice.** Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government’s financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

**Penalties for Misusing this Consent:** HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.

**Housing Authority of the Choctaw Nation of Oklahoma**  
**Affordable Rental Housing Program**

**Please take this form to your previous / present landlord to complete and return to you for you to put with other forms for submission.**

DATE: \_\_\_\_\_  
TO: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Has/have applied for residency for assistance in our Affordable Rental Housing program. Your name and address were given by the applicant as a Person/Landlord reference. Please fill out the questionnaire below and return it as soon as possible in the envelope provided, so we can process this applicant in a reasonable period of time. ALL INFORMATION IS HELD IN STRICT CONFIDENCE.

Thank you for your cooperation and prompt reply.

\_\_\_\_\_  
MANAGEMENT COORDINATOR

\_\_\_\_\_  
AFFORDABLE RENTAL HOUSING PROGRAM

**LANDLORD**

1. HOW LONG DID THE TENANT RENT FROM YOU? \_\_\_\_\_
2. WHAT WAS THE MONTHLY RENT? \_\_\_\_\_
3. DID THIS TENANT PAY PROMPTLY? \_\_\_\_\_
4. DID THIS TENANT LEAVE THE PROPERTY IN SATISFACTORY CONDITION? \_\_\_\_\_
5. WAS THERE A DEPOSIT? \_\_\_\_\_ WAS IT RETURNED? \_\_\_\_\_
6. DID THE TENANT MAINTAIN DESIRABLE LIVING CONDITIONS: A WELL-KEPT HOUSE? \_\_\_\_\_
7. DID THE TENANT GET ALONG WITH THE OTHER TENANTS, NEIGHBORS? \_\_\_\_\_
8. WERE THE CHILDREN ADEQUATELY SUPERVISED? \_\_\_\_\_
9. WHAT WAS THE REASON FOR THE APPLICANT LEAVING YOUR APARTMENT? \_\_\_\_\_
10. DID THE TENANT GIVE PROPER NOTICE TO MOVE? \_\_\_\_\_
11. WOULD YOU RENT TO THE APPLICANT IN THE FUTURE? \_\_\_\_\_
12. ADDITIONAL COMMENTS (USE BACK OF PAPER IF NECESSARY) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF LANDLORD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE #

**Housing Authority of the Choctaw Nation of Oklahoma**  
**Affordable Rental Housing Program**

**Please take this form to your previous / present landlord to complete and return to you for you to put with other forms for submission.**

DATE: \_\_\_\_\_  
TO: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Has/have applied for residency for assistance in our Affordable Rental Housing program. Your name and address were given by the applicant as a Person/Landlord reference. Please fill out the questionnaire below and return it as soon as possible in the envelope provided, so we can process this applicant in a reasonable period of time. ALL INFORMATION IS HELD IN STRICT CONFIDENCE.

Thank you for your cooperation and prompt reply.

\_\_\_\_\_  
MANAGEMENT COORDINATOR AFFORDABLE RENTAL HOUSING PROGRAM

**LANDLORD**

1. HOW LONG DID THE TENANT RENT FROM YOU? \_\_\_\_\_
2. WHAT WAS THE MONTHLY RENT? \_\_\_\_\_
3. DID THIS TENANT PAY PROMPTLY? \_\_\_\_\_
4. DID THIS TENANT LEAVE THE PROPERTY IN SATISFACTORY CONDITION? \_\_\_\_\_
5. WAS THERE A DEPOSIT? \_\_\_\_\_ WAS IT RETURNED? \_\_\_\_\_
6. DID THE TENANT MAINTAIN DESIRABLE LIVING CONDITIONS: A WELL-KEPT HOUSE? \_\_\_\_\_
7. DID THE TENANT GET ALONG WITH THE OTHER TENANTS, NEIGHBORS? \_\_\_\_\_
8. WERE THE CHILDREN ADEQUATELY SUPERVISED? \_\_\_\_\_
9. WHAT WAS THE REASON FOR THE APPLICANT LEAVING YOUR APARTMENT? \_\_\_\_\_
10. DID THE TENANT GIVE PROPER NOTICE TO MOVE? \_\_\_\_\_
11. WOULD YOU RENT TO THE APPLICANT IN THE FUTURE? \_\_\_\_\_
12. ADDITIONAL COMMENTS (USE BACK OF PAPER IF NECESSARY) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF LANDLORD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE #

EMPLOYMENT INCOME RELEASE OF INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ SS#: \_\_\_\_\_

The Housing Authority of the Choctaw Nation of Oklahoma is required by the Department of Housing and Urban Development (HUD) to verify the income of all tenants, or prospective tenants. The person indentified above has been informed that he/she is now or has been, within the last twelve (12) months, employed by your firm. We will appreciate your cooperation in supplying the following information concerning the above referenced person. This information will be kept in strict confidence.

**THIS PORTION TO BE COMPLETED BY TENANT OR PROSPECTIVE TENANT**

I authorize \_\_\_\_\_ to give Housing Authority of the Choctaw Nation  
Name of Source of Income

\_\_\_\_\_  
Address

Information they need in regard to employment. I release the above-named agency from all liability in relation to the release of such information.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**This Portion To Be Completed By Employer Only. Please Return To Employee After Completion.**

Employed from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_

Occupation/Title \_\_\_\_\_ Employment is: Permanent ( ) Temporary ( ) Seasonal ( )

Current rate of pay \$ \_\_\_\_\_ per \_\_\_\_\_ Employee is pd: Weekly ( ) Monthly ( ) Other ( )

Explain Other \_\_\_\_\_

Average number of hours per week, if not full-time employee \_\_\_\_\_

IS EMPLOYEMENT THROUGH JTPA ( ) YES ( ) NO

IS EMPLOYMENT WORK STUDY ( ) YES ( ) NO

Estimated amount of overtime and commissions, if applicable \$ \_\_\_\_\_ per \_\_\_\_\_

Anticipated earnings in the next twelve (12) month \$ \_\_\_\_\_

If pay is not consistent weekly or monthly please estimate projected earnings for the year.

\_\_\_\_\_  
Date Firm Name: \_\_\_\_\_

\_\_\_\_\_  
Date Address: \_\_\_\_\_

\_\_\_\_\_  
Date City/State/Zip: \_\_\_\_\_

\_\_\_\_\_  
Date Completed by: \_\_\_\_\_

Employer Phone # \_\_\_\_\_ Title: \_\_\_\_\_

ANY FALSE OR INCORRECT INFORMATION SHALL BE GROUNDS FOR AUTOMATIC AND IMMEDIATE DISQUALIFICATION.

"OTHER" INCOME RELEASE OF INFORMATION

**THIS FORM IS TO BE USED IF YOU RECEIVE SOCIAL SECURITY, SSI, OR ASSISTANCE FROM DHS**

---

NAME \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

SOURCE OF INCOME \_\_\_\_\_

ADDRESS \_\_\_\_\_

BIRTHDATE \_\_\_\_\_

---

Choctaw Housing is required by Housing and Urban Development (HUD) to verify all income of all participants or potential participants. We will appreciate your cooperation in supplying the following information concerning the above referenced person. This information will be kept in strict confidence.

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**THIS PORTION TO BE COMPLETED BY TENANT OR PROSPECTIVE TENANT**

---

I authorize \_\_\_\_\_ to give Choctaw Housing information they need in regard to my income. I release the above-named agency from all liability in relation to the release of such information.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

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

Welfare Case # \_\_\_\_\_

VA Claim # \_\_\_\_\_

Civil Service # \_\_\_\_\_

Child Support # \_\_\_\_\_

SSI # \_\_\_\_\_

---

**This portion to be completed by Source of Income only, then return to client.**

---

TYPE OF BENEFITS \_\_\_\_\_

AMOUNT RECEIVED PER MONTH: SSA \_\_\_\_\_ SSI \_\_\_\_\_ OAA \_\_\_\_\_ TANF \_\_\_\_\_

AD \_\_\_\_\_ VA \_\_\_\_\_ CS \_\_\_\_\_ OTHER \_\_\_\_\_

AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

\_\_\_\_\_  
PHONE NUMBER

COMPLETED BY \_\_\_\_\_

DATE \_\_\_\_\_

TITLE \_\_\_\_\_

---

**ANY FALSE OR INCORRECT INFORMATION SHALL BE GROUNDS FOR AUTOMATIC AND IMMEDIATE DISQUALIFICATION.**

---

"OTHER" INCOME RELEASE OF INFORMATION

**THIS FORM IS TO BE USED IF YOU RECEIVE SOCIAL SECURITY, SSI, OR ASSISTANCE FROM DHS**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

SOURCE OF INCOME \_\_\_\_\_

ADDRESS \_\_\_\_\_

BIRTHDATE \_\_\_\_\_

Choctaw Housing is required by Housing and Urban Development (HUD) to verify all income of all participants or potential participants. We will appreciate your cooperation in supplying the following information concerning the above referenced person. This information will be kept in strict confidence.

**THIS PORTION TO BE COMPLETED BY TENANT OR PROSPECTIVE TENANT**

I authorize \_\_\_\_\_ to give Choctaw Housing information they need in regard to my income. I release the above-named agency from all liability in relation to the release of such information.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

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

Welfare Case # \_\_\_\_\_

VA Claim # \_\_\_\_\_

Civil Service # \_\_\_\_\_

Child Support # \_\_\_\_\_

SSI # \_\_\_\_\_

**This portion to be completed by Source of Income only, then return to client.**

TYPE OF BENEFITS \_\_\_\_\_

AMOUNT RECEIVED PER MONTH: SSA \_\_\_\_\_ SSI \_\_\_\_\_ OAA \_\_\_\_\_ TANF \_\_\_\_\_

AD \_\_\_\_\_ VA \_\_\_\_\_ CS \_\_\_\_\_ OTHER \_\_\_\_\_

AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

\_\_\_\_\_  
PHONE NUMBER

COMPLETED BY \_\_\_\_\_

DATE \_\_\_\_\_

TITLE \_\_\_\_\_

**ANY FALSE OR INCORRECT INFORMATION SHALL BE GROUNDS FOR AUTOMATIC AND IMMEDIATE DISQUALIFICATION.**

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 \_\_\_\_\_

**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 reverse side/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.

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## **APPLYING FOR HUD HOUSING ASSISTANCE?**

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

### **Did You Realize...**

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

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

### **Did You Know...**

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

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

### **So Be Careful!**

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

- All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.
- Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.
- Any increase in income, such as wages from a new job or an expected pay raise or bonus.
- All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.
- All income from assets, such as interest from savings and checking accounts, stock dividends, etc.
- Any business or asset (your home) that you sold in the last two years at less than full value.
- The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.
- (Important Notice for Hurricane Katrina and Hurricane Rita Evacuees: HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

### **Ask Questions.**

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

### **Watch Out for Housing Assistance Scams!**

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

### **Report Fraud.**

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to [Hotline@hud.oig.gov](mailto:Hotline@hud.oig.gov). You can write the Hotline at: HUD OIG Hotline, GFI 451 7th Street, SW Washington, DC 20410