

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

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

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

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Emergency <input type="checkbox"/> Unable to contact you <input type="checkbox"/> Termination of rental assistance <input type="checkbox"/> Eviction from unit <input type="checkbox"/> Late payment of rent </div> <div style="width: 45%;"> <input type="checkbox"/> Assist with Recertification Process <input type="checkbox"/> Change in lease terms <input type="checkbox"/> Change in house rules <input type="checkbox"/> Other: _____ </div> </div>	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

☐ Check this box if you choose not to provide the contact information.

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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.

Cambridge Heights Apartments
1525 Elm Street
Cambridge, OH 43725

Date/Time Rec'd by office _____

A Community of Episcopal Retirement Services



Application for Lease

If you need assistance in completing this application and/or you need an application in a different language, please contact our office at 740-432-4788 or for TDD 1-800-750-0750.

The eligibility criteria includes persons who are at least 62 or persons who are at least 18 years of age, physically disabled and in need of the design features of our accessible units. You also will be asked to sign authorizations so that we may obtain and review credit and criminal history. A Tenant Selection Policy is available upon request, which contains information explaining all of the eligibility requirements and screening procedures.

Head of Household			Other		
Name: First	Middle Initial	Last	Name: First	Middle Initial	Last
Home Phone:			Home Phone:		
Cell Phone:			Cell Phone:		
Current Address:			Current Address:		
City:	State:	Zip:	City:	State:	Zip:
Previous Address:			Previous Address:		
City:	State	Zip:	City:	State	Zip:
Email Address:			Email Address:		
Social Security #:			Social Security #:		
Date of Birth:	Birth Place:		Date of Birth:	Birth Place:	
Sex:	Marital Status:		Sex:	Marital Status:	
Please list every state where you have lived:			Please list every state where you have lived:		
Please circle what type of unit you are applying for: 1 Bedroom OR 1 Bedroom Accessible* OR 2 Bedroom Accessible*			(If there are more persons applying with you please provide the information on another sheet of paper)		

*If you are applying for an accessible unit, is the head or co-head physically disabled and in need of the design features of an accessible unit? **(Circle) Yes OR No**

Does any member of your household require a reasonable accommodation (an exception to our usual rule or policy) or structural modification because of a disability? **(Circle) Yes or No**

How did you hear about us? _____

Please provide information for 2 other persons who would know how to contact you if our attempts to contact you are unsuccessful:

Name:	Relationship:	Name:	Relationship:
Address:		Address:	
City	State Zip	City	State Zip
Email Address:		Email Address:	
Home #:	Work #	Home#	Work #
Cell#		Cell #	

Source(s) of Income and Amounts:

Who Receives the Income	Source of Income	Annual Gross Amount

Asset Information:

Who owns the asset	Name of Bank	Current Balance	Annual Earnings

List value of all stocks, bonds, trusts, or other assets including real estate: _____

Do you or any members of your household have any **life insurance policies** with permanent cash value? (May be called "whole life", "universal" or "paid up" coverage)

_____ Yes _____ No If yes, please list policies below:

Name of Company	Policy #	Face Value	Current Cash Value
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been evicted or had your rent subsidy terminated due to your failure to cooperate with the recertification process? **(Circle) Yes or No**

Do you, or anyone in your household, have a pattern of alcohol abuse that has or would interfere with the health, safety and right to peaceful enjoyment by other residents? **(Circle) Yes or No**

Are any household members listed subject to a lifetime registration requirement under a state sex offender registration program? **(Circle) Yes or No** If yes, who _____ and what county/state_____.

Have you ever lived in subsidized housing? **(Circle) Yes or No**
If yes, where _____ and when _____.

Protections for Victims of Domestic Violence, Dating Violence or Stalking.

An Applicant's or program participant's status as a victim of domestic violence, dating violence or stalking is not a basis for denial of rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance for admission.

Do you have a pet? **(Circle) Yes or No** If yes, what kind of pet?_____

Are you a veteran? **(Circle) Yes or No**

Are you being evicted? **(Circle) Yes or No** If yes, please explain: _____

Is anyone in the household a full or part time student, enrolled in an institution of higher learning? **(Circle) Yes or No** If yes, Cambridge Heights Apartments will provide an additional form to complete to determine your eligibility.

We are pledged to the letter and the spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support affirmative advertising and marketing programs in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.

All questions asked on the application or during the application process must be answered honestly. Failure to disclose information or falsification of information is grounds for denial of application or eviction after you move in.

Applicant Certification

I/we certify that if selected to receive assistance, the unit I/we occupy will be my/our only residence. I/we understand that the above information is being collected to determine my/our eligibility. I/we authorize the owner/manager/PHA to verify all information provided on this application and to contact previous or current landlords or other sources for credit and criminal verification information which may be released to appropriate Federal, State or Local agencies. I/we do hereby release all individuals connected therewith from all liability. I/we certify that the statements made in this application are true and complete to the best of my/our knowledge and belief. I/we understand that false statements or information are punishable under Federal Law.

Signatures:

_____ Date: _____

Head of Household

_____ Date: _____

Spouse or Co-Head

_____ Date: _____

Other Household Member

_____ Date: _____

Community Manager or other Owner Representative

Updated: 10/18/2019

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6), (7) and (8).** Violation of these provisions are cited as violations of 42 U.S.C. Section **408 (a) (6), (7) and (8).**