

**Fjord Manor Apartments**

19581 1st Avenue NE

Poulsbo, WA 98370

Phone: (360) 779.6939

Fax: (360) 779.4775

[www.HousingKitsap.org](http://www.HousingKitsap.org)

## Rural Development Waitlist Application General Information

Thank you for choosing **Fjord Manor Apartments**. Please take a few minutes to read over our requirements for filling out and returning our application package. Should you have any questions or concerns please give me a call at the phone number above. All interested individuals have the right to complete and submit an application. To help make your application a success, complete your application in full, including all applicable address and phone numbers and note the information below:

**Filling Out the Application:**

Included in this cover letter is information regarding the policies of our apartment community regarding eligibility and our procedures for selecting tenants. More information is contained in our Management Plan which is available from management upon request. Please complete the waitlist application to the best of your knowledge, it assists you in determining what is considered to be income, assets and any adjustments or allowances to income. Please do not leave any blank spaces or if you make a mistake please cross-out and do not use white out. If a question does not apply to you please write out the words "Not Applicable or N/A". Be sure to sign and date the application. If you need assistance in completing the application package, we will be happy to help you. We provide reasonable accommodations for persons with disabilities in completing our application documents or returning our application to us for processing. We support the federal protections in the Violence Against Women Act (VAWA) during application and tenancy. Please let us know if you would like more information.

Once you have completed and signed our rental application package, you will need to either bring it back to our office or mail it to the rental office. Please let us know if you need an accommodation. We will look over the completed application packets. As a result of our review, will offer you an available unit, place you on the waiting list or find you ineligible based on information provided. Regardless of the disposition of your application, we will advise you in writing on our application status notification within 10 days of receiving your completed application(s).

**Who is Eligible to live at our Property?**

This property is U.S. Department of Agriculture Rural Development Multi-Family Housing community for individuals and families. The occupancy and income limits for this property are posted at the property or you can call for information. Rents at this property may be subsidized through USDA Rental Assistance and are equal to 30% of your monthly adjusted income. Water, sewer, garbage is included in your rent. You will receive a deduction, called a utility allowance from your total rent each month to help pay your electric bill. Please contact the Site Manager for details about the rent structure at this property.

A background screening will be performed on all adult household applicants as they get closer to the top of the waiting list. We perform screening to determine such things as acceptable prior rental and criminal history, public records, and credit history (poor credit history is not a major factor in application review). There are certain restrictions for household without income, non-citizens, and students. If any of your household members are ineligible non-citizens or students or you are a household without income, management will explain how this may affect your qualification at this property. If you are denied based on our screening criteria you will be notified in writing and given the option to appeal the decision.



This institution is an equal opportunity provider and employer.

Housing Kitsap welcomes qualified tenants without regard to race, color, national origin, creed, religion, sex, marital status, familial status, disability or due to ownership of a service animal. Housing Kitsap provides reasonable accommodations to persons with disabilities. If you need this document in an alternate format, please contact Housing Kitsap Section 504 Coordinator, Freddy Linares at (360) 535-6128 or 2244 NW Bucklin Hill Road, Silverdale, WA 98383.

### **The Waiting List**

We will choose applicants off our waiting list in chronological order from the date and time and offer housing first to the very low-income households (at or below 50% median income), then if no very low-income households qualify or accept the offered housing, offer units to the applicants on our list that are low-income (at or below 80% median income) and then to the moderate-income applicants (established by adding \$5,500 to the low-income limit for each household size).

You are also welcome to request any reasonable accommodations or modifications to the units, site property policies or procedures to accommodate a disability. Please indicate on your application if you believe you qualify for an accommodation.

If you are placed on our waiting list, it will be important that you update us with any changes in your household. Changes such as change of address, phone number, household size, members or income are very important to tell us immediately. You will also need to contact us at least every 6 months to let us know that you are still interested in remaining on our waiting list. If you do not contact us, we may send you a letter (at your last known address) asking for your continued interest in remaining on our waiting list. If we do not hear back from you, we may have to remove your name from our waiting list, so please keep us informed of changes.

### **When an Apartment Comes Available:**

You will be contacted in chronological order from the waiting list when unit become available or will be available soon. It is a requirement to contact all applicants at the top of the list every time a unit becomes available. If we have trouble getting hold of you, we will deny your application and remove your application based on our policies in our Management Plan.

Once being contacted by the manager you will be required to come into the rental office to finalize your application process within 10 days. This is when we will perform the background screening and start the verification process to verify all income, assets, and expenses for your rent calculation. All persons expected to resident in the unit will be required to complete citizenship review and other forms at that time, if not already provided. All adult household members must come for the same final interview.

Please bring with you picture ID and original social security cards for all potential household members. Birth certificates and/or custody papers are also required for verification of eligibility of age and family composition. Verification of Social Security numbers is required for all household members prior to move-in. There are alternatives to the actual Social Security Cards if you do not have the original. For example; Driver's license with SSN, identification card issued by a federal, state, or local agency, a medical insurance provider, employer, or trade union, earning statement on payroll stubs, bank statement with SSN, Form 1099, benefit award or retirement benefit letter, life insurance policy or court records with the SSN. There are also alternatives to birth certificates such as passports, naturalization certificates and other options. Please ask the Site Manager if you have any questions. We may ask you to bring additional documents with you also to speed up the application process.

Please also bring with you proof of current income, assets and/or expenses of ALL potential household members. A final decision regarding your eligibility cannot be made until all of the above information has been verified, received, and reviewed. Once you have passed our final screening requirements, and an apartment is available that meets your needs and requirements you will be notified to start the move-in process.

### **The Move-In**

When we have accepted you as a new tenant, a date for moving into your new apartment will be set. The manager will calculate your rent based on verifications received back from third party sources and information provided by you.

Payment of a security deposit and pet deposit (with payment plan, if applicable) will be requested at that time. If your move-in date is other than the 1st of the month, your rent will be pro-rated for that month only.

You will be required to sign a lease, rules, and regulations, rent calculation certification and other property policies and addendums. We will conduct a walk-thru move-in inspection of your new apartment with you and keys will be given to you at that time. You will need to accompany the manager during the move-in inspection and sign a walk-thru form if you accept the unit condition. If you have any questions regarding completing the application, about the disposition of your application or about the property or regulations, or would like a copy of our Management Plan, please do not hesitate to call us.

Our area is one of the many that has an affordable housing shortage with a projected wait of one to three years on most waitlists. Fortunately, Housing Kitsap has a portfolio of communities offering diverse affordable housing option. Below is a list of Housing Kitsap and other organizations in the area offering affordable housing.

## **Other Housing Kitsap Affordable Housing Programs and Communities**

### *Communities offering Project Based Vouchers*

This program is similar to a tenant-based voucher, commonly referred to as Section 8. Section 8 is a federally funded Housing Assistance Program (HAP) which offers rental assistance (subsidy) for Elderly, Disabled and Single Families who qualify under the very low-income guidelines.

#### **Park Place Apartments**

Bremerton  
(360) 698-7345

#### **Conifer Woods Apartments**

Port Orchard  
(360) 871-5581

### *Communities who offer Project-Based Rental Assistance*

This program is similar to Project Based Vouchers. The rental assistance (subsidy) for Elderly, Disabled and Single Families who qualify under the very low-income guidelines and the payments are directly paid to the community offering the Project- Based Rental Assistance. To request an application to be placed on the waitlist for one of these units, please contact the below communities:

#### **Viewmont East Apartments**

Port Orchard  
(360) 895-1454

#### **Heritage Apartments**

Port Orchard  
(360) 602-0154

### *Communities who offer Rural Development (RD) Rental Assistance*

This program is similar to Project Based Rental Assistance. The rental assistance (subsidy) for Elderly, Disabled and Single Families who qualify under the low to very low-income guidelines and they are required to pay 30% of their adjusted income for rent. Once selected from a waitlist, households apply at the specific community and they must meet the qualifications of the community which they are applying to live. The rental assistance payments are directly paid to the community whom has a contact with the United States Department of Agriculture Rural Development. In order to qualify for this benefit program, you must live in a rural area.

#### **Finch Place Apartments**

Bainbridge Island  
(206) 842-0724

#### **Rhododendron Apartments**

Bainbridge Island  
(206) 842-8144

#### **Fjord Manor and Fjord Vista**

Poulsbo  
(360) 779-6939

#### **Windsong Apartments**

Poulsbo  
(360) 779-6244

### *Communities who have Low Income Housing Tax Credit (Tax Credit) units*

This program is essentially a contract between Housing Kitsap and Washington State Housing Finance Commission to provide housing to households whose annual income can range between very low and moderate income. This program does not offer any direct rental assistance (subsidy) to the households served, instead it offers incentives to owners of housing, by means of a tax liability deduction, to offer more affordable rents, typically much lower than the fair market value of a unit in a specific area. Often, a qualified household can move into a tax credit income restricted unit without having to apply and be selected from a waitlist.

#### **Park Place Apartments**

Bremerton  
(360) 698-7345

#### **Conifer Woods Apartments**

Port Orchard (360) 871-5581

#### **Kingston Ridge Apartments**

Kingston  
(360) 297-7003

### *Public Housing*

The program is for Elderly, Disabled and Single Families who qualify under the low to very low-income guidelines. Once selected from a waitlist, households apply at the Housing Kitsap office, the household must meet the qualifications of the Housing Authority which they are applying to live. Households must qualify under the low to very low-income guidelines and they are required to pay 30% of their adjusted income for rent. This program is different from the above programs since the Housing Authority does not receive additional payments outside of the specific amount allotted per the Federal Budget per year. The total budget is used to administer the program; it is not used to offset the value of the unit rented if the unit was rented to a non-income restricted household.

**The waitlist is managed though Housing Kitsap's main office, please call (360) 535-6100 for more information.**

## Section 8 Housing

Section 8 is a federally funded Housing Assistance Program which offers rental assistance (subsidy) for Elderly, Disabled and Single Families who qualify under the very low-income guidelines. Once selected from the waitlist, households are contacted by Bremerton Housing Authority and receive a voucher to be used at any community or through a private landlord.

Households must qualify under the very low-income guidelines and they are required to pay 30% of their adjusted income for rent. The landlord receives a HAP payment for the difference between the contract rent of the unit and the resident paid portion. **The waitlist is managed though Bremerton Housing Authority and is updated via their website [www.BremertonHousing.org](http://www.BremertonHousing.org).**

### Other Affordable Housing in the Kitsap County Area

<b>Catholic Community Services Kitsap Family Center</b> (360) 405-9486	<b>Housing Resources Board of Bainbridge Island</b> (206) 842-1909	<b>Crisis Clinic of the Peninsulas (mental health)</b> (360) 479-3033
<b>Habitat for Humanity of Kitsap County</b> (360) 479-3853	<b>Bellingham Work Release</b> (360) 676-2150	<b>Salvation Army</b> (360) 373-5550
<b>Kitsap Community Resources</b> (360) 478-2301	<b>Benedict House (men &amp; men with children)</b> (360) 405-9486	<b>Taylor House</b> (360) 782-2282 or (360) 377-5961
<b>Saint Vincent de Paul - Port Orchard:</b> (360) 876-6933 –	<b>Kitsap Mental Health Services</b> (360) 373-7049	<b>Cedar Heights Apartments</b> (Port Orchard) (360) 876-5320
<b>Saint Vincent de Paul - Poulsbo:</b> (360) 779-9980	<b>Kitsap Rescue Mission</b> (360) 373-3428	<b>Frank Chopp Place</b> (Bremerton) (360) 377-7744
<b>Saint Vincent de Paul - Women's Shelter</b> (360) 479-7017	<b>Oxford Houses of Washington (transitional)</b> (800) 562-1240	<b>Max Hale Center</b> (360) 792-2117
<b>Agape Unlimited (Transitional Housing)</b> (360) 373-1529	<b>Peninsula Work Release (Port Orchard)</b> (360) 895-6158	

### Other Housing Resources in the Puget Sound region

<b>Bellingham Housing Authority</b> (360) 676-6887	<b>Snohomish County Housing Authority</b> (425) 290-8499	<b>Capitol Hill Housing Improvement Program (CHHIP),</b> (206) 329-7303
<b>Bremerton Housing Authority</b> (360) 479-3694	<b>Tacoma Housing Authority</b> (253) 207-4400	<b>Central Area Development Association</b> (206) 328-2240
<b>Everett Housing Authority</b> (425) 258-9222	<b>Thurston County Housing Authority</b> (360) 753-8292	<b>Bellwether Group (HRG)</b> (206) 622-2893
<b>Island County Housing Authority</b> (360) 678-4181	<b>HUD-subsidized apartments (listing)</b> (206) 220-5140	<b>Low Income Housing Institute</b> (LIHI) (206) 443-9935
<b>King County Housing Authority</b> (206) 574-1100	<b>St. Andrews Housing (King County)</b> (425) 957-4742	<b>Lutheran Alliance to Create Housing</b> (LATCH) (206) 789-1536
<b>Pierce County Housing Authority</b> (253) 620-5400	<b>Southeast Effective Development (SEED)</b> (206) 760-4265	<b>Plymouth Housing Group</b> (206) 652-8325
<b>Seattle Housing Authority</b> (206) 239-1737	<b>Archdiocesan Housing Authority</b> (206) 448-3360	<b>Renton Housing Authority</b> (425) 226-1850

**Housing Kitsap for Rural Development  
Fjord Manor - Fjord Vista II - Windsong  
Rhododendron Apartments – Finch Place – 550 Madison  
Residential Qualification Criteria  
March 2018**

- Rental History:** Rental history is not required for qualification of residency. However, *2 personal or professional references from individuals that are not friends or relatives will be required.*  
*If valid rental history within the last 3 years is verified then less than 3 NSF checks and/or 10-day notices within a 12-month rental period may qualify. But, more than 2 NSF checks and/or 10-day notices within a 12-month rental period may result in denial of residency.*
- Credit History:** Established credit history is preferred but not required for qualification of residency.  
*Derogatory credit history will not result in denial of residency. However, any unpaid rental debt and/or any open or non-discharged bankruptcy will result in denial.*
- Employment:** No minimum requirement.
- Income:** Subsidized Housing Applicant(s) must meet low income requirements as prescribed by Rural Development.  
Market Housing Applicant(s) must meet income of at least 2.5 times the rental amount.  
Income that is less than 2.5 times the rental amount will result in denial.  
Section 8 Housing Applicant(s) must meet their portion of the rental amount.

**GROUNDINGS FOR DENIAL WILL RESULT FROM THE FOLLOWING ON ALL APPLICANTS:**

Falsification of rental application  
Unverifiable social security number  
Verified unpaid eviction showing on credit report or confirmed with landlord.  
Unpaid rental collection verified on credit report or confirmed balance owing with landlord.  
Open or non-discharged bankruptcy.  
Income less than 2.5 times the rent.  
3 or more NSF checks and/or 10-day notices within a 12-month rental period (current or previous)

Verified name and date of birth match of criminal conviction or pending criminal proceeding as follows:

Murder (1 <sup>st</sup> and 2 <sup>nd</sup> degree)	Kidnapping (All counts)
Manslaughter (1st degree)	Theft (1st & 2nd degree)
Assault 1st, 2nd & 3rd degree)	Burglary (1st, 2nd degree & vehicle prowling 1st degree)
Robbery (1st & 2nd degree)	Malicious Mischief (1st degree)
Rape (All counts)	Arson (1st, 2nd degree & Reckless Burning 1st degree)
Child molestation (All counts)	Delivery or Sale of illegal drugs (All counts)
Rape of a child (All counts)	Possession with intent to Deliver illegal drugs (All counts)
Manufacturing of Meth Amphetamine	Any other drug related offense
Possession of unregistered firearm	Possession of illegal weapon
Outstanding criminal warrant	Any Terror Related Activity

Any criminal conviction which results in a registered sex offender requirement and/or any sex offender registry requirement.

A criminal records search will be performed for felony and misdemeanor offenses. All felony and misdemeanor offenses must be disclosed on the rental application.

Valid Photo Identification will be required of all applicants.

***Consider this statement as notification that we do not accept a comprehensive reusable tenant screening report, as defined by RCW 59.18.257.***



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**Please return your completed application to:**

**Fjord Manor**

19581 1st Avenue NE  
Poulsbo, WA 98370

Phone: (360) 779.6939

Fax: (360) 779.4775

www.HousingKitsap.org

## WAITLIST APPLICATION

**LIST ALL HOUSEHOLD MEMBERS WHO WOULD LIVE IN THE DWELLING UNIT, EVEN THOSE WHO WOULD ONLY LIVE THERE ON A PART-TIME BASIS INCLUDING AIDES AND ANY UNBORN CHILDREN YOU ARE EXPECTING.**

	Household Members	Relationship to Head of Household	Social Security Number	Date of Birth	Gender M or F
HH		Self			
2					
3					
4					
5					

Number of Bedrooms needed: ☐ 1 ☐ 2 Maximum Occupancy Standards: Two persons per bedroom plus one.

Current/Mailing Address: \_\_\_\_\_

City, State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. or Message Phone: \_\_\_\_\_

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

**HOUSING KITSAP VERIFIES THE PREVIOUS 5 YEARS OF RENTAL HISTORY FOR ALL ADULT HOUSEHOLD MEMBERS; PLEASE PROVIDE THE FOLLOWING FORMER INFORMATION.**

Former Address: \_\_\_\_\_

City, State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Move In Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

Landlord Name and Contact Phone Number: \_\_\_\_\_

Former Address: \_\_\_\_\_

City, State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Move In Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

Landlord Name and Contact Phone Number: \_\_\_\_\_



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**HOUSING KITSAP VERIFIES ALL HOUSEHOLD MEMBERS INCOME, INCLUDING MINOR HOUSEHOLD MEMBER;  
PLEASE LIST THE SOURCE AND AMOUNT OF ALL CURRENT INCOME RECEIVED BY ALL HOUSEHOLD  
MEMBERS.**

	Household Member Name	Monthly Gross Income	Source of Income Employment, Social Security, SSI, etc.
HH			
2			
3			
4			
5			

1. Are you currently residing at a USDA Rural Development financed property? Yes ☐ No ☐
2. Do you understand that this property MUST be your primary place of residence and you cannot maintain another permanent residence or still lease another USDA Rural Development apartment at another location once a lease becomes effective at this property? Yes ☐ No ☐
3. Are you currently receiving assistance from HUD or RD at another residence? Yes ☐ No ☐
4. Are any household members full or part time students or plan to be a full or part time student in the next 12 months? Yes ☐ No ☐
5. Are you, any household members, or live-in-aide subject to a State Lifetime sex offender Registration in any state? Yes ☐ No ☐
6. Do you or anyone in your household have a Letter of Priority Entitlement (LOPE) issued by the USDA Rural Development in accordance with 3560.660©? Yes ☐ No ☐
7. Do you, or anyone named on this application request adjustments or allowances (deductions) from income for elderly or disabled households such as medical expenses or handicap expenses? (Requests for allowances or adjustments to income must be verifiable)  
If yes, explain

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Which household members qualify for these allowances/adjustments?

- 
8. Do you or anyone named on this application request the features of a wheelchair accessible or adapted unit, downstairs vs. upstairs apartment or site or policy accommodation modification based on a medical condition or disability?  
If yes, what is requested?
- 

**Authorization/Consent**

I/We do hereby authorize **Kitsap County Consolidated Housing Authority dba Housing Kitsap** and its staff or authorized representative to contact any agencies, law enforcement offices, companies, groups or organizations to verify any information contained in this Application or to obtain and verify any additional information or materials which are deemed necessary to complete my/our Application for housing in programs administered **Kitsap County Consolidated Housing Authority dba Housing Kitsap**. Further, I/we

**I / We certify the following:**

- I/We will not maintain a separate subsidized rental unit in another location and that this dwelling would be used as my/our primary residence.

**I/We understand the following:**

- Eligibility for housing will be based on U.S. Department of Agriculture Rural Development Multi-Family Housing income requirements and Housing Kitsap's Management Plan.
- All information in this application is true to the best of my/our knowledge

- False statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy.
- Responsible for maintaining current/accurate information.

This form is only an application for placement on the waitlist for this community and submission of this application does not reserve an apartment or in any way guarantee residence in this community.

This application must be signed and dated to be received. Reasonable accommodations will be provided to persons with disabilities requiring alternate methods of completing the application. All applications whether complete, eligible, or ineligible will be place on WL. If incomplete application is received, you will be notified by certified mail within 10 days of items needed to be considered complete. If no response is received within 10 days, you will be removed from the waitlist and considered ineligible.

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

Adult Household Member Signature\_\_\_\_\_ Date \_\_\_\_\_

Adult Household Member Signature\_\_\_\_\_ Date \_\_\_\_\_

Adult Household Member Signature\_\_\_\_\_ Date \_\_\_\_\_

In Order to Meet the USDA Requirements to Collect Race/National Origin/Gender Information:

*The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.*

Ethnicity:

Race: (Mark one or more)

Hispanic or Latino	<input type="checkbox"/>	1. American Indian/Alaska Native	<input type="checkbox"/>
Not Hispanic or Latino	<input type="checkbox"/>	2. Asian	<input type="checkbox"/>
		3. Black or African American	<input type="checkbox"/>
Gender:		4. Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>
Male	<input type="checkbox"/>	5. White	<input type="checkbox"/>
Female	<input type="checkbox"/>	6. Other _____	<input type="checkbox"/>

\*\*\*\*\*

FOR OFFICE USE ONLY:

Date Received: \_\_\_\_\_

Household Income Level:

Very Low-Income

Time Received: \_\_\_\_\_

Low-Income

Received By: \_\_\_\_\_

Moderate-Income

Bedroom Size: \_\_\_\_\_



## Things You Should Know About USDA Rural Rental Housing

***Don't risk losing your chances for federally assisted housing by providing false, incomplete, or inaccurate information on your application or recertification***

### ***Penalties for Committing Fraud***

You must provide information about your household status and income when you apply for assisted housing in apartments financed by the U.S. Department of Agriculture (USDA). USDA places a high priority on preventing fraud. If you deliberately omit information or give false information to the management company on your application or recertification forms, you may be:

- Evicted from your apartment;
- Required to repay all the extra rental assistance you received based on faulty information;
- Fined;
- Put in prison and/or barred from receiving future assistance.

Your State and local governments also may have laws that allow them to impose other penalties for fraud in addition to the ones listed here.

### ***How To Complete Your Application***

When you meet with the landlord to complete your application, you must provide information about:

- **All Household Income.** List all sources of money that you receive. If any other adults will be living with you in the apartment, you must also list all of their income. Sources of money include:
  - Wages, unemployment and disability compensation, welfare payments, alimony, Social Security benefits, pensions, etc.;
  - Any money you receive on behalf of your children, such as child support, children's Social Security, etc.;
  - Income from assets such as interest from a savings account, credit union, certificate of deposit, stock dividends, etc.;
  - Any income you expect to receive, such as a pay raise or bonus.
- **All Household Assets.** List all assets that you have. If any other adults will be living with you, you must also list all of their assets. Assets include:
  - Bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.;
  - Any business or asset you sold in the last 2 years for less than its full value, such as selling your home to your children.

- **All Household Members.** List the names of all the people, including adults and children, who will actually live with you in the apartment, whether or not they are related to you.

### ***Ask for Help if You Need It***

If you are having problems understanding any part of the application, let the landlord know and ask for help with any questions you may have. The landlord is trained to help you with the application process.

### ***Before You Sign the Application***

- Make sure that you read the entire application and understand everything it says;
- Check it carefully to ensure that all the questions have been answered completely and accurately;
- Don't sign it unless you are sure that there aren't any errors or missing information.

By signing the application and certification forms, you are stating that they are complete to the best of your knowledge and belief. Signing a form when you know it contains misinformation is considered fraud.

- The management company will verify your information. USDA may conduct computer matches with other Federal, State or private agencies to verify that the income you reported is correct;
- Ask for a copy of your signed application and keep a copy of it for your records.

### ***Tenant Recertification***

Residents in USDA-financed assisted housing must provide updated information to the management company at least once a year. Ask your landlord when you must recertify your income.

You must **immediately** report:

- Any changes in income of \$100 or more per month;
- Any changes in the number of household members.

For your annual recertification, you must report:

- All income changes, such as increases in pay or benefits, job change or job loss, loss of benefits, etc., for any adult household member;

- Any household member who has moved in or out;
- All assets that you or your adult housemates own, or any assets that were sold in the last 2 years for less than their full value.

## Avoid Fraud, Report Abuse

Prevent fraudulent schemes through these steps:

- Don't pay any money to file your application;
- Don't pay any money to move up on the waiting list;
- Don't pay for anything not covered by your lease;
- Get receipts for any money you do pay;
- Get a written explanation for any money you are required to pay besides rent, such as maintenance charges.

**Report Abuse:** If you know anyone who has falsified an application, or who tries to persuade you to make false statements, report him or her to the manager. If you cannot report to your manager, call your local or state USDA office at 1 (800) 670-6553, or write: USDA, STOP 0782, 1400 Independence Ave., SW, Washington, DC 20250.

## If You Disagree With a Decision

Tenants may file a grievance in writing with the complex owner in response to the owner's actions, or failure to act, that result in a denial, significant reduction, or termination of benefits. Grievances may also be filed when a tenant disputes the owner's notice of proposed adverse action.

### Notice of Adverse Action

The complex owner must notify tenants in writing about any proposed actions that may have adverse consequences, such as denial of occupancy and changes in the occupancy rules or lease. The written notice must give specific reasons for the proposed action, and must also advise tenants of the "right to respond to the notice within 10 calendar days after the date of the notice" and of "the right to a hearing." Housing complexes in areas with a concentration of non-English-speaking people must send notices in English and in the majority non-English language.

### Grievance Process Overview

USDA believes that the best way to resolve grievances is through an informal meeting between tenants and the landlord or owner. Once the owner learns about a tenant grievance, the process should begin with an informal meeting between the two parties. Owners must offer to meet with tenants to discuss the grievance within 10 calendar days of receipt of the complaint. USDA encourages owners and tenants to try to reach a mutually satisfactory resolution to the problem at the meeting.

If the grievance is not resolved, the tenant must request a hearing within 10 days of receipt of the meeting findings. The parties will then select a hearing panel or hearing officer to govern the hearing. All parties are notified of the decision 10 days after the hearing.

### When a Grievance Is Legitimate

The landlord must determine if a grievance is within the established rules for the program. For example, "I want to file a complaint because the manager doesn't speak to me" is not a legitimate complaint. However, "I want to file a complaint because the manager isn't maintaining the property according to USDA guidelines" is a legitimate complaint. Below are examples of cases in which tenants may and may not file a complaint.

A complaint may not be filed with the owner/management if:	A complaint may be filed with the owner/management if:
USDA has authorized a proposed rent change.	There is a modification of the lease, or changes in the rules or rent that are not authorized by USDA.
A tenant believes that he/she has been discriminated against because of race, color, religion, national origin, sex, age, familial status, or disability. Discrimination complaints should be filed with USDA and/or the Department of U.S. Housing and Urban Development (HUD), not with the owner/management.	The owner or management fails to maintain the property in a decent, safe, and sanitary manner.
The complex has formed a tenant's association and all parties have agreed to use the association to settle grievances.	The owner violates a lease provision or occupancy rule.
USDA has required a change in the rules and proper notices have been given.	A tenant is denied admission to the complex.
The tenant is in violation of the lease and the result is termination of tenancy.	
There are disputes between tenants that do not involve the owner/management.	
Tenants are displaced or other adverse effects occur as a result of loan prepayment.	

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The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

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) <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>	
<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.

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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.