



Springfield Housing Authority

80 Main Street, Springfield, Vermont 05156
Voice: (802) 885-4905 Fax: (802) 885-5857
TDD/TTY 1-800-545-1833 Ext. 865
www.springfieldhousingauthorityvt.org

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Thank you for your interest in obtaining housing at one of our properties. The following instructions, if followed properly, will ensure timely processing of your application and will prevent delays.

1. Please print clearly, in black or blue ink.
2. All questions must be answered. Incomplete applications will be returned. If a question does not apply to you, feel free to provide an explanation or enter "no" or "none" in the space provided.
3. All household members that are 18 years of age or older are required to be screened for a criminal record check. Enclosed is the form for Vermont. Please complete one criminal record check form for each household member age 18 or over. (Print additional copies as necessary).
4. Be sure that all household members 18 years of age or older sign both the Application Certification and Releases of Information attached.
5. Proof of age (Birth Certificate, Driver's License, State or Federal ID) and a copy of a Social Security Card must be attached for each household member.
6. If you are claiming a Springfield/North Springfield, VT resident preference, please provide proof of residency or employment.

ALL APPLICANTS MUST SUCCESSFULLY PASS A CREDIT AND CRIMINAL BACKGROUND CHECK FOR ADMISSION.

Please call our office at (802) 885-4905 if you have any questions, or you may e-mail us at lrscha@vermontel.net.

Please mail your completed application to:

Springfield Housing Authority
80 Main St. Springfield, VT 05156

APPLICATION FOR ADMISSION TO THE WHITCOMB AND HUBER BUILDINGS

APPLICANT NAME _____ APT. NUMBER _____
 CURRENT ADDRESS _____
 CITY, STATE, ZIP CODE _____
 HOME PHONE # _____ HEAD WORK # _____ SPOUSE WORK # _____

LIST NAMES, ADDRESSES AND PHONE NUMBERS OF CURRENT LANDLORD AND PREVIOUS LANDLORD (Must have information from the last ten years)

1. Name _____ 2. Name _____
 Address _____ Address _____
 Phone # _____ Phone # _____
 Dates: From _____ To _____ Dates: From _____ To _____

3. Name _____ 4. Name _____
 Address _____ Address _____
 Phone # _____ Phone # _____
 Dates: From _____ To _____ Dates: From _____ To _____

Additional space for previous landlords can be found on page 4.

HOUSEHOLD COMPOSITION AND CHARACTERISTICS

List the head of Household and all other members who will be living in the assisted unit. Give the relationship of each family member to the head.

| MEMBER # | MEMBER'S FULL NAME | RELATIONSHIP | BIRTH DATE | AGE | PLACE OF BIRTH | SEX | SOCIAL SECURITY # |
|----------|--------------------|--------------|------------|-----|----------------|-----|-------------------|
| 1 | | HEAD | | | | | |
| 2 | | | | | | | |

Have you or any adult members ever used any name(s) or social security number(s) other than the one you are currently using?
 YES NO If yes, please explain: _____

Does anyone live with you now who is not listed above? YES NO If yes, please explain: _____
 Do you plan to have anyone living with you in the future who is not listed above? YES NO If yes, please explain: _____

THE FOLLOWING INFORMATION IS VOLUNTARY AND MUST BE ASKED OF ALL APPLICANTS (IMPORTANT)

Do you claim handicapped or disabled status for eligibility purposes? YES NO

If yes, name of person or agency who certified your handicap or disability:

Name: _____ Phone: _____
 Address: _____ City/State/Zip: _____

Identify any special housing needs required as a result of the handicap _____
 If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.

CREDIT REFERENCES

1. Name _____ Telephone _____
 Address _____ Current Balance _____
 Account Number _____

2. Name _____ Telephone _____
 Address _____ Current Balance _____
 Account Number _____

3. Name _____ Telephone _____
 Address _____ Current Balance _____
 Account Number _____

CURRENT HOUSING STATUS

How many people live in your unit now? _____ How many bedrooms do you have? _____
 Do you wish to move? YES _____ NO _____ If yes, why? _____
 Are you being evicted? YES _____ NO _____ If yes, please explain the circumstances: _____

Do you owe the landlord money? YES _____ NO _____ If yes, explain: _____
 Are you being displaced from your present unit? YES _____ NO _____ If yes, please explain the circumstances: _____

What is your current rent? _____ What utilities do you pay? _____
 Are you, or a current family member now living in federally subsidized housing? YES _____ NO _____
 Do you currently owe any back rent or damages to any Public Housing or Section 8 Agencies? YES _____ NO _____ Amount: \$ _____
 Have you ever lived in Public Housing: YES _____ NO _____ If yes, where? _____
 Have you ever participated in the Section 8 existing program? YES _____ NO _____ If yes, where? _____
 Have you ever lived in any other type of assisted housing? YES _____ NO _____ If yes, where? _____

INCOME INFORMATION

List all wages, social security benefits, pensions, interest, dividends, alimony, unemployment compensation, commission, cash benefits from economic services, etc.

| FAMILY MEMBER # | SOURCE OF INCOME / TYPE OF INCOME | MONTHLY AMOUNT |
|-----------------|-----------------------------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |

If employed, list name, address and phone number of employer _____

ASSETS INFORMATION

List all checking and savings accounts (including IRAs, Keogh Accounts, Money Market, CD's, etc.) of all household members. Including amounts disposed of in the past two years. Attach additional sheets as necessary.

| Family Member #: | Bank name and complete Mailing Address | Interest Rate | Account Number | Balance |
|------------------|--|---------------|----------------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

List the value of all stocks, bonds, trusts, pension contributions, or other assets _____

Do you own a home, or other real estate? YES NO

Have you sold or given away real estate or other assets in the past two years? YES NO
 If yes, what is the current market value of the asset? _____

EXPENSES

Do you pay for a care attendant, or for any equipment for the handicapped member(s) of the family necessary to permit that person or someone else in the family to work? YES NO If yes, describe expenses _____

Do you have Medicare? YES NO If yes, what is your Medicare premium? _____

Do you have any other kind of medical insurance? YES NO If yes, give Company name & address, policy number and premium amount _____

Do you receive medical assistance through the welfare department? YES NO

Do you have any outstanding medical bills on which you are paying? YES NO
 Do you expect to have any medical expenses during the next 12 months? YES NO
 If yes, amount of medical expenses \$ _____

Do you have a personal care assistant? YES NO If yes, give details _____

**DRUG AND CRIMINAL ACTIVITY
 FEDERAL REGULATIONS REQUIRE HOUSING AGENCIES TO QUESTION APPLICANTS AND PARTICIPANTS
 CONCERNING DRUG OR VIOLENT CRIMINAL ACTIVITIES.**

Have you or any member of your family ever been arrested, charged or convicted of any drug or alcohol related or violent criminal activity? YES NO If yes, explain: _____

Probation or parole officer name: _____ Phone: (_____) _____

Is the household member seeking rehabilitation for the above named activity? YES NO If yes, give the name and address of the rehabilitation center: _____

Is any member of your household registered as a sex offender? YES NO

Has anyone in the household been evicted from public housing for Section 8 Housing for any reason including drug or criminal activity? YES NO IF YES, NAME OF AGENCY AND ADDRESS: _____

Phone: (_____) _____ Date of eviction: _____

Have you, or any family member, ever been convicted of any crime? _____ YES _____ NO If yes, please explain: _____

Do you have a pet? _____ YES _____ NO If yes, please give type (dog, cat, etc.) _____
Do you own an automobile? _____ YES _____ NO If yes, please give registration number _____

NOTE: The following information is being requested to comply with equal opportunity requirements and to assure that no discrimination occurs. Your answer will not affect (either positively or negatively) your selection for the program.

Race of Head of Household: _____ White _____ Black _____ American Indian or Alaskan Native _____ Asian or Pacific Islander
Ethnicity of Head of Household: _____ Hispanic _____ Non-Hispanic

APPLICANT CERTIFICATION: I/We certify that the information given to the Springfield Housing Authority on household composition, income, net family assets, and allowances and deductions is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under Federal law. I/We also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy.

Signature of Head _____ Date _____

Signature of Spouse _____ Date _____

Representative of PHA _____ Date _____

Eligible YES NO Date letter sent _____ By Whom _____

Additional space for previous landlords

5. Name _____ 6. Name _____

Address _____ Address _____

Phone # _____ Phone # _____

Dates: From _____ To _____ Dates: From _____ To _____

7. Name _____ 8. Name _____

Address _____ Address _____

Phone # _____ Phone # _____

Dates: From _____ To _____ Dates: From _____ To _____

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: | |
| <input type="checkbox"/> Emergency | <input type="checkbox"/> Assist with Recertification Process |
| <input type="checkbox"/> Unable to contact you | <input type="checkbox"/> Change in lease terms |
| <input type="checkbox"/> Termination of rental assistance | <input type="checkbox"/> Change in house rules |
| <input type="checkbox"/> Eviction from unit | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Late payment of rent | |
| 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. | |
| <input type="checkbox"/> Check this box if you choose not to provide the contact information. | |

Signature of Applicant

Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

Springfield Housing Authority
80 Main Street
Springfield, Vermont 05156
(802) 885-4905

REQUEST FOR CRIMINAL RECORD CHECK

1. Applicant: _____
Last First Middle
2. Maiden or Alias Names: _____
3. Date of Birth: _____
Month / Day / Year
4. Gender: _____
5. Race: _____
6. Social Security Number: _____
7. Place of Birth: _____
City/Town / State / Country
8. Telephone Number: () _____
Area code Number

RELEASE

I, _____, hereby acknowledge and agree to a check of any criminal record of convictions which may be maintained by the following agencies:

The housing authority shall check all that apply:

_____ Vermont Criminal Information Center _____ FBI/NCIC

I understand that the results of that check will be made available to Springfield Housing Authority for use in reviewing my suitability as a tenant. I further understand that I have the right to appeal the results of the criminal record check to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont, 05671-2101.

Signature of Applicant: _____ Date: _____

**SPRINGFIELD HOUSING AUTHORITY
AUTHORIZATION FOR RELEASE OF INFORMATION**

**ALL ADULTS (18 & OVER) LIVING IN THE RENTAL UNIT MUST READ & SIGN
THIS FORM**

PURPOSE

The Springfield Housing Authority (SHA), herein after referred to as "housing authority", may use this authorization, and the information obtained with it, to administer and enforce program rules and policies.

AUTHORIZATION

I/we authorize the release of any information, including documentation and other materials, necessary to verify eligibility for or participation under any housing assistance program administered by the housing authority. I/we authorize the housing authority to obtain information about me or my family that is pertinent to the determination of my eligibility for or participation in assisted housing programs, my level of benefits and verification of the true circumstances concerning myself and all members of my household.

I also consent for HUD or the PHA to release information from my file about my rental history to credit bureaus, collection agencies, or future landlords. This includes records on my payment history and any violation of my lease or PHA policies.

INQUIRIES MAY BE MADE ABOUT

Child Care Expenses
Handicapped Assistance Expenses
Credit History
Identity and Marital Status
Criminal History and Activity
Law Enforcement Records
Probationary Records
Medical Expenses
Family Composition
Social Security Numbers
Employment, Income, Pensions and Assets
Residences and Rental History
Federal, State, Tribal or Local Benefits
Community Support Assistance

**INDIVIDUALS OR ORGANIZATIONS THAT
MAY RELEASE INFORMATION INCLUDE**

Banks and Other Financial Institutions
Local/State/Federal Courts
Local/State/Federal Law Enforcement Agencies
Credit Bureaus
Employers, Past and Present
Schools and Colleges
Landlords
Local Community Social Service Agencies
Utility Companies
State Welfare Agencies
Providers of:
Alimony, Child Care, Child Support

CONDITIONS

I/we agree that permission to release information for the purposes stated above will remain in effect as long as I/we remain a participant in SHA housing programs or a resident in a SHA rental unit. A new release will be signed each year and whenever there is a change in the adult membership of the household. I/we agree that photocopies of this authorization may be used for the purposes stated above. I/we understand that failure to sign this authorization may be grounds for housing assistance to be denied, delayed or terminated. I/we voluntarily waive all right of recourse and release each such person from liability for providing information to the SHA.

Signature of Head of Household

Print Name

Date

Signature of Spouse

Print Name

Date

Signature of Adult Member

Print Name

Date

Signature of Adult Member

Print Name

Date

Authorization for the Release of Information/ Privacy Act Notice

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

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB CONTROL NUMBER: 2501-0014
exp. 1/31/2014

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

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

Springfield Housing Authority
80 Main Street
Springfield, VT 05156

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(i)(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:

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

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.

Original is retained by the requesting organization.

ref. Handbooks 7420.7, 7420.8, & 7465.1

form HUD-9886 (7/94)