



Grosvenor Square
3782 Decoration Way
Knoxville, TN 37912

Dear Applicant:

Thank you for your interest in an apartment home here at Grosvenor Square. Grosvenor Square is operated under multiple programs. Applicants must qualify for both the HUD Section 8 or 236 programs and the Low-Income Housing Credit program. Applicant households must meet income limits and student eligibility to qualify. Before we can accept and process your application, we must determine program and property eligibility. In order to assist in this process, you must provide the following documents and or contact information with your application.

- Each member 18 & older must sign the application. Each question must be answered. Please sign and date **All** application forms.
- You must disclose household member social security numbers and provide documentation of each SSN (i.e., copy social security card, print out from Social Security Administration). HUD allows **exemptions** for:
 - a) Seniors aged 62 and older. Only when the applicant is 62 years of age or older on January 31, 2010, and their initial determination of eligibility is in process before January 31, 2010. A senior satisfying both above noted requirements is exempt from the SSN requirements for all future income examinations, even if the senior moves to another HUD-assisted property.
 - b) A child under the age of 6 years added to the applicant household within the 6-month period prior to the household's date of admission. The household will have a maximum of 90-days after the date of admission to provide the Social Security Number and adequate documentation that the Social Security Number is valid. An additional 90 days may be granted under certain circumstances. If the household does not provide the Social Security Number and adequate documentation to verify the Social Security Number within the prescribed timeframe, HUD requires that the owner/agent terminate tenancy.
 - c) Individuals who do not contend eligible immigration status.
- All members 18 and older must provide a photo ID or Driver's license.
- All members, regardless of age, must provide a Certificate of Birth (Birth certificate each member) or other acceptable proof of age.
- All applicants with minor children must provide a copy of all court documents for child support and provide case number information to verify child support payments.
- Family Summary form must be completed by the head of household disclosing all members that will reside in the household.
- Citizenship Declaration must be executed for each household member.
- Each member eighteen and older must sign the HUD 9887.



- Each Member eighteen (18) and older must sign the HUD form 9887A Consent for Release of Information.
- Each member 18 & older must sign Consent for Release of Credit & Criminal Background check.
- Each Member eighteen 18 & older must provide contact information and sign a release form for all income and assets. If you receive Social Security, SSI, Veterans Benefits, Workman's Compensation or Unemployment, please bring in a current award letter, court documents, and or check stubs. Asset's- checking, savings, CD's IRA, 401K, Real Estate, please provide contact information or the last six months of bank statements.
- Head and Co-head must provide information and or verification for all unearned income and assets for all members under 18.
- Landlord References must be provided for the past five (5) years. If you have any questions, or need assistance with your application, please feel free to contact our office during normal business hours.
- Applicant household **must contact management every 6 months** and update application information (i.e., telephone number, changes in address, income, or family composition. If applicant household fails to meet this requirement, the application will be considered inactive and removed from the waiting list.

If you have any questions, please contact our office at (0) 0-0 or via email insert email address during normal business hours and we will be glad to assist you.

Preferences

Owner Agent must select preferences as listed in Resident Selection Plan. Delete those that are not applicable.

These preferences may affect the order of applicants on the waiting list. All preferences must be Verifiable.

Yes No Working Families Preference



Rental Application

Office Staff: Property Name: Grosvenor Square **Initial Application**
 Date Received _____ Time: _____ By: _____ Unit size: _____

Head of Household Name: _____ **Number of Household Members** _____

Current mailing address: _____

Day Time Phone: _____ Cellular: _____

Email: _____ Message Contact: _____

Please list household members starting with Head of household on line 1, then in order of oldest to youngest

HOUSEHOLD NAME (First, Middle, Last)	SEX Male Female Decline	RELATIONSHIP	SOCIAL SECURITY/ ALIEN REG. #	AGE	BIRTH DATE	STUDENT Yes / No	VETERAN Yes / No
		Head of Household					

****Student Status includes Elementary through Higher Education****

- Do you anticipate any changes in the size of your household *within the next 12 months*? YES NO
 (Examples: a future spouse, a minor entering the home through adoption, children returning from foster care, etc.)
 If yes, please describe any changes here; _____
- Will anyone under age 18 listed above live in the unit *less than* 50% of the next 12 months? YES NO
 If yes, please explain here: _____
- Is any adult member of your household separated, but not divorced? YES NO
 If yes, who? _____
- Have you or any member of your household ever been convicted of illegal use, manufacturing, or distribution of a controlled substance, alcohol abuse (3 or more DUI convictions) or any other *felony*? YES NO
 If yes, describe: _____ When: _____
- Have you or any other member 18 or older of your household ever been convicted of a misdemeanor? YES NO
 If yes, describe: _____ When: _____
- Are you or any other household member currently using an illegal substance or abusing alcohol? YES NO
 If yes, _____ Who: _____



Rental Application

7) Are you or any other member of your household subject to Lifetime registration under a State Sex Offender Program? YES NO
 If yes, who: _____ State: _____

8) Do you understand you must report any changes in household income or changes in household composition, including adding or removing household members in a timely manner? YES NO

If you or the co-head are 62 years of age or older or if you or the co-head are disabled, please answer the following questions.

9) Are you or any adult member of your household disabled? Who? _____ YES NO

10) Do you pay out of pocket medical expenses that are not covered by insurance? N/A YES NO
 (Examples: copays for medicine, eyecare, dental care, Doctors, and insurance premiums)
 If yes, please list who you pay. **See #63 below if additional space is needed:**

Name of Provider	Telephone #, Fax # or email address	Address if known

11) Are all household members eligible citizens or eligible non-citizens? YES NO

12) Does your household contain member(s) who do not contend eligible immigration status? YES NO
 If yes, who? _____

13) If you are 62 years of age or older as of 1/31/2010 and do not have a Social Security Number, were you receiving HUD rental assistance at another location 1/31/2010? YES NO
 If yes, where? _____

14) Do you or any other household member require the features of an accessible unit? YES NO
 If yes, please describe: _____

15) Will you or anyone in your household require a live-in aid? YES NO
 If yes, please describe: _____

16) Does your household contain or will contain member(s) who are under the age of six (6) years added to the applicant household within the 6-month period prior to the household's date of admission? YES NO
 If yes, who? _____

17) Do you pay childcare to work, look for work or go to school? YES NO
 If yes, Provider Name: _____ Phone # _____ Monthly cost: _____

RENTAL HISTORY

18) Have you or any other member 18 or older been evicted from an apartment or home for any reason? YES NO
 If yes, Explain: _____

19) Have you or any other member ever been asked to enter a repayment agreement to refund over payment of assistance due to unreported income? YES NO
 If yes, when? _____ Where? _____



Rental Application

- 20) Are you or any other member currently living in Section 8 Housing? YES NO
 If yes, who? _____ Where? _____
 Landlords Contact #: _____ Address: _____
- 21) Do you or any other adult member owe a balance to a current or previous landlord? YES NO
 If yes, who? _____ Where? _____
- 22) Do you or any other adult member owe a balance to a utility company? YES NO
 If yes, what company? _____ Balance owed \$ _____
- 23) Are you or any other household member currently homeless, living in a shelter or other non-residential circumstance? YES NO
 If yes, who? _____ How long? _____

*Please provide 3 to 5 years per RSP, starting with your current landlord. Please fill in all information
 If more space is needed for you or other household members, please see #63 below*

<u>CURRENT FULL STREET ADDRESS:</u>				OWN	RENT	OTHER
CITY:			STATE:	ZIP CODE:		
HOME PHONE NUMBER:	CELL PHONE NUMBER:	EMAIL ADDRESS:	MOVE IN DATE:	MOVE OUT DATE:		
LANDLORD NAME:		PROPERTY/LANDLORD PHONE:		MONTHLY RENT:		
<u>PAST FULL STREET ADDRESS:</u>				OWN	RENT	OTHER
CITY:		STATE:	ZIP CODE:	Move in Date:	Move Out Date:	
LANDLORD NAME:		PROPERTY/LANDLORD PHONE:		MONTHLY RENT:		
<u>PAST FULL STREET ADDRESS:</u>				OWN	RENT	OTHER
CITY:		STATE:	ZIP CODE:	Move in Date:	Move Out Date:	
LANDLORD NAME:		PROPERTY/LANDLORD PHONE:		MONTHLY RENT:		
<u>PAST FULL STREET ADDRESS:</u>				OWN	RENT	OTHER
CITY:		STATE:	ZIP CODE:	Move in Date:	Move Out Date:	
LANDLORD NAME:		PROPERTY/LANDLORD PHONE:		MONTHLY RENT:		
<u>PAST FULL STREET ADDRESS:</u>				OWN	RENT	OTHER
CITY:		STATE:	ZIP CODE:	Move in Date:	Move Out Date:	
LANDLORD NAME:		PROPERTY/LANDLORD PHONE:		MONTHLY RENT:		



Rental Application

Please list all states lived for each household member 18 and over:

Name of household member over 18	All states lived

INCOME INFORMATION

The questions regarding household income apply to all members of your household, including minors and those temporarily absent from the home.

****If more space is needed for you or other household members, please see #63 below****

24) Are any members of the household employed? YES NO

Job 1) Who is employed? _____ Monthly Income \$ _____
What Company? _____ Phone: _____

Job 2) Who is employed? _____ Monthly Income \$ _____
What Company? _____ Phone: _____

Check if there are any additional jobs in the household. (List additional information in section #63 below)

25) Are any members of the household Self-employed? YES NO

Who is self-employed? _____ Monthly Income \$ _____
What type of work does this person do? _____

26) Are any household members receiving payments from an Unemployment Agency? YES NO

Who is receiving unemployment benefits? _____ Monthly Income \$ _____
What State: _____ Contact Person: _____ Phone: _____

27) Does anyone in the household receive income from an owned business? YES NO

Who owns the business? _____ Monthly Income \$ _____

28) Are any household members receiving payments from the Social Security Administration? YES NO

Which type: SS SSI SSDI Other?
Who receives payments? _____ Monthly Income \$ _____
Other household member: _____ Monthly Income \$ _____

29) Does any member of your household have a COURT ORDER to receive Child Support or Alimony payments, even if no child support or alimony is being received? YES NO

(Case ID # or #'s) _____ Ordering State: _____
complete Child Support Affidavit for each child ***complete Alimony Affidavit if receiving alimony***

30) Does any member of your household receive Child Support or Alimony payments that is NOT COURT ORDERED? YES NO

(This includes help from children's father or mother for clothes, food, or other monetary items).
Average Monthly Amount being contributed \$ _____
Name of person(s) contributing _____ For Child _____
Name of person(s) contributing _____ For Child _____
complete Shared Custody / Child Support Verification form and Zero Income Questionnaire

31) Does any household member receive Public Assistance payments such as TANF or AFDC? YES NO
(Please do not include Food Stamp benefits).

Who is receiving TANF or AFDC benefits? _____
Caseworker: _____ Phone: _____



Rental Application

- 32) Does any household member receive pay from the military? YES NO
 Who is paid by the military? _____ Monthly Income \$ _____
 Which branch of the military? _____
 Contact Person: _____ Phone: _____
- 33) Does any household member receive periodic payments from a pension, annuity or retirement benefit account? YES NO
 Please check one: Pension Annuity Other Retirement
 Who receives these benefits? _____ What company pays this person? _____
 Contact Person: _____ Phone: _____
- 34) Does any household member receive severance pay or worker's compensation? YES NO
 Who is receiving severance pay or worker's compensation? _____
 What company pays them? _____
 Contact Person: _____ Phone: _____
- 35) Does anyone outside of your household provide you with cash or monetary contributions to help pay expenses that a household would normally pay? YES NO
 ** If yes, complete the Zero Income Questionnaire.2103ver (b) **
 What is the name of the person that pays you? _____
 What is their address? _____ Phone number? _____
- 36) Does any member of your household receive any Educational Financial Aid? YES NO
 Who receives the financial aid? _____ Amount per semester? \$ _____
- 37) Does any member of your household receive any income not listed above? YES NO
 Who receives the income? _____ Monthly Income \$ _____
 Source of income? _____
- 38) Do you or any household member expect any significant changes in income within the next 12 Months? YES NO
 Who expects a change? _____ Type of change expected. _____
- 39) Do any adult members of your household have zero income? YES NO
 Which adult members have zero income? _____

Please read each question carefully, answer each question completely and be prepared to verify items checked yes.

ASSET INFORMATION

The questions regarding household accounts / assets apply to all members of your household, including minors and those temporarily absent from the home.

If more space is needed for you or other household members, please see #63 below

- 40) Do any household members have a Checking account? YES NO
 Account 1 - Bank Name: _____ Name(s) on Account: _____
 Average balance \$ _____ Interest rate \$ _____
 Account 2 - Bank Name: _____ Name(s) on Account: _____
 Average balance \$ _____ Interest rate \$ _____
- 41) Do any household members have a savings or holiday account? YES NO
 Account 1 - Bank Name: _____ Name(s) on Account: _____
 Current balance \$ _____ Interest rate \$ _____
 Account 2 - Bank Name: _____ Name(s) on Account: _____
 Current balance \$ _____ Interest rate \$ _____
- 42) Do any household members have a Money Markey account or CD? YES NO
 Account 1 - Bank Name: _____ Name(s) on Account: _____
 Current balance \$ _____ Interest rate \$ _____
 Account 2 - Bank Name: _____ Name(s) on Account: _____
 Current balance \$ _____ Interest rate \$ _____



Rental Application

43) Do any household members have a Direct Express or any other pay card(s) to receive money on? YES NO

Card 1 - Household name on the card: _____ Name of card: _____

Type of pay card (SS payments, child support, employment unemployment etc.): _____

Current balance on card: \$ _____

Card 2 - Household name on the card: _____ Name of card: _____

Type of pay card (SS payments, child support, employment unemployment etc.): _____

Current balance on card: \$ _____

Check if there are additional accounts of the above types belonging to the household.
Please list in #63 below.

44) Does any household member have Stocks, Bonds, Mutual Funds, or Capital Investments? YES NO

Institution Name: _____ Name(s) on Account: _____

Contact Phone: _____ Account Type: Stocks Bonds Mutual Funds

45) Does any household member have Whole or universal Life Insurance? YES NO

(life insurance that you can make withdrawals from even if there is not a death. We do not count TERM insurance)

Institution Name: _____ Name(s) on Account: _____

Contact Phone: _____

46) Does any household member have an IRA, Keogh, 401K, Annuity, or similar retirement account? YES NO

Institution Name: _____ Name(s) on Account: _____

Contact Phone: _____ Account Type: IRA Keogh 401K Other: _____

47) Does any household member have a Pension account that will pay upon retirement or termination of employment (NOT including IRA, Keogh, 401K, or Annuity accounts)? YES NO

Institution Name: _____ Name(s) on Account: _____

Contact/Phone: _____ Account Type: _____

48) Does any household member have a Trust Account? YES NO

Institution Name: _____ Name(s) on Account: _____

Is this account a Revocable or Non-Revocable Trust Account? _____ Contact Phone: _____

49) Does any household member have any Treasury Bills or Government Savings Bonds? YES NO

Which household member: _____

Series: _____ Face Value: \$ _____ Serial Number: _____ Issue Date: _____

50) Does any household member own any Real Estate? YES NO

(Include Rental Property, Primary Residence, Vacation Property, Time-Shares, Commercial Property and Property being sold by deed of trust or Contracts for Deed)

Property Owner(s): _____ Type of Property: _____

What is the name of the bank or institution with financial interest in this property? (Mortgage Holder, Contract Owner, etc.)

Contact: _____ Phone: _____

51) Does any household member have personal property that they hold for investment purposes, that they plan to sell at a later date for profit? YES NO

(Examples include coin or stamp collections, antique cars, jewelry, etc.)

Property Type: _____ Estimated Cash Value: \$ _____

52) Does any household member have cash on hand or a safe deposit box? YES NO

Which household member has cash on hand? _____ Amount of cash on hand \$ _____

Which household member has a safe deposit box? _____ Cash value of contents \$ _____

53) Does any household member have any accounts or assets that were not described above? YES NO

(Please DO NOT include personal use vehicles, furniture, clothing, etc.)

What type of account or asset is this? _____ Estimated cash value \$ _____



Rental Application

54) In the past two years, has any household member sold or given away any asset(s) for less than they were worth? YES NO

(Examples include property, transferring an asset account into someone else's name, charitable contributions etc.)

Type of asset was sold or given away? _____ Estimated value \$ _____

How much were you paid for the asset? _____ Date asset disposed: _____

Please read each question carefully, answer each question completely and be prepared to verify items checked yes.

STUDENT ELIGIBILITY QUESTIONS

****Student Status includes Elementary through Higher Education****

55) Are ALL members of your household Full-Time students? YES NO

56) Will ALL members of your household be full-time students during any 5 months of this year? YES NO
(Example: a student who goes to school full-time in any parts of January, February, April, October and November)

57) Will ALL members of your household be full-time students during any 5 months of next year? YES NO

58) Is ANY ADULT member of your household a part or full time student in an institute of higher education? YES NO
If yes, who is enrolled? _____ Which school are they enrolled in? _____
How do they pay for their education? _____ What is the cost of tuition per semester? \$ _____

59) Does ANY ADULT member of your household intend to become a student *within the next 12 months*? YES NO

If yes, who will be enrolling in school? _____ Name of School _____
If yes, will they be enrolling as a full-time or part-time student? _____

Please complete the appropriate Applicant / Resident Student Questionnaire, Certification Forms and Student Affidavits

RACE / ETHNICITY QUESTIONS

60) Ethnicity and Racial Data is for statistical purposes only. Providing this information is voluntary.

Race of Head of Household: I prefer not to answer White Black or African American
 Asian Alaska Native American Indian Pacific Islander Other

Ethnicity of Head of Household: Hispanic or Latino Not Hispanic or Latino Decline to report

What is your marital status? Married / Single / Divorced / Separated / Widowed (Circle)

DISPLACEMENT INFORMATION

61) Are you a victim of displacement of government action or a victim of a Presidentially declared disaster? YES NO

If Yes, please provide details below:

Member Names

Displacement caused by



Rental Application

VEHICLE INFORMATION

62) Do you have a vehicle(s)? YES NO
If yes, please provide information:

Make/Model	License Number/State	Year
_____	_____	_____
_____	_____	_____

MARKETING INFORMATION

63) How did you hear about our community? Resident Referral, Who? _____

- Yellow Pages
 News Paper
 Sign
 Flyer
 Brochure
 Internet
 Word of Mouth
 Other _____

64) Please use this section for answering questions where you have run out of space in that section.
(Enter the section heading and number of the question that coincides with your answer)

Section	Number	Answer

PETS

Pets are allowed at this property. Pet owners must agree to and follow pet regulations. There is a \$300 pet deposit. Pet's must have all vaccines and be spayed or neutered. Request for an assistance animal must be verifiable and all requests are submitted to the 504 Coordinator for approval before an assistance animal is allowed on site.

APPLICANT ACKNOWLEDGEMENT

I/we will inform management of any changes on my/our contact address and telephone number that is given for the head of household on this application.

I/we understand this is necessary to allow management to update the waiting list. If management is unable to reach me/us by telephone after two attempts that management will mail a letter stating that I/we have fourteen days to contact management if I/we are still interested in an apartment home. I/we understand that if I/we do not respond in the time allowed my/our name will be removed from the waiting list.



Rental Application

APPLICANT ACKNOWLEDGEMENT CONTINUED

I/we understand I/ we must contact management and update my/our information. This includes changes in telephone numbers, income, and household composition every six months or my/our application will be inactive and removed from the waiting list.

Owner Agents are required to run an Existing Tenant Search for all household members to determine if any household members are currently receiving section 8 assistance. Identity verification reports for all household members within 90 days after initial occupancy. EIV Income Reports for all members 18 and older within 90 days after initial occupancy and at required certifications. For additional information on the Secure System EIV, refer to the *EIV & You* brochure provided by management. I/we understand the above information is being collected to determine my/our household’s eligibility for Federal Assistance as well as eligibility for the program. I/we will provide all information to expedite the approval process in a timely manner. I/we understand that my/our eligibility is contingent on meeting all program requirements and the Resident Selection Criteria. I/we understand this application is subject to approval and does not constitute an agreement to lease and that all information must be verified before this application can be processed.

I/we understand that if selected to move into this property, the unit I/we occupy will be my/our permanent residence.

Sworn Statement/Certification: I/we understand and have answered all questions on the Application and Update form. I/we certify that all answers are true to the best of my/our knowledge and understand that any false, misleading, incomplete statements or misrepresentation of information is punishable under Federal Law and may result in rejection of my/our application for housing and or termination of my/our lease agreement.

Head of Household Signature: _____ Date: _____

Co-Head Signature: _____ Date: _____

Other Adult Member Signature: _____ Date: _____

Other Adult Member Signature: _____ Date: _____

FAIR HOUSING

The Owner of this Apartment Community does not discriminate on the basis of race, color, religion, sex, national origin, familial status, disability, sexual orientation, gender identity or marital status in the admission of or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development’s regulations implementing Section 504.

Stephanie Haynes
Section 504 Coordinator
DGA Management, LLC
6305 Kingston Pike
Knoxville, TN 37919
Phone: (865) 409-5477



Telecommunications: **Dial 711** (Nationwide number)

PENALTIES FOR MISUSING CONSENT: Title 18, Section 1001 of the U.S. Code states 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 uses 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 willing 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 negative 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 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). **Violations of these provisions are cited as violations of 42 USC **408 (a) (6), (7) and (8). **

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CREDIT, CRIMINAL AND SEX OFFENDER CONSENT FORM

Grosvenor Square
3782 Decoration Way
Knoxville, TN 37912

PHONE: (865) 252-5820	FAX: (865) 999-7052	TDD: 711
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A separate form must be completed for each household member 18 years of age and older.

Applicant Name: _____

Social Security Number: _____ - _____ - _____

Home Phone Number: (_____) _____

Date of Birth: ____/____/____

Present Address: _____	Previous Address: _____
_____	_____
_____	_____

I hereby give consent to Management of the above-named apartment community to obtain reports and to access any records pertaining to me, which may be on file at any:

- Credit Agency
- Law Enforcement Agency
- City, State or Federal Court
- Local, State or Federal Agency
- State or Local Repository
- State or Local Sexual Offender Registry

I do understand the investigation will include information from law enforcement agencies, credit reporting agencies, and other documents of public records, and these reports will be used in making decisions about my potential tenancy. I hereby authorize any agency contacted to furnish any and all information required. This releases the aforesaid parties from any liability and responsibility for providing the above information at any time.

I further understand that this report will not be used in violation of any Federal or State Equal Opportunity Law or Regulation, and that, if any adverse action is to be taken based on the Consumer Report, a summary of my rights under the Fair Credit Reporting Act will be provided to me.

Signature of Applicant

Date



**STATE SEX OFFENDER
REGISTRY CHECK**

ACKNOWLEDGEMENT FORM

Grosvenor Square
3782 Decoration Way
Knoxville, TN 37912
(865) 252-5820
TDD 711

This property's eligibility criteria, excludes housing to individuals and households with specific types of criminal activity in their history. HUD requires state sex offender registry checks to be performed in the state in which the housing is located and for states where the applicant and members of the applicant's household may have resided. The sex offender registration check will be completed on all applicant household members to the extent as allowed by state and local law.

I understand the Dru Sjodin National Sex Offender Public Website will be used as part of the application screening in making decisions about our potential tenancy.

List each applicant household member "fourteen and older" below.

Head of Household Applicant

Date

Applicant

Applicant

Applicant

Applicant

NOTE: If during the applicant screening process, it is determined that a member of the applicant household is subject to a state sex offender registry, the application will be rejected. There is an option to rejection of the application. If you and your household wish to live here and receive federal HUD assistance, the applicant household member whose name appears on the state sex offender registry must be removed from the household. Documentation, including but not limited to, legal lease signed by parties; utilities in their name; US Postal service certified mailing address change, etc., must be provided that the household member has moved.

PENALTIES FOR MISUSING THIS CONSENT: 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 uses 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 42 USC 208 a(6)(7) and (8). Violations of these provisions are cited as violations of 42 USC 408 a(6)(7) and (8).



**VERIFICATION OF ANNUAL INCOME, HOUSEHOLD SIZE, AND UTILITY ALLOWANCE
BY THE SECTION 8 ADMINISTRATIVE AGENCY FOR SECTION 8 ASSISTED APPLICANTS**

APPLICANT: _____ SOCIAL SECURITY #: _____

ADDRESS: _____ FAMILY SIZE: _____

I authorize the owner/manager of the Low Income Housing Credit property identified below to make inquires regarding my income, household size, and utility allowance for determining occupancy within the guidelines of IRC Section 42. I further authorize the Section 8 Administrative Agency to release a copy of my signed application for rental assistance, and/or any information contained within that application which will verify my eligibility for occupancy.

APPLICANT
SIGNATURE: _____ DATE: _____

TO THE SECTION 8 ADMINISTRATIVE AGENCY:

The applicant identified above has indicated that he/she is receiving Section 8 assistance from your agency. Information provided will remain confidential and will be to determining eligibility for occupancy in a Low Income Housing Credit property as required by IRC Section 42.

OWNER/MANAGER
SIGNATURE: _____ DATE: _____

This is to certify that the applicant identified above is a recipient of Section 8 Rental Assistance from this Section 8 Administrative Agency. The following information has been verified by the Agency and certified by the applicant.

Family Gross Annual Income: _____

Number of Persons in Family: _____

Monthly Utility Allowance Calculation for the Unit: _____

Signature of Certifying Official: _____

Section 8 Administrative Agency: _____

Date: _____

Contact Telephone Number: _____