



140 CO HWY 33W | BOX 4 | COOPERSTOWN, NY 13326 | 607-547-8839

www.otsegoruralhousing.org

#### APPLICANT/PARTICIPANT CERTIFICATION

Otsego Rural Housing Assistance, Inc. (ORHA) Section 8 Housing Choice Voucher (HCV) Program

This form must be completed by the Head of Household. Use the legal name for each household member. All adult household members must sign this document, certifying that the information provided is accurate and current.

Log # Head of Household Name		Email Address	Date			
Address & Apt. #	‡		City, State, ZIP Code			
Home Phone		Work Phone	Cell Phone Other Phone			

I. HOUSEHOLD: List all people who will live in the home.

If a household member uses a name in their daily life that is different from their legal name, please provide it in the "Preferred Name" field.

Relation: head of household, spouse, domestic partner, co-head, son, daughter, foster child/adult, live-in aide, other adult

Race: Black/African American, American Indian/Alaska Native, Asian, Native Hawaiian/Other Pacific Islander, White

1. Head of Househ	old						Preferred Name:		
Last Name		First Name		MI	Date of Birth	Date of Birth		Relation	
								HEAD	
Disability U.S. Citizen		Full-time Student	Race	1	Hispanic/Latino	Social Secu	irity #	Alien Registration #	
Yes □ No □	Yes □ No □	Yes □ No □			Yes □ No □		1 = -		
2. Household Mem	ber				-		Preferred Na		
Last Name		First Name		MI	Date of Birth		Sex (M/F)	Relation	
Disability U.S. Citizen Yes □ No □ Yes □ No □		Full-time Student Yes □ No □	Race		Hispanic/Latino Yes □ No □	Social Secu	rity#	Alien Registration #	
3. Household Mem	ber						Preferred Na	me:	
Last Name		First Name MI		MI	Date of Birth		Sex (M/F)	Relation	
Disability Yes □ No □	U.S. Citizen Yes ☐ No ☐	Full-time Student Yes □ No □	Race		Hispanic/Latino Yes □ No □	Social Secu	irity #	Alien Registration #	
4. Household Mem	ber		•				Preferred Name:		
Last Name		First Name		MI	Date of Birth		Sex (M/F)	Relation	
Disability	U.S. Citizen	Full-time Student	Race		Hispanic/Latino	Social Secu	ırity #	Alien Registration #	
Yes □ No □	Yes □ No □	Yes □ No □			Yes □ No □				
5. Household Mem	ber						Preferred Na	ime:	
Last Name		First Name	First Name MI		Date of Birth		Sex (M/F)	Relation	
Disability Yes □ No □	U.S. Citizen Yes □ No □	Full-time Student Yes □ No □	Race		Hispanic/Latino Social Secur Yes □ No □		ırity #	Alien Registration #	

6. Household M	lember	Preferred Name:						
Last Name		First Name		MI	Date of Birth		Sex (M/F)	Relation
Disability U.S. Citizen Yes □ No □		Full-time Student Yes □ No □	t Race Hispanic/Latino Social Yes □ No □		Social Securit	y #	Alien Registration #	
7. Household M	lember						Preferred Nar	ne:
Last Name		First Name N		MI	Date of Birth		Sex (M/F)	Relation
Disability Yes □ No □	U.S. Citizen Yes □ No □	Full-time Student Yes □ No □	Race		Hispanic/Latino Yes □ No □	Social Securit	y #	Alien Registration #
8. Household M	lember						Preferred Na	me:
Last Name		First Name		MI	Date of Birth		Sex (M/F)	Relation
			·					
Disability Yes □ No □	U.S. Citizen Yes □ No □	Full-time Student Yes □ No □	Race		Hispanic/Latino Social Security Yes □ No □		y #	Alien Registration #

Please use the back of this form to provide additional household member information.

## II. ADDITIONAL HOUSEHOLD INFORMATION

YES	NO	Question (Use back of form if more room is needed – all information must be complete)
		Has any household member used a different first or last name(s)?
		If Current Name(s):
		YES: Previous Name(s):
		Has anyone in your household moved out or moved in since your last re-examination?
		If Moved in:
		YES: Moved out:
		Do you expect anyone to move out or move in during the next 12 months?
		If Will Move in:
		YES: Will Move out:
		Does any adult household member have any children who are temporarily placed out of your home?
		If YES: Name of Child(ren):
		TES:
Ш		Do you have temporary custody of or are you a foster parent to any household member 17 years of age or younger?
		If YES: Name of Child(ren):
		Do you certify that an approved adult household member has legal custody of every minor under age 18 listed in the household?
		Do you certify that all household members listed are currently living in the home?
		Do you certify that all individuals residing in the unit are listed as household members?
		Has any household member been convicted of any crime (besides traffic violations)?
		If Who and Where:
		YES: Details of Crime:
		Is any household member subject to a lifetime sex offender registration?
		If Who:
		YES: State:
		Does any household member receive any form of housing subsidy (other than Section 8 HCVP)?
		Who:
		If YES: Type and Amount:

YES	NO	Questio	n (Use back of form	if more room is needed – all in	formation m	ust be complete.)				
		Has any	household member	ived in any assisted housing b	efore?					
		l —	Who:							
			When and Where:	14 16 11 6 1 "						
				committed fraud in a federally- g information to receive housi			peen required to repa	y money		
		· · ·	Who:							
		YES:	When and Where:							
I certify	that my	household	l pays for the following	ng utilities according to the ter	ms of my lea	se and these utilities	are currently on:			
☐ Hea	ting		☐ Cooking	□ Electricity	□ Wa	ater	□ Sewer			
As a par	t of the	bers. No	8 Housing Choice te: ORHA uses HUL	Voucher program, you are O's Enterprise Income Verifica If you do not report all househo	ation (EIV) S	System, which provide	es detailed income i	nformation fo		
			ekly, bimonthly, mo				-			
YES	NO	Does ar	Does anyone in the household receive or expect to receive income from the following?							
		Wages,	Wages, salaries, overtime or tips from employment							
Househol	ld Member	Name	Name and Full Ad	dress and Phone Number or Email A Income Source	ddress of	Income before any Deductions	How Often?	Any change expected?		
1								Yes or No		
2								Yes or No		
3								Yes or No		
		Net bus	iness income from	self-employment (including	g babysittin	g, doing hair, care-t	aking, etc.)	L		
Househol	ld Member	Name	Name and Full Ad	dress and Phone Number or Email A Income Source	ddress of	Income before any Deductions	How Often?	Any change expected?		
1								Yes or No		
2								Yes or No		
		Social S	Security (including	survivor benefits and SSDI						
Househo	ld Member	Name		Type of Benefit		Income before any Deductions	How Often?	Any change expected?		
1							Monthly	Yes or No		
2							Monthly	Yes or No		
3							Monthly	Yes or No		

YES	NO	Does	anyone in the household receive or expect to re	ceive income from the following?		
		Suppl	emental Security Income (SSI)			
Househo	old Membe	er Name	Type of Benefit	Income before any Deductions	How Often?	Any change expected?
1			SSI		Monthly	Yes or No
2			SSI		Monthly	Yes or No
3	3		SSI		Monthly	Yes or No
		Annui	ties, insurance policies, retirement funds, pensi	on or disability/death benefits		
Househo	old Membe	er Name	Name and Full Address and Phone Number or Email Address of Income Source	Income before any Deductions	How Often?	Any change expected?
						Yes or No
		Vetera	ins benefits			
Househo	old Membe	er Name	Name and Full Address and Phone Number or Email Address of Income Source	Income before any Deductions	How Often?	Any change expected?
						Yes or No
		Unem	ployment benefits			
Househo	old Membe	er Name	Name and Full Address and Phone Number or Email Address of Income Source	Income before any Deductions	How Often?	Any change expected?
						Yes or No
		Worke	er's compensation and/or severance pay		1	
Househo	old Membe	er Name	Name and Full Address and Phone Number or Email Address of Income Source	Income before any Deductions	How Often?	Any change expected?
						Yes or No
		Armed	l Forces pay			
Househo	old Membe	er Name	Name and Full Address and Phone Number or Email Address of Income Source	Income before any Deductions	How Often?	Any change expected?
						Yes or No
		Stude	nt financial assistance that is more than tuition	- not including any type of loan		
Househo	old Membe	er Name	Name and Full Address and Phone Number or Email Address of Income Source	Income before any Deductions	How Often?	Any change expected?
						Yes or No
		Regul	ar contributions or gifts received from organiza	tions or persons not residing in th	e unit	
Househo	old Membe	er Name	Name and Full Address and Phone Number or Email Address of Income Source	Income before any Deductions	How Often?	Any change expected?
1						Yes or No
2						Yes or No
3						Yes or No
						1

YES	NO	Does anyone in the household receive or expect to receive income from the following?								
		Welfa	Welfare assistance (SNAP/Food Stamps, TANF)							
Househo	old Membe	er Name	Type of Assistance	Income before any Deductions	How Often?	Any change expected?				
1						Yes or No				
2						Yes or No				
3						Yes or No				
4						Yes or No				
		Alimo	ny payments							
Househo	old Membe	er Name	Name and Full Address and Phone Number or Email Address of Income Source	Income before any Deductions	How Often?	Any change expected?				
						Yes or No				
		Child	support payments							
	old Membe Payment		Child's Name AND Docket Number and/or Name and Full Address and Phone Number or Email Address of Child Support Provider	Income before any Deductions	How Often?	Any change expected?				
1						Yes or No				
2						Yes or No				
		Other	Income							
Househo	old Membe	er Name	Name and Full Address and Phone Number or Email Address of Income Source	Income before any Deductions	How Often?	Any change expected?				
1						Yes or No				
2						Yes or No				

<u>Please use the back to list any additional sources of income not reported on pages 3-5 (SECTION III). You must report all income – source, amount and frequency.</u>

## IV. Assets

As a part of the Housing Choice Voucher program, you are required to report any and all assets owned by any and all household members, whether owned fully or jointly.

Cash value: market value minus the cost of converting the asset to cash, such as broker's fees, settlement costs, outstanding loans, early withdrawal penalties, etc.

YES	NO	Does a	Does anyone in the household own or jointly own any of the following?						
		Savings	Savings Account						
Household Member Name		er Name	Name and Full Address and Phone Number or Email Address of Bank	Cash Value	Interest Rate	Annual Income			
1	1								
2									

YES	NO	Does ar	Does anyone in the household own or jointly own any of the following?						
		Checkir	ng Account						
Househo	old Memb	er Name	Name and Full Address and Phone Number or Email Address of Bank	Cash Value	Interest Rate	Annual Income			
1									
2									
		Money	Market Account		·				
Househo	old Memb	er Name	Name and Full Address and Phone Number or Email Address of Bank	Cash Value	Interest Rate	Annual Income			
			Deposit Box or Personal Property/Personal Property Held a but not items used daily)	s Investment (gem	or coin collect	tions, art, antique			
Househo	old Memb	•	Name and Full Address and Phone Number or Email Address of Asset	Cash Value	Interest Rate	Annual Income			
		Bonds			l				
Househo	old Memb	er Name	Name and Full Address and Phone Number or Email Address of Asset	Cash Value	Interest Rate	Annual Income			
		401(k) A	Account						
Househo	old Memb	er Name	Name and Full Address and Phone Number or Email Address of Asset	Cash Value	Interest Rate	Annual Income			
					rate				
		IRA Acc	│ count, Certificate of Deposit, Keogh Account, Trust Fund, C	Capital Investment					
_	old Memb	1	Name and Full Address and Phone Number or Email Address of	Cash Value	Interest	Annual Income			
			Asset		Rate				
		l ifa Ins	urance Policy (not term life)						
_			Name and Full Address and Phone Number or Email Address of	On the Makes	Interest	Annual Income			
Housen	old Memb	er Name	Asset	Cash Value	Rate				
			asset disposed of – given away, sold, etc.						
YES	NO	Questio		folio oca oba ta calca	: 4b 14 4-	(0)			
			/ household member given away or sold assets for less thang cash, real estate, etc.?	in fair market value	in the last t	vo (2) years			
		l	Who: Details:						
Addition	al Asse	ts							
YES	NO	Questio	on			_			
			ny household member own any other assets (either owned ate property, car, camper, boat, etc.	solely or jointly) at	this time? E	xamples: house,			
		If \	Who:						
		YES: [	Details:						

## No Assets

YES	NO	Question
		I certify that no household member has any assets of any kind (either owned solely or jointly) at this time.

## **V. EXPENSES**

You may be entitled to a childcare allowance or disability expense deduction in your income determination if the expense allows an adult household member to work or seek work.

YES	NO	Question			
		Do you have cl	nildcare expenses for a child/children under the age of th	irteen (13)?	
		ld Member Name o Work/Seek Work	Name and Full Address and Phone Number or Email Address of Childcare Provider	Your Weekly Cost	Your Monthly Cost
II TES.					
YES	NO	Question			
		Do you pay for	a care attendant or equipment for a household member v	with disabilities?	
16.7/20		ld Member Name o Work/Seek Work	Name and Full Address and Phone Number or Email Address of Care Attendant/Equipment Provider	Your Weekly Cost	Your Monthly Cost
If YES:					

Complete this section <u>only</u> if head of household, co-head, spouse or domestic partner is disabled or 62 years of age or older. IF NOT, skip to section VI. CERTIFICATION STATEMENT

YES	NO	Medical Expenses Questions	Medical Expenses Questions						
		Are you receiving Medicare and/or	other Med	dical Benefits?					
		Do you have a Medicaid Spend- Down?	If YES:	Amount:					
		Do you pay for any medical insurance?	If YES:	Amount:		How Often?			
		Do you pay for any outstanding medical bills? Do <u>not</u> include information about medical conditions.							
		If Payment YES: Amount:		How Often?		Total Outstanding:			
		Do you pay for any prescription me	edications	on a regular ba	nsis? Do <u>not</u> includ	de medication i	names/types.		
		If YES: Cost:		How Often Paid?					
		Do you have any other medical expenses?							
		If YES: Type:	i I Ivno: I How Otton? I						

#### **VI. CERTIFICATION STATEMENT**

## **Giving True and Complete Information**

I certify that all the information provided on household composition, income, family assets and items for allowances and deductions, is accurate and complete to the best of my knowledge. I have reviewed the application form and Applicant/Participant Certification form and certify that the information shown is true and correct.

## Reporting Changes in Income or Household Composition

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

#### Reporting on Prior Housing Assistance

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

## No Duplicate Residence or Assistance

I certify that the house or apartment will be my principal residence and that I will not obtain duplicate Federal housing assistance while I am in this program. I will not live anywhere else without notifying management office immediately in writing. I will not sublease my assisted residence.

## Cooperation

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

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

I understand that knowingly supplying false, incomplete or inaccurate information is punishable under Federal or State criminal law. I understand that knowingly supplying false, incomplete or inaccurate information is grounds for termination of housing assistance, termination of tenancy or denial of assistance. I/We also understand that I/we may be required to repay any housing assistance over payments made to landlord on our behalf.

Signature of Head of Household	Date
Signature of Spouse (Co- Head)	
Other Adult	 Date
Other Adult	Date
Other Adult	 Date

Warning: Section 1001 of Title 18, of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department of Agency of the U.S. as to any matter within its Jurisdiction.





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#### CONSENT FOR RELEASE OF INFORMATION

This signed consent to release information broadens the scope of verification permissions and, along with the Authorization for the Release of Information/ Privacy Act Notice, authorizes HUD and the Otsego Rural Housing Assistance Housing Choice Voucher (HCV) Program to request the following:

- 1. Verification of salary and wages from current or previous employers.
- 2. Wage and unemployment compensation claim information from the appropriate state agency.
- 3. Benefit information from the U.S. Social Security Administration.
- 4. Certain tax return information from the U.S. Internal Revenue Service.
- 5. Verification of assets and other information from financial institutions.
- 6. Verification of childcare expenses for children age 12 and younger (including foster children) that enable a family member to work/attend school and is not reimbursed by an agency or other individual.
- 7. Verification of disability assistance expenses incurred to cover care attendants and auxiliary apparatus for any family member who is a person with disabilities that enable an adult household member to work.
- 8. Verification from a medical care provider of a family member's disability (as defined by HUD) as well as regular and ongoing anticipated expenses which are not covered by an outside source such as insurance.
- 9. Alimony or child support information, including frequency and amounts of payments actually received, from the enforcement agency responsible for keeping that information.
- 10. Verification of regular contributions and gifts (monetary or not) from persons outside the assisted household such as rent, utility payments, and other cash or non-cash contributions provided on a regular basis.
- 11. Student enrollment status and financial assistance information from accredited educational institutions and training providers.
- 12. Welfare assistance information from the appropriate state agency, including any adjustments or reductions.
- 13. Criminal background information to determine initial and ongoing eligibility for the HCV Program.
- 14. Verification information from partnering or outside agencies for the purpose of determining eligibility and successful administration of the Housing Choice Voucher program.

Consent: I consent to allow Otsego Rural Housing Assistance, Inc. (ORHA) to request and obtain personal information as specified above for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that this release waives any privilege or confidentiality existing under federal or state law regarding such information and that ORHA, under this consent form, cannot use this information to deny, reduce or terminate assistance without first conducting an independent verification.

For your household, this general consent to release information form is valid as long as the participant remains in the Housing Choice Voucher Program.

Head of Household	 Date	Spouse/Co-Head	Date
Other Adult	 Date	Other Adult	 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. 07/31/2021

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

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

Authority: Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

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

Uses of Information to be Obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. Private owners may not request or receive information authorized by this form.

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

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

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

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

#### Sources of Information To Be Obtained

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

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

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

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

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

This consent form expires 15 months after signed.

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

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

#### **Penalties for Misusing this Consent:**

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.

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