



# ST. ANNE'S HOUSING FOR THE ELDERLY

524 North 17<sup>th</sup> Street

Grand Forks, North Dakota 58203

## APPLICATION FOR RENTAL HOUSING

A Separate Application is Required for Each Adult Member of the Household with the Exception of the Head of Household and Their Spouse.

**IF YOU ARE HANDICAPPED OR DISABLED, OR HAVE DIFFICULTY COMPLETING THIS APPLICATION, PLEASE ADVISE US OF YOUR NEEDS WHEN YOU RECEIVE THE APPLICATION OR CALL US TO SCHEDULE ASSISTANCE. APPLICATIONS MUST BE FILLED OUT COMPLETELY IN ORDER TO BE ACCEPTED FOR PROCESSING. INCOMPLETE APPLICATIONS WILL BE RETURNED.**

PROJECT NAME: St. Anne's Housing for the Elderly UNIT#: \_\_\_\_\_ # OF BEDROOMS: 0

DATE & TIME APPLICATION RECEIVED: \_\_\_\_\_ BY (AGENT SIGNATURE): \_\_\_\_\_

1. LIST ALL OCCUPANTS OF THE APARTMENT APPLICANT CONTACT NUMBER: \_\_\_\_\_

	A[;]/ OCCUPANT	RELATIONSHIP	SOCIAL SECURITY NUMBER	BIRTH DATE
1.		HEAD OF HOUSEHOLD		
2.				

IF YOU HAVE NO SOCIAL SECURITY NUMBER, YOU CLAIM YOU ARE EXEMPT BECAUSE:

YOU ARE AN INELIGIBLE NON-CITIZEN  YOU WERE 62 AS OF 1/31/10 AND RECEIVING HUD HOUSING ASSISTANCE AS OF 1/31/10

ARE YOU ENLISTED IN THE U.S. MILITARY OR ARE YOU A VETERAN OF THE U.S. MILITARY? YES  NO

ARE YOU A VICTIM OF A RECENT PRESIDENTIALLY DECLARED DISASTER? YES  NO

ARE YOU CURRENTLY RECEIVING HOUSING ASSISTANCE FROM HUD OR A PHA? YES  NO

IF THE HEAD-OF-HOUSEHOLD OR CO-HEAD/SPOUSE IS NOT 62 OR OLDER, DO YOU CLAIM ELIGIBILITY BECAUSE THE HEAD-OF-HOUSEHOLD OR CO-HEAD/SPOUSE IS DISABLED? YES  NO

ARE YOU A STUDENT ENROLLED IN AN INSTITUTE OF HIGHER EDUCATION (FULL-TIME OR PART TIME)? YES  NO

GENDER :  MALE  FEMALE  PREFER NOT TO DISCLOSE

CITIZENSHIP STATUS:  UNITED STATES CITIZEN  ELIGIBLE NON-CITIZEN  INELIGIBLE NON-CITIZEN

WHAT IS YOUR RELATIONSHIP TO THE HEAD OF HOUSEHOLD?:  HEAD OF HOUSEHOLD  CO-HEAD  
 CHILD  OTHER ADULT  
 FOSTER ADULT/CHILD  LIVE-IN AIDE  
 NONE OF THE ABOVE *(Live-in Aide must complete a different application and must be approved before move in.)*

### 2. SMOKING POLICY:

DO YOU KNOW THAT THIS PROPERTY EXISTS AS A SMOKE FREE CAMPUS? THIS MEANS THAT SMOKING IS PROHIBITED IN THE UNIT, ON PORCHES, AND IN ALL INDOOR AND OUTDOOR COMMON AREAS. THIS INCLUDES THE PARKING LOT, SIDEWALKS, HALLWAYS, ELEVATORS, ETC. YES  NO

DO YOU AGREE THAT YOU, YOUR GUESTS AND SERVICE PROVIDERS HIRED BY YOU WILL ABIDE BY THE SMOKE FREE POLICY? YES  NO

DO YOU UNDERSTAND THAT FAILURE TO COMPLY WITH SMOKE FREE POLICIES AS DESCRIBED IN THE HOUSE RULES WILL RESULT IN TERMINATION OF TENANCY (EVICTION)? YES  NO



EQUAL HOUSING OPPORTUNITY

3. PLEASE ANSWER THE FOLLOWING QUESTIONS, FOR EACH "YES" ANSWER PROVIDE THE DETAILS IN THE CHART BELOW. **Yes** **No**
- IS ANY MEMBER OF YOUR HOUSEHOLD A MILITARY VETERAN?
- IS ANY MEMBER OF YOUR HOUSEHOLD A STUDENT ENROLLED AT AN INSTITUTION OF HIGHER EDUCATION?
- IS ANY MEMBER OF YOUR HOUSEHOLD EMPLOYED? (FULL-TIME, PART-TIME, SEASONAL, SELF-EMPLOYED)
- DOES ANY MEMBER OF YOUR HOUSEHOLD EXPECT TO WORK DURING THE NEXT TWELVE MONTHS?
- ~~DOES ANY MEMBER OF YOUR HOUSEHOLD WORK FOR SOMEONE WHO PAYS THEM IN CASH?~~
- IS ANY MEMBER OF YOUR HOUSEHOLD ON LEAVE OF ABSENCE FROM WORK?

DOES ANY MEMBER OF YOUR HOUSEHOLD RECEIVE OR EXPECT TO RECEIVE THE FOLLOWING DURING THE NEXT 12 MONTHS?

- UNEMPLOYMENT BENEFITS
- DISABILITY BENEFITS OR WORKERS COMPENSATION
- CHILD SUPPORT OR ALIMONY
- IS ANY MEMBER OF YOUR HOUSEHOLD ENTITLED TO RECEIVE CHILD SUPPORT/ALIMONY THAT THEY ARE NOT RECEIVING?
- PUBLIC ASSISTANCE (TANF)
- SOCIAL SECURITY, SSI BENEFITS, DUAL ENTITLEMENT, ETC.
- INCOME FROM A PENSION OR ANNUITY
- REGULAR CONTRIBUTIONS FROM AN OUTSIDE PERSON/SOURCE
- RENTAL INCOME (PROPERTY, LAND, ETC.)
- MINERAL LEASE OR ROYALTY PAYMENTS
- ANY INCOME NOT LISTED ABOVE

\* FOR EACH TYPE OF INCOME YOUR HOUSEHOLD RECEIVES, LIST THE SOURCE AND THE AMOUNT EXPECTED FROM THAT SOURCE DURING THE NEXT 12 MONTHS.

FAMILY MEMBER	SOURCE OF INCOME OR SCHOOL ATTENDED (NAME/ADDRESS)	ANNUAL INCOME

4. LIST FINANCIAL ACCOUNTS OF ALL HOUSEHOLD MEMBERS (CHECKING, SAVINGS, CDs, IRAs, KEOGH ACCOUNTS, MUTUAL FUNDS, ANNUITIES, TRUST ACCOUNTS, PENSION ACCOUNTS, LIFE INSURANCE POLICIES, BURIAL ACCOUNTS, STOCKS/BONDS).

FAMILY MEMBER	FINANCIAL INSTITUTION	TYPE OF ACCOUNT	CURRENT BALANCE
		CHECKING	
		SAVINGS	
		DIRECT EXPRESS CREDIT CARD	

5. DO YOU OWN A HOME OR OTHER REAL ESTATE?  Yes  No IF YES, PLEASE PROVIDE INFORMATION BELOW.

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6. DID YOU HAVE ANY ASSETS IN THE LAST TWO YEARS NOT LISTED ABOVE?  Yes  No

IF YES, DID YOU DISPOSE OF ANY ASSETS FOR LESS THAN FAIR MARKET VALUE?  Yes  No  NA

PLEASE LIST THE TYPES OF ASSETS – THE MARKET VALUE – THE AMOUNT RECEIVED - THE DATE YOU DISPOSED OF THE ASSETS:

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EQUAL HOUSING OPPORTUNITY

ARE YOU NOW, OR HAVE YOU EVER, LIVED IN A FEDERALLY SUBSIDIZED HOUSING UNIT?  Yes  No

NAME OF COMPLEX: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

NAME OF MANAGER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

HAS ASSISTANCE OR TENANCY IN A SUBSIDIZED HOUSING PROGRAM EVER BEEN TERMINATED?  Yes  No

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

APPLICANT CONTACT INFORMATION			
ADDRESS	CITY	STATE	ZIP
HOME PHONE	CELL PHONE	WORK OR SECONDARY PHONE	
EMAIL ADDRESS			

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

APPLICANT'S STATEMENT:

I/WE UNDERSTAND THAT THE ABOVE INFORMATION IS BEING COLLECTED TO DETERMINE MY/OUR ELIGIBILITY FOR RESIDENCY. I/WE AUTHORIZE THE OWNER/MANGER TO VERIFY ALL INFORMATION PROVIDED ON THIS APPLICATION AND MY/OUR SIGNATURE IS OUR CONSENT TO OBTAIN SUCH VERIFICATION. WE CERTIFY THAT I/WE HAVE REVEALED ALL INCOME AND ASSETS CURRENTLY HELD OR PREVIOUSLY DISPOSED OF AND THAT I/WE HAVE NO OTHER ASSETS THAN THOSE LISTED (OTHER THAN PERSONAL PROPERTY). I/WE FURTHER CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF AND ARE AWARE THAT FALSE STATEMENTS ARE PUNISHABLE UNDER FEDERAL LAW. THIS APPLICANT DOES NOT HAVE TO SIGN THE CONSENT IF IT IS NOT CLEAR WHO WILL PROVIDE OR WHO WILL RECEIVE THIS INFORMATION.

SIGNATURE OF HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF SPOUSE OR CO-TENANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**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 DEPARTMENTS 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 SITED ABOVE. ANY PERSON WHO KNOWINGLY OR WILLINGLY REQUESTS, OBTAINS, OR DISCLOSES ANY INFORMATION UNDER FALSE PRETENSES CONCERNING AN APPLICANT OR PARTICIPANT MAY BE SUBJECT TO A MISDEMEANOR AND FINED NOT MORE THAN \$5,000. ANY APPLICANT OR PARTICIPANT AFFECTED BY NEGLIGENT DISCLOSURE OF INFORMATION MAY BRING CIVIL ACTION FOR DAMAGES AND SEEK OTHER RELIEF, AS MAY BE APPROPRIATE, AGAINST THE OFFICER OR EMPLOYEE OF HUD OR THE OWNER RESPONSIBLE FOR THE UNAUTHORIZED DISCLOSURE OR IMPROPER USE. PENALTY PROVISIONS FOR MISUSING THE SOCIAL SECURITY NUMBER ARE CONTAINED IN THE SOCIAL SECURITY ACT AT \*\*208 (A) (6), (7) AND (8). \*\* VIOLATIONS OF THESE PROVISIONS ARE CITED AS VIOLATIONS OF 42 USC-408 (A), (6), (7) AND (8). THIS CONSENT IS VALID FOR 15 MONTHS FROM THE DATE IT IS SIGNED.

FEDERAL LAW REQUIRES US TO VERIFY DRUG AND CRIMINAL BACKGROUND AND SEX OFFENDER REGISTRATION INFORMATION FOR ALL ADULT HOUSEHOLD MEMBERS APPLYING FOR ASSISTED HOUSING. TO ENABLE US TO DO THIS, EACH HOUSEHOLD MEMBER AGE 18 OR OVER MUST ANSWER THE FOLLOWING QUESTIONS AND SIGN BELOW TO CONSENT TO BACKGROUND CHECK. EACH HOUSEHOLD MEMBER AGE 18 OR OVER MUST COMPLETE A SEPARATE FORM. THE QUESTIONS ASK ABOUT DRUG-RELATED AND OTHER CRIMINAL ACTIVITY THAT COULD ADVERSELY AFFECT THE HEALTH, SAFETY, OR WELFARE OF OTHER RESIDENTS. ST. ANNE'S WILL DENY THE APPLICANT WHO DOES NOT PROVIDE COMPLETE AND ACCURATE INFORMATION ON THIS FORM OR DOES NOT CONSENT TO A BACKGROUND CHECK.

1. HAVE YOU BEEN EVICTED FROM A FEDERALLY ASSISTED SITE FOR DRUG-RELATED CRIMINAL ACTIVITY?  Yes  No  
(IF YES, PROVIDE DATE AND EXPLANATION.)  
\_\_\_\_\_  
\_\_\_\_\_

2. DO YOU CURRENTLY USE ILLEGAL DRUGS OR ABUSE ALCOHOL?  Yes  No



EQUAL HOUSING OPPORTUNITY

- 3. ARE YOU OR ANY MEMBER OF THE HOUSEHOLD SUBJECT TO A REGISTRATION REQUIREMENT UNDER ANY STATE SEX OFFENDER REGISTRATION PROGRAM?  YES  NO
- 4. HAVE YOU BEEN CONVICTED OF ANY DRUG-RELATED CRIMES?  YES  NO
- 5. HAVE YOU BEEN CONVICTED OF ANY FELONY?  YES  NO
- 6. HAVE YOU BEEN CONVICTED OF ANY CRIME INVOLVING FRAUD OR DISHONESTY?  YES  NO
- 7. HAVE YOU BEEN CONVICTED OF ANY CRIME INVOLVING VIOLENCE?  YES  NO
- 8. ARE YOU CURRENTLY CHARGED WITH ANY OF THE ABOVE CRIMINAL ACTIVITIES?  YES  NO

PROVIDE DETAILS FOR EACH "YES" LISTED ABOVE.

\_\_\_\_\_  
\_\_\_\_\_

- 9. LIST ALL STATES IN WHICH YOU OR ANY HOUSEHOLD MEMBER HAS LIVED:

\_\_\_\_\_

- 10. HAVE YOU EVER USED ANY OTHER NAME?  YES  NO PLEASE LIST: \_\_\_\_\_

I UNDERSTAND THAT THE ABOVE INFORMATION IS REQUIRED TO DETERMINE MY ELIGIBILITY FOR RESIDENCY. / I CERTIFY THAT MY ANSWERS TO THE ABOVE QUESTIONS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MAKING FALSE STATEMENTS ON THIS FORM IS GROUNDS FOR THE REJECTION OR TERMINATION OF MY LEASE. I AUTHORIZE ST. ANNE'S HOUSING FOR THE ELDERLY TO VERIFY THE ABOVE INFORMATION AND I CONSENT TO THE RELEASE OF THE NECESSARY INFORMATION TO DETERMINE MY ELIGIBILITY. I HEREBY AUTHORIZE LAW ENFORCEMENT AGENCIES TO RELEASE CRIMINAL RECORDS AND/OR SEX OFFENDER REGISTRATION INFORMATION TO ST. ANNE'S, TO A PUBLIC HOUSING AUTHORITY, OR TO AN AGENCY CONTRACTED BY ST. ANNE'S TO CONDUCT CRIMINAL BACKGROUND CHECKS. \*THIS CONSENT IS VALID FOR 15 MONTHLY FROM THE DATE IT IS SIGNED.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S NAME (PLEASE PRINT): \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SS#: \_\_\_\_\_

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Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

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

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

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply)	
<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 to average 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.

