

CHICO RANCHERIA HOUSING CORPORATION

Tribally Designated Housing Entity and Community Based Development Organization For The Mechoopda Indian Tribe of Chico Rancheria, California

General Housing Application

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED

APPLICATIONS THAT ARE INCOMPLETE OR MISSING ANY DATES, SIGNATURES, INFORMATION, OR ANY DOCUMENTS LISTED BELOW WILL BE RETURNED.

Submit the Following Items with your Application:

- Complete copy of your most recent Income Tax Return for previous year, including W-2 forms and/or 1099 forms, as applicable. If you didn't file taxes, sign the affidavit where indicated in the application. These records are required for all adult members of the household.
- Employment contact information and copies of two recent pay stubs for all adults over the age of 18. If receiving government assistance, copies of your monthly subsidy from the agency office.
- Copies of bank statements for the past two months all pages and all accounts including checking and savings.
- Copies of enrollment verification of tribal affiliation.
- Copies of state identification (driver's license or ID card) for all adults.
- Copies of social security cards for all members of the household, minors included.
- Letter from affiliated Tribe or Tribally Designated Housing Entity stating its service area (If not Mechoopda).
- Copies of support orders/ child custody and bankruptcy papers, if applicable.
- Copy of current lease/rental agreement (If applying for Tenant Based Rental Assistance).
- Copies of at least two most recent utility bills (i.e., PG&E) (Optional if applying for Tenant Based Rental Assistance).

Please circle the housing assistance you are applying for

(You may circle more than one)

Family Rental Assistance Student Rental Assistance Senior Rental Assistance Low-Income Rental

Move-In Assistance Homebuyers Assistance Program

Lease-To-Own

2889 Cohasset Rd. Suite 3 Chico, CA 95973 (530) 343-4048 fax (530) 343-4091

GENERAL APPLICATION

SS#:	APPLICANT	CO-APPLICANT
SS#:	Name:	Name:
Status: UnmarriedMarriedDivorcedSeparated Number of Dependents: BoysGirls Phone: () Textok:YesNo Email:	SS#: DOB:	SS#: DOB:
Number of Dependents: Boys Girls Phone:	Tribe:Roll #	Tribe:Roll #
Phone: () Text ok:YesNo Phone: () Text ok:YesNo Email: Message Phone: Message Phone: Preferred method of communication: (circle any that apply) Preferred method of communication: (circle any that apply) Phone Text Email Preferred method of communication: (circle any that apply) Phone Text Email Phone Text Email Street: Street: City:State:Zip: City:State:Zip: From (mo./year) To (mo./year) From (mo./year) To (mo./year) Address: Address:	Status:UnmarriedMarriedDivorcedSeparated	Status:UnmarriedMarriedDivorcedSeparated
Email:	Number of Dependents: BoysGirls	Number of Dependents:BoysGirls
Message Phone: Message Phone: Preferred method of communication: (circle any that apply) Preferred method of communication: (circle any that apply) Preferred method of communication: (circle any that apply) Phone Text Email Preferred method of communication: (circle any that apply) Phone Text Email Preferred method of communication: (circle any that apply) Phone Text Email Phone Text Email Street:	Phone: () Text ok:YesNo	
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Phone Text Email Phone Text Email ADDRESS Street:		
ADDRESS Street:		
Street:		
City: State: Zip: City: State: Zip: From (mo./year) To (mo./year) To (mo./year)	A	DDRESS
City: State: Zip: City: State: Zip:		
From (mo./year)To (mo./year)To (mo./year)To (mo./year) Landlord:	Street:	Street:
Landlord:	City:State:Zip:	City:State:Zip:
Address:	From (mo./year)To (mo./year)	From (mo./year) To (mo./year)
City: State: Zip: City: State: Zip: Phone: Previous Address:	Landlord:	Landlord:
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From(mo./year)To(mo./year) From (mo./year)To (mo./year) Landlord:Address: Landlord:Address: City:State:Zip: City:State:Zip:		
Landlord:	Previous Address:	
Address:	From(mo./year) To(mo./year)	From (mo./year) To (mo./year)
City: State: Zip: City: State: Zip:	Landlord:	
	Address:	
Phone: Phone:	City:State:Zip:	
	Phone:	Phone:

If you have less than 3 years or no rental history, please explain

Employment of Applicant	Employment of Co-Applicant
Are you currently employed? <u>Yes</u> No	Are you currently employed? YesNo
Company:	Company:
Mailing Address:	Mailing Address:
City:State: Zip:	City:State:Zip:
Phone: ()	Phone: ()
Dates of employment:	Dates of employment:
(Month/Year) to	(Month/Year) to/
Position:	Position:
Hourly Rate: \$ Hrs expected per week:	Hourly Rate: \$ Hrs expected per week:
Monthly Gross Income: \$	Monthly Gross Income: \$
Do you receive any of the following:	Do you receive any of the following:
OvertimeBonusCommissionTips	OvertimeBonusCommissionTips
Is your employment: (check all that apply)	Is your employment: (check all that apply)
SeasonalTemporaryFull-time Part-time	SeasonalTemporaryFull-time Part-time
Self-Employment	Self-Employment
PREVIOUS EMPLOYMENT IF LESS TH	AN 2 YEARS AT CURRENT
Company:	Company:
Mailing Address:	Mailing Address:
City: State: Zip: Phone: ()	City: State: Zip:
Dates of employment:	Phone: ()
(Month/Year) to	Dates of employment:
Position:	(Month/Year) to/
	Position:
Hourly Rate: \$ Hrs expected per week: Monthly Gross Income: \$	Hourly Rate: \$ Hrs expected per week:
Did you receive any of the following:	Monthly Gross Income: \$
OvertimeBonusCommissionTips	Did you receive any of the following:
Was your employment: (check all that apply)	OvertimeBonusCommissionTips
SeasonalTemporaryFull-timePart-time	Was your employment: (check all that apply)
Self-Employment	SeasonalTemporaryFull-timePart-time
	Self-Employment

Did the applicant and/or co-applicant file taxes for the most current tax period?

 Applicant:
 Yes
 No*
 Co-Applicant:
 Yes
 No*

 If yes, you must provide a full copy of your tax forms including W2's and 1099's.
 No*
 No*
 No*

*Only complete if you marked NO. If you did not file your most current taxes, read, complete and sign the following statement of filing taxes.

Co-Applicant's Signature

I, ______, certify under penalties of perjury that I did not make enough income last year to be required to file taxes with the IRS, therefore, I did not file state or federal taxes for the most current tax period. I also understand that providing false representations constitutes an act of fraud.

___Date____

Applicant's Signature

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BANK ACCOUNTS & ASSETS

Does **anyone** in your household have bank accounts? ____Yes ____No

If yes, please list ALL accounts for any household member and provide the last two most current bank statements for each account.

Household Member:	Bank Name:	
Checking Account #:	Balance:	
Savings Account #:	Balance:	
Household Member:	Bank Name:	
Checking Account #:	Balance:	
Savings Account #:	Balance:	
Household Member:	Bank Name:	
Checking Account #:	Balance:	
Savings Account #:	Balance:	
Household Member:	Bank Name:	
Checking Account #:	Balance:	
Savings Account #:	Balance:	

CERTIFICATION OF ASSETS

HUD's program, 24 CFR Part 5, Subpart F, describes using income from assets in determining annual income for eligibility in HUD-assisted programs.

I, ______, certify under penalty of perjury that I do not have any assets that should be claimed for the purpose of determining eligibility for any of the housing programs offered by the Chico Rancheria Housing Corporation. I also understand that providing false representations constitutes an act of fraud.

Applicant's Signature

Co-Applicant's Signature

Please be sure to answer the following questions for all adult household members:	Applicant	Co-Applicant
Have you ever violated a previous obligation in connection with a HUD program?	Yes No	Ves No
Do you owe any money to any other housing authority/landlord or property management company?	YesNo	YesNo
Have you ever been charged with or convicted of a felony or any drug related offense?	YesNo	YesNo
Are you a US Citizen/ US Permanent Resident?	YesNo	YesNo
In the past seven years, have you declared bankruptcy?	YesNo	YesNo
Do you have any credit issues or outstanding judgements?	YesNo	YesNo
Have you owned a home within the last three years?	YesNo	YesNo
Have you had a foreclosure or short sale of a home?	YesNo	YesNo
Are you a co-signer to any loan and/or note?	YesNo	YesNo
Are you a party in a lawsuit?	YesNo	YesNo
Have you ever moved from a unit while owing rent or been evicted within the last five years?	YesNo	Yes No

HOUSEHOLD COMPOSITION

ADULTS	SEX	RELATIONSHIP	SSN	DOB	TRIBAL ROLL #
	0122		5511	202	
		SELF			
MINORS	SEX	RELATIONSHIP	SSN	DOB	TRIBAL ROLL #

Under penalties of perjury, I certify that the information presented in this form is true and accurate to the best of my/our knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information will result in the denial of application or termination of the lease agreement.

Applicant's Signature

Date

Co-Applicant's Signature

Date

Read and initial the following:

NOTICE: You are required to notify Chico Rancheria Housing Corporation within <u>10 days</u> when your household composition or income changes- whether you are currently receiving assistance, in a program, or on a waiting list. (Initial)______

NOTICE: You are required to notify Chico Rancheria Housing Corporation in writing of any address changes. If we cannot contact you at the address listed, your name may be removed from the waitlist and you will have to re-apply. (Initial)

PLEASE READ

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 and/or the Chico Rancheria Housing Corporation to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities.

Other Uses: HUD and/or the Chico Rancheria Housing Corporation uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Federal Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, Tribal, 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 or the Chico Rancheria Housing Corporation, except as permitted or required by law.

Penalty: You must provide all of the information requested by the Housing Authority (Chico Rancheria Housing Corporation), 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.

INCOME CERTIFICATION OUESTIONNAIRE

Initial Certification

Re-certification

Other

____ Email:_

INCOME INFORMATION

Contact Information: Phone:

YES	No		MONTHLY GROSS INCOME
		I/we am self-employed. (List nature of self employment)	(Use <u>net</u> income from business)
			\$
	_		
		I/we have a job and receive wages, salary, overtime pay, commissions, fees, tips, bonuses, and/or other compensation: List the businesses and/or companies that pay you:	
		one company and pay you.	
		Name of Employer	
			•
		1)	\$
		2)	\$
		3)	\$
		I/we receive cash contributions of gifts including rent or utility payments, on an ongoing basis	
		from persons not living with me.	
		nom persons not nying with net	\$
		I/we receive unemployment benefits.	
			\$
_			*
		I/we receive Veteran's Administration, GI Bill, or National Guard/Military benefits/income.	
			\$
		I/we receive retirement social security, disability social security, and/or survivors	
		social security payments.	\$
			Ŷ
		The household receives <u>unearned</u> income from family members age 17 or under (example: Social Security, Trust Fund disbursements, etc.).	
		Social Security, Trust Fund disbursements, etc.).	\$
		I/we receive Supplemental Security Income (SSI).	
			\$
_		I/we receive disability or death benefits other than Social Security.	
		i we receive disability of death benefits other than Social Security.	
			\$
		I/we receive Public Assistance Income (examples: TANF, AFDC)	
		County of	\$
		I/we am entitled to receive child support payments.	\$
		I/we am currently receiving child support payments.	\$
		If yes, from how many persons do you receive support?	
		I/we am/are currently making efforts to collect child support owed to me. List efforts being	
		made to collect child support:	
_			
		I/we receive alimony/spousal support payments	\$
		I/we receive periodic payments from trusts, annuities, inheritance, retirement funds or pensions,	
		insurance policies, lottery winnings or Revenue Shares.	
		If yes, list sources:	
		1)	\$
		2)	\$
		I/we receive income from real or personal property.	(use <u>net</u> earned income)
		······································	\$
			φ

YES NO	T/ 1 1 1' ./ \	INTEREST RATE	CASH VALUE
	I/we have a checking account(s).		
	If yes, list bank(s)		
	1)	%	\$
	2)	%	\$
	I/we have a savings account(s)		
	If yes, list bank(s)	%	\$
	1)	%	\$
	2)		
	I/we have a revocable trust(s)		
	If yes, list bank(s)		
	1)	%	\$
	I/we own real estate.		
- L	If yes, provide description:		\$
	I/we own stocks, bonds, or Treasury Bills		*
	If yes, list sources/bank names		
	1)	0/	¢
		% %	\$ \$
	2)		\$\$
		%	\$
	I/we have Certificates of Deposit (CD) or Money Market Account(s).		
	If yes, list sources/bank names	0/	¢
		%	\$
	2)	%	\$
	3)	%	\$
	I/we have an IRA/Lump Sum Pension/Keogh Account/401K.		
	If yes, list bank(s)		
	1)	%	\$
	2)	%	\$
	I/we have a whole life insurance policy.		
	If yes, how many policies		\$
	I/we have cash on hand.		\$
	I/we have disposed of assets (i.e. gave away money/assets) for less		
	than the fair market value in the past 2 years. If yes, list items and date disposed:		
	1)		\$
	2)		\$
	I/we have income from assets or sources other than those listed above.		
	If yes, list type below:		
	1)	%	\$
			\$
	2) OF PERJURY, I CERTIFY THAT THE INFORMATION PRESENTED ON THIS FORM IS TRUE AN	%	\$

UNDER FENALTIES OF FEALURY, I CENTIFY THAT THE INFORMATION PRESENTED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. THE UNDERSIGNED FURTHE UNDERSTANDS THAT PROVIDING FALSE REPRESENTATIONS HEREIN CONSTITUES AN ACT OF FRAUD. FALSE, MISLEADING OR INCOMPLETE INFORMATION WILL RESULT IN THE DENIAL OF APPLICATION OR THERMINATION OF THE LEASE AGREEMENT.

PRINTED NAME OF APPLICANT/TENANT

SIGNATURE OF APPLICANT/TENANT

DATE

PRINTED NAME OF APPLICANT/TENANT

SIGNATURE OF APPLICANT/TENANT

DATE

Low-Income Rental Program/ Tenant Based Rental Assistance Self-Sufficiency Requirement

As a participant in the Low-Income Rental Program or the Tenant Based Rental Assistance Program, your family will be required to comply with the mandatory Family Self-Sufficiency Counseling. A Self-Sufficiency Plan (SSP) is a plan that the head of household develops in consultation with your family and the Chico Rancheria Housing Corporation outlining specific goals and achievements that will prepare your family to sustain without further assistance. Specifically, the plan will increase the family's income so the family can afford shelter on their own without paying over 30% of their adjusted income on housing over a realistic time frame.

Family Self-Sufficiency counseling includes one-on-one or group sessions on a variety of issues such as: follow up on progress of the Family Self-Sufficiency Plan, program requirements, proper use of the dwelling unit, proper maintenance of the dwelling unit, budgeting, housekeeping, etc.

Failing to perform in accordance with said Family Self-Sufficiency Plan shall result in termination of the Rental Agreement/ rental assistance.

I have read the Self-Sufficiency Counseling requirement and understand that it is strictly for my benefit and that of my family.

Applicant

Date

Co-Applicant

Date

Student Tenant Based Rental Assistance (TBRA) Self Sufficiency Waiver

As a Student TBRA applicant, you are not required to meet with the ROSS Coordinator. By signing below you acknowledge the exemption and understand that the resource is available if needed.

Applicant

Date

Co-Applicant

Date

PARTICIPANT'S CONSENT TO THE RELEASE OF INFORMATION

Organization requesting release of information:

Chico Rancheria Housing Corporation 2889 Cohasset Rd #3 Chico, CA 95973

Your signature on this form, and the signature of each member of your household who is 18 years of age or older, authorizes the U.S. Department of Housing and Urban Development (HUD), and the above named organization to obtain employee income information from current and previous employers and wage and claim information from the State W age Information Collection Agency (SW ICA), it may also be used for tribal enrollment verification as it pertains to the eligibility for the following programs:

- Tenant Based Rental Assistance Program (TBRA)
- Move-In Assistance
- Homebuyer Assistance Program
- Lease to Own Program
- Home Rehabilitation Program
- Low Income Rental Program
- Relocation Assistance in accordance with URA
- > Any Other Assistance Program administered by Chico Rancheria Housing Corporation

Each adult member of the household must sign this form at the initial application and recertification. Additional signatures must be obtained from new adult members of the household become 18 years of age. A Privacy Act Notice is attached and must be read by applicants and tenants. The consent granted by this form may be used as a basis to collect sensitive information which is protected by the Privacy Act; this includes a background check and a credit check.

Such information will not be disclosed or released outside of HUD exert to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. Please see the Federal Privacy Act Statement for a more detailed description of your privacy rights.

Matching Notice & Consent:

I understand that a HUD or a Public Housing Agency may conduct computer matching programs with other governmental agencies including Federal, State, Tribal or local agencies. The governmental agencies include:

- > U.S. Office of Personnel Management
- > U.S. Postal Service
- State, County, & Tribal Welfare and Food Stamp Agencies (TANF)
- U.S. Social Security Administration
- U.S. Department of Defense
- State Employment Agencies

The match will be used to verify information supplied by my family.

I also authorize the above named organization and HUD to obtain information about me and my family that is pertinent to employment income information from current and previous employers.

I agree that photocopies of this authorization may be used for the purpose stated above. If I, or any adult members of my family fail to sign this authorization, I understand that this action may constitute grounds for denial of eligibility or termination of assistance or tenancy, or both.

I authorize only HUD or a Public Housing Agency to obtain information on wages or unemployment compensation from State Agencies charged with the State unemployment law.

Applicant:

Print

Signature

Date

Co-Applicant:

Print

Signature

Date