

A 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).

		•	• .				
ease circle	e the ho	nicino	assistance	von are	anni	ving t	Λr

(You may check more than one)				
Family Rental Assistance	Student Rental Assistance	Senior Rental A	ssistance	Low-Income Rental
Move-In A	AssistanceHomebuyers Assista	ance Program _	Lease-To-C	Own

GENERAL APPLICATION

	CO-APPLICANT
Name:	Name:
SS#: DOB:	
Tribe:Roll #	Tribe:Roll #
Status: Unmarried Married Divorced Separated	Status: Unmarried Married Divorced Separated
Number of Dependents:BoysGirls	Number of Dependents: BoysGirls
Phone:() Text ok: Yes No Email:	Phone: () Text ok: Yes No Text ok: Yes Yes Yes Text ok: Yes
Message Phone:	
Preferred method of communication: (circle any that apply) PhoneTextEmail	Preferred method of communication: (circle any that apply) PhoneTextEmail
	ADDRESS
Street:	Street:
City:State:Zip:	City:State:Zip:
From (mo./year)To (mo./year)	From (mo./year)To (mo./year)
Landlord:	Landlord:
Address:	Address:
City:State:Zip:	City:State:Zip:
Phone:	Phone:
Previous Address:	Previous Address:
From (mo./year) To (mo./year)	From (mo./year) To (mo./year)
Landlord:	Landlord:
Address:	Address:
City:State:Zip:	City:State:Zip:
Phone:	Phone:
Previous Address:	Previous Address:
From(mo./year) To(mo./year)	From (mo./year) To (mo./year)
	Landlord:
Landlord:	A 4 4
	Address:
Landlord:	City:State:Zip:

Employment of Applicant	Employment of Co-Applicant
Are you currently employed?YesNo	Are you currently employed? YesNo
Company:	Company:
Mailing Address:	Mailing Address:
City: State: Zip: Phone: ()	City:State:Zip: 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)
Seasonal TemporaryFull-time Part-time Self-Employment	Seasonal Temporary Full-time Part-time Self-Employment
PREVIOUS EMPLOYMENT IF LES	
Company:	Company:
Mailing Address: Phone: ()	Mailing Address:
	Phone: ()
Dates of employment:	
(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
Seasonal Temporary Full-time Part-time	Was your employment: (check all that apply)
Self-Employment	Seasonal TemporaryFull-time Part-time Self-Employment
	Self-Employment
Applicant:YesNo*	nt file taxes for the most current tax period? **Co-Applicant:YesNo** of your tax forms including W2's and 1099's.
ii yes, you must provide a fan eopy	or your tax forms metalling in 2 stand 1000 s.
· · · · · · · · · · · · · · · · · · ·). If you did not file your most current
taxes, read, complete and sign th	he following statement of filing taxes.
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 federa that providing false representations constitutes an act of fraud.	
Date	Date
Applicant's Signature	Co-Applicant's Signature

BANK ACCOUNTS & ASSETS

Does anyone in your household have b	oank accounts?YesNo		
If yes, please list ALL accounts for any for each account.	household member and provide the last two n	ost current bank statement	r's
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		
Housing Corporation. I also understan	d that providing false representations constitute	es an act of fraud. Co-Applicant's Signature	e
Please be sure to answer the following questions		Applicant	Co-Applicant
Have you ever violated a previous obligation in cor	nnection with a HUD program?	YesNo	YesNo
Do you owe any money to any other housing author	YesNo	YesNo	
Have you ever been charged with or convicted of a	YesNo	YesNo	
Are you a US Citizen/ US Permanent Resident?	YesNo	YesNo	
In the past seven years, have you declared bankrup		Yes No	
Do you have any credit issues or outstanding judge	tcy?		YesNo
Have you owned a home within the last three years		YesNo	YesNo
Have you had a foreclosure or short sale of a home	ements?		
	ements?	YesNo	YesNo
Are you a co-signer to any loan and/or note?	ements?	YesNo	YesNo
Are you a co-signer to any loan and/or note? Are you a party in a lawsuit?	ements?	YesNoYesNoYesNo	YesNo

HOUSEHOLD COMPOSITION ADULTS SEX | RELATIONSHIP SSN **DOB** TRIBAL ROLL# **SELF MINORS** SEX RELATIONSHIP SSN DOB TRIBAL ROLL# Under penalties of perjury, I certify that the information presented in this formis 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 Are the applicant or co-applicant related to a current staff member, a current member of the CRHC Board of Directors and/or a ____ Yes ____ No current Mechoopda Tribal Council member? If yes, please describe the relationship(s): Read and initial the following: NOTICE: You are required to notify Chico Rancheria Housing Corporation within 10 days 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 QUESTIONNAIRE Applicant Name:_ Contact Information: Phone: _ ☐ Initial Certification ☐ Re-certification ☐ Other Email: **INCOME INFORMATION** Applicant **Co-Applicant** YES NO YES NO I am self-employed. List nature of self-employment: I am self-employed. List nature of self-employment: I have a job and receive wages, salary, overtime pay, commissions, I have a job and receive wages, salary, overtime pay, commissions, fees, tips, bonuses, and/or other compensation: List the businesses fees, tips, bonuses, and/or other compensation: List the businesses and/or companies that pay you: and/or companies that pay you: Name of Employer(s): Name of Employer(s): I receive cash contributions of gifts including rent or utility I receive cash contributions of gifts including rent or utility payments, on an ongoing basis from persons not living with me. payments, on an ongoing basis from persons not living with me. I receive unemployment benefits. I receive unemployment benefits. I receive Veteran's Administration, GI Bill, or National I receive Veteran's Administration, GI Bill, or National Guard/Military benefits/income. Guard/Military benefits/income. I receive retirement social security, disability social security, and/or I receive retirement social security, disability social security, and/or survivors social security payments. survivors social security payments. The household receives unearned income from family members age The household receives unearned income from family members age 17 or under (example: Social Security, Trust Fund disbursements, 17 or under (example: Social Security, Trust Fund disbursements, I receive Supplemental Security Income (SSI). I receive Supplemental Security Income (SSI). I receive disability or death benefits other than Social Security. I receive disability or death benefits other than Social Security. I receive Public Assistance Income (examples: TANF, AFDC). I receive Public Assistance Income (examples: TANF, AFDC). County of __ County of I am entitled to receive child support payments. I am entitled to receive child support payments. I am currently receiving child support payments. I am currently receiving child support payments. If yes, from how many persons do you receive support? If yes, from how many persons do you receive support? I am/are currently making efforts to collect child support owed to me. I am/are currently making efforts to collect child support owed to List efforts being made to collect child support: me. List efforts being made to collect child support: I receive alimony/spousal support payments. I receive alimony/spousal support payments. I receive periodic payments from trusts, annuities, inheritance, I receive periodic payments from trusts, annuities, inheritance, retirement funds or pensions, retirement funds or pensions, insurance policies, lottery winnings or Revenue Shares. insurance policies, lottery winnings or Revenue Shares. If yes, list sources: If yes, list sources: I receive income from real or personal property. I receive income from real or personal property.

ASSET INFORMATION

	<u>Applicant</u>		<u>Co-Applicant</u>			
YES	No		YES	No		
		I have a checking account(s).			I have a checking account(s).	
		If yes, list bank(s):			If yes, list bank(s):	
		1)			3)	
		2)			4)	
		I have a savings account(s).			I have a savings account(s).	
		If yes, list bank(s):			If yes, list bank(s):	
		1)			3)	
		2)			4)	
		I have a revocable trust(s).			I have a revocable trust(s).	
		If yes, list bank(s):			If yes, list bank(s):	
		1)			2)	
		I own real estate.	П		I own real estate.	
		If yes, provide description:			If yes, provide description:	
		I own stocks, bonds, or Treasury Bills.			I own stocks, bonds, or Treasury Bills.	
		If yes, list sources/bank names:			If yes, list sources/bank names:	
		•				
		1)			4)	
		2)			5)	
		3)			6)	
		I have Certificates of Deposit (CD) or Money Market Account(s).			I have Certificates of Deposit (CD) or Money Market Account(s).	
		If yes, list sources/bank names:			If yes, list sources/bank names:	
		1)			3)	
		2)			4)	
		I have an IRA/Lump Sum Pension/Keogh Account/401K.			Thave an IRA/Lump Sum Pension/Keogh Account/401K.	
		If yes, list bank(s)			If yes, list bank(s)	
		ii yes, iist bank(s)			ii yes, iist balik(s)	
		1)			3)	
		2)			4)	
		I have a whole life insurance policy.			I have a whole life insurance policy.	
		If yes, how many policies:			If yes, how many policies:	
		I have cash on hand.			I have cash on hand.	
		I have disposed of assets (i.e. gave away money/assets) for less			I 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			than the fair market value in the past 2 years. If yes, list items and	
		date disposed:			date disposed:	
		1)			3)	
		2)			4)	
		I have income from assets or sources other than those listed above.			I have income from assets or sources other than those listed above.	
		If yes, list type below:			If yes, list type below:	
		1)			3)	
		2)			4)	
		TIES OF PERJURY, I CERTIFY THAT THE INFORMATION PRESENTED ON THIS FORM IS STHAT PROVIDING FALSE REPRESENTATIONS HEREIN CONSTITUES AN ACT OF FRAU				
		OR TERMINATION OF THE LEASE AGREEMENT.	D. FALS.	e, miser	ZADINO OK INCOMPLETE INFORMATION WILL RESULT IN THE DENIAL OF	

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/We have read the Self-Sufficiency Counseling requirement and understand that it is strictly for my benefit and that of my family. I/we are applying for the Move-In Assistance, Homebuyer's Assistance, or the Owner Occupied Rehabilitation Programs and as such are not required to participant in the Self Sufficiency Plan as stated above. **Applicant** Co-Applicant Date Date Student or Senior Tenant Based Rental Assistance (TBRA) **Self Sufficiency Waiver** As a Student or Senior 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. Co-Applicant **Applicant** Date Date

> 1920 Alcott Ave Chico, CA 95928 Phone: 530-343-4048 Administrative Email: rhice@crhc-nsn.gov



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

PARTICIPANT'S CONSENT TO THE RELEASE OF INFORMATION

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 exect 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 the above named organization may communicate with matching programs and other governmental agencies including Federal, State, Tribal or local agencies. The governmental agencies include but may not be limited to:

- > 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
- Northern California Indian Development Council (NCIDC)
- Mechoopda Indian Tribe (MIT)

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.

I understand that in order to withdraw my consent I will need to submit the request in writing to Chico Rancheria Housing Corporation.

Applicant:					
Print	Signature	Date			
Co-Applicant:	_				
Print	Signature	Date			