



RUTLAND HOUSING AUTHORITY
5 TREMONT STREET
RUTLAND, VT 05701
PHONE: (802) 775-2926
FAX: (802) 747-6180
www.rhvt.org



PRELIMINARY APPLICATION FOR HOUSING/RENTAL ASSISTANCE

INTRODUCTION

The Rutland Housing Authority manages assisted housing and administers rental assistance programs in Rutland and surrounding communities within a six-mile radius. Eligibility for these programs varies and is based on income, household composition and, for managed properties, suitability.

Because of limited vacancies and funding, most developments and programs have waiting lists. The length of waiting lists and the time before assistance can be provided varies from program to program. As a general rule, applications are considered in the order they are received. Residents of Vermont receive a residency preference. At times, in order to meet income-targeting requirements, RHA may choose only applicants within a certain income range. In certain circumstances, the Executive Director may give a local preference to an applicant for the Section 8 Housing Choice Voucher program. RHA also administers project-based vouchers in certain privately-owned affordable housing developments, which may have additional eligibility requirements and preferences. Further information regarding waiting lists, income-targeting and local preferences will be provided upon request.

The RHA application process has two steps:

1. This **Preliminary Application** is used to determine initial program eligibility and to place you on the appropriate waiting lists. In addition to the application, you will need to provide or sign:
 - a. Copies of social security cards for all family members (if you do not currently have original social security cards for all family members please contact the RHA for alternate permissible documents)
 - b. Copies of Valid Identification for all household members over the age of 18.
 - c. Copies of Birth Certificates for all household members under the age of 18.
 - d. Declaration of Citizenship/Eligible Immigration Status for all family members
 - e. Form HUD-9886 - Release of Information/Privacy Act Notice for adult family members
 - f. Form HUD-52675 – Debts Owed to PHA and Termination for adult family members
 - g. A signed *What You Should Know about EIV* form.
2. When your name comes up on the waiting list, you will be asked to complete a **Final Application**, which gives us updated and more complete information. This information is used to determine final program eligibility, suitability and to calculate your portion of the rent. When you complete the Final Application, you will sign a consent form for Release of Information, a consent form for the Release of Criminal Record Information and a Supplement to Application for Federally Assisted Housing.

PLEASE SEE THE FOLLOWING PAGE FOR IMPORTANT INSTRUCTIONS ON HOW TO COMPLETE THIS APPLICATION AND OTHER IMPORTANT INFORMATION TO PREVENT DELAYS IN THE ACCEPTANCE OF YOUR APPLICATION.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL OR WRITE TO: RUTLAND HOUSING AUTHORITY
5 TREMONT STREET
RUTLAND, VT 05701
(802) 775-2926

IF YOU NEED TO REQUEST A REASONABLE ACCOMMODATION, SUCH AS NEEDING ASSISTANCE IN COMPLETING THIS APPLICATION, PLEASE CONTACT US AT (802) 775-2926.

INSTRUCTIONS

1. Please review the application carefully and answer all questions fully and accurately. If you cannot fit all of the information in the space provided, add additional sheets. False statements or information are grounds for denial of the application or termination of assistance.
2. Indicate the housing developments and programs for which you wish to be considered. You will only be placed on the waiting lists for which you are eligible and that you request.
3. Social Security cards or other governmental documentation of social security numbers for each household member must be provided for all family members.
4. Identification documentation for all household members needs to be provided. (Valid IDs for household members over the age of 18, and Birth Certificates for all minor household members.)
5. You must complete the HUD-9886 Authorization for the Release of Information/Privacy Act Notice & HUD-52675 Form - Debts Owed to Public Housing Agencies and Terminations. All members, 18 & older must sign a separate form. Contact the office for additional forms.
6. Optional – You have the right to include as part of your application the name, address, telephone number & other relevant information of a family member, friend or social, health, advocacy or other organization for the Housing Authority to contact to help resolve issues that may arise during tenancy or to assist in providing special care or service you may require as a tenant.

YOUR APPLICATION WILL BE RETURNED AND/OR DENIED IF ANY OF THE FOLLOWING APPLY:

- ILLEGIBLE APPLICATIONS: If the Rutland Housing Authority cannot read your application it will be returned to you to be completed again legibly.
- EXCESSIVE WHITE OUT OR OVERLY CROSSED OUT: If the Rutland Housing Authority receives an application, or necessary forms with excessive white out or overly crossed out or corrected information, the application and all of its parts will be returned for resubmission.
- INCOMPLETE APPLICATIONS: The application will be returned to you with the areas marked for additional information. Your application will be considered only when all required information is provided.
- SOCIAL SECURITY CARDS: Failure to provide copies of Social Security cards for each person listed on the application may be cause for the return of the application or a delay in processing. If you have questions about other acceptable proof, please call the number listed on the front of the application.
- IDENTIFICATION DOCUMENTATION: Failure to provide requested Identification documentation for all members of the household may be cause for the return of the application or a delay in processing.
- OVER-INCOME: The programs administered by the Rutland Housing Authority have varying income requirements. You will be considered over-income if your household income is greater than the program requirements and therefore ineligible for further consideration. You may reapply if your income falls below the eligibility limit.
- MONEY OWED: If you have an outstanding debt with the Rutland Housing Authority, another public housing authority or any private landlord as a result of prior participation in any federal housing program, your application will be denied until we have documentation it is paid in full.
- PREVIOUSLY REJECTED: If the Rutland Housing Authority has previously rejected you for assistance, you are not eligible to submit an application until three (3) years have passed since the date of that rejection. This prohibition is subject to review should the applicant(s) demonstrate extenuating circumstances that would otherwise make them eligible sooner than 3 years.

- CUSTODY OF DEPENDENTS: If you are including a dependent as part of your household who is a member of another household assisted by the Rutland Housing Authority, you are required to provide documentation showing you are the custodial parent/guardian at least 51% of the time. Acceptable documents are court custody orders, or a notarized statement from the other guardian.
- ROOMMATES: In most cases, all members listed in the household composition must have a family relationship, such as a parent/child relationship, to be considered as a household. Roommates, such as a friend, cannot be considered part of your household. Under certain conditions, two unrelated disabled persons qualify as a family.
- UNDER 18 YEARS OF AGE: Minors are generally not eligible to submit applications for assistance and must wait until their 18th birthday.

Anyone who knowingly commits fraud by providing false statements or information with the intent to deceive in order to receive or continue to receive assistance under one of the programs administered by the Rutland Housing Authority will be subject to denial of his/her application or the termination of assistance. The Rutland Housing Authority is required by federal law to investigate all allegations of fraud. RHA is also required to report instances of fraud to state and federal authorities for further investigation and possible prosecution.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION STATEMENT

The Rutland Housing Authority (RHA) will comply with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968; Section 504 of the Rehabilitation Act of 1973; Executive Order 11063; Fair Housing Amendments Act of 1988; The Americans with Disabilities Act of 1990; and with the laws of the State of Vermont prohibiting discrimination in public accommodations and in employment practices, and all related rules, regulations and requirements thereunder.

RHA will not on account of race, color, creed, national origin, sex, sexual orientation, place of birth, age, U.S. military veteran status, familial status, marital status, disability, gender identity or gender related characteristics, deny to any person the opportunity to apply for admission, nor deny to an eligible applicant the opportunity to lease or rent a dwelling suitable for its needs. Further, in the selection of tenants, there will be no discrimination against persons otherwise eligible for admission because their income is derived in whole or in part from public assistance. RHA will not discriminate against selected tenants, and discrimination by one tenant against another is unacceptable and will not be condoned.

The information regarding race, national origin and sex designation solicited on this application is requested in order to assure the federal government that federal laws prohibiting discrimination against applicants on the basis of race, color, national origin, religion, familial status, age, and handicap are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin and sex of individual applicants on the basis of visual observation or surname.

EFFECTIVE COMMUNICATIONS/LIMITED ENGLISH PROFICIENCY POLICY

The Rutland Housing Authority is committed to ensuring that its communications with applicants, program participants, employees and members of the public with disabilities or limited English proficiency is as effective as communications with others.

RHA will furnish appropriate auxiliary aids and services, where necessary, to afford individuals with disabilities, including individuals with hearing or visual disabilities, or individuals with limited English proficiency, an equal opportunity to participate in and enjoy the benefits of the programs and services of the RHA.

Examples of auxiliary aids and services include:

- Staff assistance with the completion of applications
- Telecommunication services or qualified sign language interpreters for persons with hearing impairments
- Large print, brailled, orally delivered or taped materials for persons with visual impairments
- Interpreters or written materials in the appropriate language for persons with limited English proficiency

RHA will give primary consideration to the choice of auxiliary aids and services requested by an individual with a disability or limited English proficiency.

Applicants requesting an auxiliary aid or services should make their request to RHA staff person providing, reviewing or processing the application.

Program participants requesting an auxiliary aid or service should make their request to the Property Manager (tenants in RHA managed properties) or the Section 8 Program Manager (households receiving RHA rental assistance).

Requests from members of the public requesting an auxiliary aid or services to participate in programs, services or activities of the RHA should make their request to the Chief Executive Officer..

Requests for auxiliary aids or services for public events such as Board meetings, public hearings or other RHA support or sponsored events shall make their request no later than forty-eight (48) hours prior to the event.

Applicants or Program Participants with a disability or with limited English proficiency who are not satisfied with RHA's response for an auxiliary aid or services may file a grievance in accordance with the applicable RHA Administrative Policy.

REASONABLE ACCOMMODATION POLICIES AND PROCEDURES

Rutland Housing Authority is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in, or benefit from RHA's programs, services and activities.

If a person with a disability requires an accommodation, RHA will provide the accommodation unless doing so will result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.

A person with a disability may request a reasonable accommodation at any time during the application process, residency in housing owned or managed by RHA, or participation in the Housing Choice Voucher or other rental programs of the RHA. Requests may be made orally or in writing.

Requests for reasonable accommodations relating to residency in housing owned or managed by RHA should be made to the Property Manager. Requests for reasonable accommodations related to participation in rental assistance programs should be made to the Section 8 Program Manager.

The decision to approve or deny a request for a reasonable accommodation is made on a case-by-case basis and takes into consideration the disability, the needs of the individuals as well as the nature and requirements of the program or activity in which the individual seeks to participate.

Individuals requesting a reasonable accommodation will be provided with the "Request for Reasonable Accommodation" form. An alternative format will be provided upon request. Individuals may submit their request in writing, orally, or by any other equally effective means of communication.

RHA will request verification of the disability and the accommodation needed from a physician, licensed health professional, professional representing a social service agency or disability agency or clinic identified by the individual requesting the accommodation.

Upon receipt of the verification, RHA will promptly review the request. If additional information or documentation is required, RHA will notify the individual, in writing, of the need for additional information or documentation.

Upon the receipt of all required information and documentation, RHA will promptly advise the individual of the approval or denial of the request. If the request is denied, the individual will be provided information on any appeal rights in accordance with the applicable RHA Administrative Policy.

An applicant or resident may, at any time, exercise their right to appeal an RHA decision through the Department of Housing and Urban Development or the U.S. Department of Justice.

Individuals may contact the HUD Boston Fair Housing Hub office at **1-800-827-5005**.

PRIVACY DISCLOSURE

All information in applicant and tenant files is considered to be confidential, except that RHA may disclose information in tenant or applicant files to HUD, other public agencies, utility companies or non-profit organizations in furtherance of the operations or business of RHA. RHA may also disclose information relating to the tenancy of former RHA tenants and program participants to landlords who are seeking references and to credit bureaus. Medical information and information concerning a disability of any tenant or applicant will not be disclosed by RHA to any person or organization without a written release from the tenant or applicant in question.

Except for disclosure of information to landlords seeking references and to credit bureaus, any tenant or applicant who wishes to limit disclosure of information by RHA as provided above must notify the Chief Executive Officer of his/her wishes in writing.

RHA will keep all information received involving domestic violence, dating violence, sexual assault or stalking confidential, unless the victim requests or consents in writing to disclosure, the information is required in an eviction proceeding or disclosure is otherwise allowed by law. In addition, RHA will comply with the provisions of confidentiality laws and regulations that apply to RHA.

VAWA STATEMENT

The Violence Against Women Reauthorization Act of 2022 provides protections for victims of domestic violence.

An applicant who is or has been the victim of domestic violence, dating violence, sexual assault or stalking is not an appropriate basis on which to deny program assistance or for denial of admission if the applicant otherwise qualifies for assistance or admission.

**AFTER YOU HAVE COMPLETED THIS APPLICATION, KEEP THESE
INTRODUCTORY PAGES FOR FUTURE REFERENCE.**



**RUTLAND HOUSING AUTHORITY
5 TREMONT STREET
RUTLAND, VT 05401-8408
PHONE: (802) 775-2926
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www.rhavt.org**



**PRELIMINARY
APPLICATION FOR HOUSING/RENTAL ASSISTANCE**

Please complete this entire application. Incomplete applications will result in the application being returned to you.

| HEAD OF HOUSEHOLD | | | | | |
|-------------------|-----------------|--|------------------|----------------|----------------------------|
| NAME | FIRST | | LAST | | MIDDLE INITIAL/MAIDEN NAME |
| | | | | | |
| MAILING ADDRESS | PO BOX / STREET | | PHYSICAL ADDRESS | STREET ADDRESS | |
| | CITY/TOWN | | | CITY/TOWN | |
| | STATE/ZIP CODE | | | STATE/ZIP CODE | |
| TELEPHONE NUMBERS | HOME | | WORK | | PAGER/CELL PHONE |
| | | | | | |
| E-MAIL ADDRESS | @ | | | | |
| EMERGENCY CONTACT | NAME | | ADDRESS | | TELEPHONE |
| | | | | | |

| HOUSEHOLD COMPOSITION | | | | | | |
|--|----------|-------------------|-----|-----|---------------|----------------|
| List all persons who will be living in the household when you receive rental assistance. Use additional sheets if necessary. | | | | | | |
| NAME | RELATION | SOCIAL SECURITY # | SEX | AGE | DATE OF BIRTH | PLACE OF BIRTH |
| 1 | Head | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

Do you expect any change in your current family size?

☐ Yes

☐ No

If Yes, please explain: _____

APPLICATION ASSISTANCE

You have the option to provide the contact information for a family member, friend or social, health, advocate or other organization for the Rutland Housing Authority to contact to help assist you with the application process.

| | |
|--|--------------------------|
| Contact Name: | Relationship to Contact: |
| Agency Name (if applicable): | Contact Address: |
| Contact Phone Number: | |
| Contact Email Address: | |
| Please Send Copies of Correspondence: <input type="checkbox"/> Yes | |
| Applicant Signature: | |

PLEASE CHECK ALL THAT APPLY TO THE HEAD OF HOUSEHOLD OR SPOUSE: (For statistical purposes only)

RACE OF THE HEAD OF HOUSEHOLD OR SPOUSE

- ☐ White
 ☐ Black
☐ American Indian / Native Alaskan
 ☐ Asian / Pacific Islander
☐ Native Hawaiian

ETHNICITY OF THE HEAD OF HOUSEHOLD

- ☐ Hispanic or Latino
 ☐ Not-Hispanic or Latino

Yes No

- ☐ ☐ Do you speak English? If No, what is your primary language? _____
☐ ☐ Do you read English? _____
☐ ☐ If you do not speak English, do you have an English speaking contact? If Yes, please provide the contact's name and phone number:

CONTACT NAME

CONTACT PHONE NUMBER

If you need assistance to communicate with us, we will arrange interpretation services at no charge.

INCOME SOURCES

Employer or other sources of income (Unemployment, Welfare, General Assistance, Social Security, Pension, Etc.)
You must include ALL family members, regardless of age.

| MEMBER NUMBER | SOURCE (NAME OF EMPLOYER, SS, VA, TANF, FOOD STAMPS, ETC.) | AVERAGE WEEKLY/MONTHLY GROSS INCOME | ANNUAL INCOME |
|---------------|---|-------------------------------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

FAMILY ASSETS

List all assets (Checking, Savings, IRA, CD, stocks, bonds, real estate, etc.) of ALL family members.

| MEMBER NUMBER | BANK NAME | TYPE OF ACCOUNT | | CURRENT BALANCE | CURRENT INTEREST RATE |
|---------------|-----------|-----------------|--|-----------------|-----------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

DISPOSITION OF ASSETS

Yes No

- ☐ ☐ Have you or any family member disposed of or given away any asset(s) for **LESS** than fair market value within the past two years? If Yes:

FAMILY MEMBER: _____

AMOUNT: _____

EXPLANATION: _____

GENERAL INFORMATION

Yes No

- ☐ ☐ a. Have you ever filed an application with the Rutland Housing Authority before?
- ☐ ☐ b. Have you ever been a tenant of the Rutland Housing Authority before? If Yes, where and when:

- ☐ ☐ c. Have you ever lived in any other federally assisted Housing? If Yes, where and when:

- ☐ ☐ d. Have you ever participated in a Section 8 Housing Program? If Yes, name the Agency or Property Manager, Dates of Occupancy and Address:

| | |
|---------------------------|---------|
| AGENCY / PROPERTY MANAGER | ADDRESS |
| DATES OF OCCUPANCY | |

- ☐ ☐ e. Are you currently receiving rental assistance from another subsidized housing provider? If Yes, Name of Agency:

- ☐ ☐ f. Are you currently without housing? If Yes, Explain:

- ☐ ☐ g. Have you or any family member ever been charged with or convicted of a crime? If Yes, give details of the crime, when it took place and where?

| | |
|---------------|---------|
| FAMILY MEMBER | CRIME |
| WHEN | DETAILS |
| WHERE | |

- ☐ ☐ h. Are you or any family member subject to a lifetime sex offender registration requirement in any state? If Yes, which member & where?

☐ ☐ j. Have you ever been charged or convicted of the illegal manufacture or distribution of a controlled substance, including methamphetamine?

☐ ☐ k. Do you use Marijuana, recreationally or medically?

EMERGENCY CONTACT
IF POSSIBLE, LIST SOMEONE IN THE AREA
WHO IS NOT PART OF YOUR HOUSEHOLD

NAME

RELATIONSHIP

ADDRESS

TOWN/CITY

STATE

ZIP CODE

PHONE NUMBER

STUDENT INFORMATION

Yes No

☐ ☐ If any adult (18 years of age or older) in the household currently a full-time student, or planning to be one within the next 12 months? If Yes, list the name of the student and the school.
You will need to provide verification from the school

STUDENT NAME

NAME OF SCHOOL

PREVIOUS LANDLORD INFORMATION

List the contact information for your three previous landlords.

(Complete ONLY if you are applying for an RHA Managed Property OR have previously lived in federally assisted housing)

| NAME AND ADDRESS OF LANDLORD | ADDRESS WHERE YOU LIVED |
|------------------------------|-------------------------|
| | |
| | |
| | |

**OPTIONAL DISABILITY DECLARATION
PROGRAM OPTIONS FOR PERSONS WITH DISABILITIES**

If you or a family member is disabled and qualifies for one or more of the following program options, please indicate below. Final determination of eligibility will require documentation of the disability and the need.

Accessible Apartments

- ☐ Would you or a family member benefit by living in an apartment designed to accommodate a wheelchair user?

Live-In Aide

- ☐ Will you or anyone in your household require a live-in care attendant?

Name of Proposed Live-In Aide: _____

Relationship (if any): _____

Mainstream Vouchers for Non-Elderly Disabled Households

- ☐ Are you or a family member a non-elderly (under 62) disabled individual?

Name of disabled family members:

Age of Disabled family member:

PLEASE LIST MY APPLICATION ON THE FOLLOWING WAITING LIST(S):

DEVELOPMENTS WITH ACCESSIBLE UNITS ARE INDICATED WITH AN ♂.

SECTION 8 TENANT BASED VOUCHER PROGRAMS

- ☐ **HOUSING CHOICE VOUCHER PROGRAM**
All Section 8 HCV program eligible applicants.
- ☐ **MAINSTREAM HOUSING CHOICE VOUCHER PROGRAM**
An applicant family with one or more non-elderly (under 62) disabled household members. (Disability must be verified)

HOUSING DEVELOPMENTS WITH PROJECT-BASED VOUCHERS

The Rutland Housing Authority has contracts with certain affordable housing developments for project-based vouchers. The subsidy stays with the apartment. A family in a project-based unit may be eligible for a tenant-based subsidy after their lease term ends, provided they are in compliance with their Family Responsibilities, and a subsidy is available.

The following developments currently have project-based subsidies. If you are interested in any of these developments and meet the eligibility requirements for the development, please check the appropriate box to be added to the waiting list. Please note that some developments have referral requirements from other agencies, eligibility requirements and preferences in addition to the Section 8 HCV program requirements.

HOUSING DEVELOPMENTS WITH PBV VOUCHERS FOR DISABLED AND ELDERLY PERSONS (62+)

☐ **SHELDON TOWERS♂**
14 SHELDON PLACE, RUTLAND
STUDIO & 1 BEDROOM APARTMENTS
MANAGER: Rutland Housing Authority
PREFERENCE GIVEN TO ELDERLY APPLICANTS

☐ **TEMPLEWOOD COURT♂**
5 Tremont Street, Rutland
STUDIO & 1 BEDROOM APARTMENTS
MANAGER: Rutland Housing Authority
PREFERENCE GIVEN TO ELDERLY APPLICANTS

OTHER HOUSING DEVELOPMENTS WITH PBV VOUCHERS

☐ **HICKORY STREET APARTMENTS♂**
HICKORY STREET & JUNE BERRY LANE, RUTLAND
MIXED INCOME HOUSING WITH PBV UNITS, TAX CREDIT UNITS, AND MARKET RATE UNITS.
Manager: Rutland Housing Authority

APPLICANTS MUST ALSO COMPLETE A SEPARATE HICKORY STREET TAX CREDIT PROGRAM APPLICATION

☐ **LINCOLN PLACE SUPPORTIVE HOUSING♂**
10 LINCOLN AVENUE, RUTLAND
19 STUDIO & 1-1 BEDROOM APARTMENTS
MANAGER: Housing Trust of Rutland County (HTRC)
TEN APARTMENTS ARE FOR HOMELESS OR AT RISK HOUSEHOLDS REFERRED BY THE HOMELESS PREVENTION CENTER (HTRC). HTRC MAKES FINAL SELECTION DECISIONS.

HOUSING DEVELOPMENT WITHOUT PROJECT-BASED RENTAL ASSISTANCE

☐ **RUTLAND AREA BRIDGE HOUSING**
101 US ROUTE 4 EAST, RUTLAND
SHORT TERM HOUSING FOR HOMELESS HOUSEHOLDS REFERRED BY THE HOMELESS PREVENTION CENTER.
Owner & Manager: Rutland Housing Authority

☐ **9 TREMONT STREET,**
Two apartments owned by Housing Initiatives, Inc. and managed by Rutland Housing Authority

APPLICANT CERTIFICATION

I/we certify that the information given on this application, as well as all other information provided, is accurate and complete to the best of my/our knowledge and belief. I/we understand that false statements or information are punishable by Federal Law with fines up to \$10,000 or imprisonment for up to five (5) years. I/we also understand that false statements or information are grounds for denial of my/our application, or termination of my/our assistance and/or retroactive rent increases.

My (our) signature(s) below constitutes my (our) **EXPRESS WRITTEN CONSENT** authorizing the Rutland Housing Authority to conduct a background check, including verification of the information contained herein. I/We hereby expressly consent to the release of information by prior Landlords, employers, credit bureaus/references, criminal information centers and other individuals or entities with information relevant and necessary for the processing of my application for federally assisted housing, including determination of my eligibility for the waiting list of the programs(s) for which I am applying. This includes, but is not limited to, information from the HUD Enterprise Income Verification (EIV) system and information from the other Public Housing Authorities regarding my previous participation in federally assisted housing.

Head of Household

Date

Co-Head of Household

Date

Other Adult

Date

Other Adult

Date

Name of person completing form if other than applicant (please print)

Name of Agency/Phone Number

NOTE: A complete preliminary application must include:

- ✓ **A complete, accurate and signed Preliminary Application**
- ✓ **Copies of Social Security cards for all family members**
- ✓ **Declaration of Citizenship/Eligible Immigration Status for all family members.**
- ✓ **A complete and signed HUD-9886 – Authority for Release of Information/Privacy Act notice for each adult family member.**
- ✓ **A signed HUD-52675 – Debts Owed to Public Housing Agencies and Terminations – for each adult family member.**
- ✓ **A signed *What You Should Know about EIV* form.**

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)

RUTLAND HOUSING AUTHORITY
FIVE TREMONT STREET
RUTLAND, VT 05701

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.

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



U.S. Department of Housing and Urban Development Office of Public and Indian Housing

DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

Paperwork Reduction Notice: Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any recordkeeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 04/30/2023.

NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

What information about you and your tenancy does HUD collect from the PHA?

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

Who will have access to the information collected?

This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

How will this information be used?

PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy.

How long is the debt owed and termination information maintained in EIV?

Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date or such other period consistent with State Law.

What are my rights?

In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

1. To have access to your records maintained by HUD, subject to 24 CFR Part 16.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

What do I do if I dispute the debt or termination information reported about me?

If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD's record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debt or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record. Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

This Notice was provided by the below-listed PHA:

RUTLAND HOUSING AUTHORITY
FIVE TREMONT STREET
RUTLAND, VT 05701

**I hereby acknowledge that the PHA provided me with the
*Debts Owed to PHAs & Termination Notice:***

Signature

Date

Printed Name



U.S. Department of Housing and Urban Development Office of Public and Indian Housing

DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

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Signature

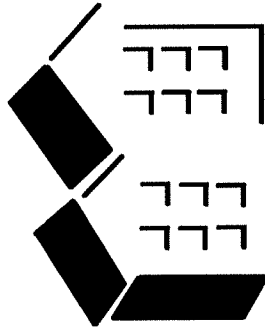
Date

Printed Name



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing (PIH)



RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT

What You Should Know About EIV

A Guide for Applicants & Tenants of Public Housing & Section 8 Programs

What is EIV?

The Enterprise Income Verification (EIV) system is a web-based computer system that contains employment and income information of individuals who participate in HUD rental assistance programs. All Public Housing Agencies (PHAs) are required to use HUD's EIV system.

What information is in EIV and where does it come from?

HUD obtains information about you from your local PHA, the Social Security Administration (SSA), and U.S. Department of Health and Human Services (HHS).

HHS provides HUD with wage and employment information as reported by employers; and unemployment compensation information as reported by the State Workforce Agency (SWA).

SSA provides HUD with death, Social Security (SS) and Supplemental Security Income (SSI) information.

What is the EIV information used for?

Primarily, the information is used by PHAs (and management agents hired by PHAs) for the following purposes to:

1. Confirm your name, date of birth (DOB), and Social Security Number (SSN) with SSA.
2. Verify your reported income sources and amounts.
3. Confirm your participation in only one HUD rental assistance program.
4. Confirm if you owe an outstanding debt to any PHA.
5. Confirm any negative status if you moved out of a subsidized unit (in the past) under the Public Housing or Section 8 program.
6. Follow up with you, other adult household members, or your listed emergency contact regarding deceased household members.

EIV will alert your PHA if you or anyone in your household has used a false SSN, failed to report complete and accurate income information, or is receiving rental assistance at another address. **Remember, you may receive rental assistance at only one home!**

EIV will also alert PHAs if you owe an outstanding debt to any PHA (in any state or U.S. territory) and any negative status when you voluntarily or involuntarily moved out of a subsidized unit under the Public Housing or Section 8 program. This information is used to determine your eligibility for rental assistance at the time of application.

The information in EIV is also used by HUD, HUD's Office of Inspector General (OIG), and auditors to ensure that your family and PHAs comply with HUD rules.

Overall, the purpose of EIV is to identify and prevent fraud within HUD rental assistance programs, so that limited taxpayer's dollars can assist as many eligible families as possible. EIV will help to improve the integrity of HUD rental assistance programs.

Is my consent required in order for information to be obtained about me?

Yes, your consent is required in order for HUD or the PHA to obtain information about you. By law, you are required to sign one or more consent forms. When you sign a form HUD-9886 (*Federal Privacy Act Notice and Authorization for Release of Information*) or a PHA consent form (which meets HUD standards), you are giving HUD and the PHA your consent for them to obtain information about you for the purpose of determining your eligibility and amount of rental assistance. The information collected about you will be used only to determine your eligibility for the program, unless you consent in writing to authorize additional uses of the information by the PHA.

Note: If you or any of your adult household members refuse to sign a consent form, your request for initial or continued rental assistance may be denied. You may also be terminated from the HUD rental assistance program.

What are my responsibilities?

As a tenant (participant) of a HUD rental assistance program, you and each adult household member must disclose complete and accurate information to the PHA, including full name, SSN, and DOB; income information; and certify that your reported household composition (household members), income, and expense information is true to the best of your knowledge.

February 2010

Remember, you must notify your PHA if a household member dies or moves out. You must also obtain the PHA's approval to allow additional family members or friends to move in your home prior to them moving in.

What are the penalties for providing false information?

Knowingly providing false, inaccurate, or incomplete information is **FRAUD** and a **CRIME**.

If you commit fraud, you and your family may be subject to any of the following penalties:

1. Eviction
2. Termination of assistance
3. Repayment of rent that you should have paid had you reported your income correctly
4. Prohibited from receiving future rental assistance for a period of up to 10 years
5. Prosecution by the local, state, or Federal prosecutor, which may result in you being fined up to \$10,000 and/or serving time in jail.

Protect yourself by following HUD reporting requirements. When completing applications and reexaminations, you must include all sources of income you or any member of your household receives.

If you have any questions on whether money received should be counted as income or how your rent is determined, **ask your PHA**. When changes occur in your household income, **contact your PHA immediately** to determine if this will affect your rental assistance.

What do I do if the EIV information is incorrect?

Sometimes the source of EIV information may make an error when submitting or reporting information about you. If you do not agree with the EIV information, let your PHA know.

If necessary, your PHA will contact the source of the information directly to verify disputed income information. Below are the procedures you and the PHA should follow regarding incorrect EIV information.

Debts owed to PHAs and termination information reported in EIV originates from the PHA who provided you assistance in the past. If you dispute this information, contact your former PHA directly in writing to dispute this information and provide any documentation that supports your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV.

Employment and wage information reported in EIV originates from the employer. If you dispute this information, contact the employer in writing to dispute **and** request correction of the disputed employment and/or wage information. Provide your PHA with a copy of the letter that you sent to the employer. If you are unable to get the employer to correct the information, you should contact the SWA for assistance.

Unemployment benefit information reported in EIV originates from the SWA. If you dispute this information, contact the SWA in writing to dispute **and** request correction of the disputed unemployment benefit information. Provide your PHA with a copy of the letter that you sent to the SWA.

Death, SS and SSI benefit information reported in EIV originates from the SSA. If you dispute this information, contact the SSA at (800) 772-1213, or visit their website at: www.socialsecurity.gov. You may need to visit your local SSA office to have disputed death information corrected.

Additional Verification. The PHA, with your consent, may submit a third party verification form to the provider (or reporter) of your income for completion and submission to the PHA.

You may also provide the PHA with third party documents (i.e. pay stubs, benefit award letters, bank statements, etc.) which you may have in your possession.

Identity Theft. Unknown EIV information to you can be a sign of identity theft. Sometimes someone else may use your SSN, either on purpose or by accident. So, if you suspect someone is using your SSN, you should check your Social Security records to ensure your income is calculated correctly (call SSA at (800) 772-1213); file an identity theft complaint with your local police department or the Federal Trade Commission (call FTC at (877) 438-4338, or you may visit their website at: <http://www.ftc.gov>). Provide your PHA with a copy of your identity theft complaint.

Where can I obtain more information on EIV and the income verification process?

Your PHA can provide you with additional information on EIV and the income verification process. You may also read more about EIV and the income verification process on HUD's Public and Indian Housing EIV web pages at: <http://www.hud.gov/offices/cpi/programs/phitipiv/dm>.

The information in this Guide pertains to applicants and participants (tenants) of the following HUD-PIH rental assistance programs:

1. Public Housing (24 CFR 960); and
2. Section 8 Housing Choice Voucher (HCV), (24 CFR 982); and
3. Section 8 Moderate Rehabilitation (24 CFR 882); and
4. Project-Based Voucher (24 CFR 983)

My signature below is confirmation that I have received this Guide.

Signature

Date