# HOUSING CHOICE VOUCHER HOUSEHOLD ADD FORM:

Landlord/Owner Signature:

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Date:

Complete the following form to add members to your household. ALL household members, residing in an assisted unit, must be approved by Integrated Community Solutions. ICS approval is required BEFORE new members move into the unit. Head of Household: \_\_\_\_\_ Ph No: \_\_\_\_ Tenant ID: PART 1: LIST THE MEMBER(S) WHO IS (ARE) BEING ADDED TO THE HOUSEHOLD. **Full Legal Name** Social Security Number DOB Gender Disabled  $\square$  M  $\square$  F DY DN US Citizen or Relation to Head of Household Ethnicity Move-in Date Race Legal Immigrant ☐ Co-Head ☐ Spouse ☐ Live-In □ White □ Black □ Asian ☐ Hispanic Aid □ Other Adult □ Full - Time □ Am. Indian/Alaska Native  $\Box$ Y  $\Box$ N □ Non-Hispanic Student ☐ Foster Adult □ Nat. Hawaiian/Pacific Isla. Full Legal Name Social Security Number DOB Gender Disabled  $\square$ M  $\square$ F DY DN US Citizen or Move-in Date Relation to Head of Household Race Ethnicity Legal Immigrant □ Co-Head ☐ Spouse ☐ Live-In □ White □ Black □ Asian ☐ Hispanic Aid Other Adult Full - Time □ Am. Indian/Alaska Native  $\square$  Y  $\square$  N□ Non-Hispanic Student ☐ Foster Adult □ Nat. Hawaiian/Pacific Isla. PART 2: PROOF OF ELIGIBILITY = YOU MUST PROVIDE GOPIES OF THE FOLLOWING DOCUMENTS. Check Box for Documents Attached (If these are not provided with this form your assistance can be stopped): □ <u>Verification of Date of Birth</u>: Copy(s) of a birth certificate, church issued baptismal certificate, current valid driver's license, Department of Motor Vehicles identification card or Citizenship Documentation ☐ Verification of Legal Identity: Copy(s) of Social Security card and/or alien registration card/naturalization papers PART 3: LANDLORD CERTIFICATION Your landlord MUST complete the following section to approve any new ADULT(S) moving into the unit. \_, permit the following member(s) to reside at: Print Landlord/Owner Name Street Address of Unit Present Member(s): New Member(s): Please indicate the effective date new member(s) will move or have moved into unit: \_\_\_\_

# PART 4: ASSET INFORMATION

## List all assets held by new member(s) and provide current statements showing the value.

Evam	nlac	٥f	Assets
	Dies	OI	Assets

401(k) or 403(b) Stocks

**Mutual Funds Bonds** 

Savings/Checking Account Individual Retirement Account (IRA) Life Insurance Policies Money Market Account Pensions Real Property (Land)

Trust Funds Inheritances

Member Name	Type of Asset	Financial Institution	Account #	Current Balance
				\$
				\$
		· · <del></del>		\$
				\$

# **PART 5: INCOME INFORMATION**

## List all income held by new member(s) and provide current documentation showing the amount received.

#### Examples of income:

Alimony Social Security SSI

Food Stamps

Welfare Benefits Retirement Payments Self-Employment

Financial Assistance to Attend School **Unemployment Benefits** 

Wages/Salaries

Child Support Worker's Compensation Disability Benefits Military Pay Periodic Gifts

Member Name	Type of Income	Source/Address	Monthly Income
			\$
			\$
·			\$
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$

# **PART 6: EXPENSE INFORMATION**

# List applicable expenses of new member(s) and provide current documentation showing the amount paid.

Child Care Expenses: If you have childcare expenses due to employment and/or to further your education for any child age 12 and under Medical Expenses: If Head or Spouse is 62 years or older or disabled and have on-going medical expenses that are not covered by insurance

Member Name	Type of Expense	Source/Address	Monthly Cost
			\$
			\$
			\$
			\$

# PART 7: TENANT CERTIFICATION

certify that the information given to ICS on household composition, income, assets, and deductions is accurate and complete to the best of my knowledge and belie understand that false statements or information are punishable under Federal law. I also understand that false statements or information are grounds for termination nousing assistance.
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Signature of Head of Household Date Signature of new Adult(s) Da	Signature of Head of Household	Date	Signature of new Adult(s)	Da	ate
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# **PART 8: BACKGROUND FORM**

All NEW adults in the household MUST comp	blete the following form for the background check.
Full legal name:	
LIST ALL: Aliases/Maiden name/Former Nam	nes Used:
Criminal History:	
Provide information regarding ANY criminal a All lawsuits/crimes you have been cited, detain (date, offense and location) - Ordinance/Misde	ned or arrested for by any law enforcement officer
Print Name	
Signature	 Date

PHA requesting release of information:

Integrated Community Solutions 2605 S. Oneida St, Suite 106 Green Bay, WI 54304

**Authority:** 42 U.S.C. 1437f and 3535(d), implemented at 24CFR 982.551(b).

Purpose: In signing this consent form, you are authorizing HUD and the above-named HA to request information including but not limited to: identity and marital status, employment income, welfare income, assets, residences and rental activity, Medical or Child Care Allowances, Credit and Criminal Activity. HUD and the HA need this information to verify your eligibility 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 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 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 information that is obtained based on the consent 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.

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 review and hearing procedures.

Sources of Information: The groups or individuals that may be asked to release the authorized information include but are not limited to:

Previous Landlords (including Public Housing Agencies)

Courts and Post Offices

Schools and Colleges

Law Enforcement Agencies

Support and Alimony Providers

Past and Present Employers

Welfare Agencies

State Unemployment Agencies

Social Security Administration

Medical and Child Care Providers

Veterans Administration

Retirement Systems

Banks and other Financial Institutions

Credit Providers and Credit Bureaus

**Utility Companies** 

Consent: I consent to allow HUD or the HA to request and obtain any information from any Federal, State, or local agency, organization, business, or individual for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HAs that receive information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying the information obtained. 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	
Spouse	Date	Other Family Member over age 18	Date
Other Family Member over age 18	Date	Other Family Member over age 18	Date

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 this form is restricted to the purposes cited above. 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: The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB control number 2577-0266. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a current valid OMB control number.

#### 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.

April 26, 2010 Form HUD-52675

#### 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, your current rental assistance may be terminated and your future request for HUD rental assistance may be denied for a period of up to ten years from the date you moved out of an assisted unit or were terminated from a HUD rental assistance program.

#### 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.

## 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.
- 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?

You should contact the PHA, who has reported this information about you, in writing, if you disagree with the reported information. 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. Disputes must be made within three years from the end of participation date. Otherwise the debt and termination information is 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:	I hereby acknowledge that the PHA provided me with the Debts Owed to PHAs & Termination Notice:		
	Signature	Date	
	Printed Name		

April 26, 2010 Form HUD-52675

# **DECLARATION OF CITIZENSHIP**

Tenant ID

# PLEASE COMPLETE THIS FORM AND RETURN TO:

Integrated Community Solutions 2605 S. Oneida St. Suite 106 Green Bay, WI 54304

Each person the United S	by the U.S. De	under the	Section 8 Re	e im	mioration etab	ogram must either be a citizen or national or is that qualifies them for rental assistance as relopment and the U.S. Immigration and
be assisted	States, of a hone	m to be	a citizen o	amiş r na	gration status itional of the	licating status as a citizen or a national of Family members residing in the unit to United States, or do not claim to be a x.
addit incino	nust sign where inc er of the family res bers who are not lis	ու բանու	for each chil he dwelling	ld w unit	ho is not 18 y who is respon	ears of age, the form must be signed by an usible for the child. Use blank lines to add
First Name	Last Name	Age	I am a citizen or national of the U.S.		I am a noncitizen with eligible immigration status.	Signature of Adult Listed to the left, or Signature of Guardian for Minors.
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information, ye		o repavali	overnaid rent	y OI alac		felony for knowingly and willingly making a es. If this form contains false or incomplete eived; fined up to \$10,000, imprisoned for up
NOTE: Fam	ily members wh	o have c	hecked a	box	indicating t	hat they are a noncitizen with eligible

immigration status must complete Part 2 of this form.

Part 2: /	Applies to Nonc	itizen Family	Members Only	
All family m		laimed eligible	immigration status on Part 1 of this fo	rm must provide this office with an
<ul><li>(2) Form I-94</li><li>(3) Form I-63</li><li>(4) Form I-63</li><li>(5) A receipt</li></ul>	88, Temporary Resid 88B, Employment A t issued by the IN	Record with ap lent Card uthorization Ca S indicating th	propriate annotations or documents	placement document in one of the been verified.
			·	
Do not mail o	riginal documents to	this office.	·	
If documents in regulations	are not presented an promulgated by the	d verified, your U.S. Departme	family's rental assistance may be reducent of Housing and Urban Development, p	ed, denied, or terminated as provided bending available appeals processes.
Head of Ho	ousehold Certific	cation	•	
did that incin	octs of mix nonsellor	u mat nave not e	erjury, that all members of my househole checked either box on Part 1 of this form eligible immigration status.	d are listed on Part 1 of this form do not claim to be citizens or
Signature			Date	
Consent to	Verify Eligible	lmmigration <b></b>	Status	
omino. You ou	nember required to c ch child who is not who is responsible fo	to years of age.	of this form must sign below granting con the form must be signed by an adult me	nsent to verify eligible immigration ember of the family residing in the
		•		
First Name	Last Name	Age	Signature of Adult Listed to the le or Signature of Guardian for Mino	ft, Office Use Only ors. INSIVERIE#
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				NAME OF TAXABLE PARTY OF TAXABLE PARTY.

Evidence supplied with this form may be released by the Housing Agency, without responsibility for its further use or transmission, to the Immigration and Naturalization Service for purposes of verification of the immigration status of the individual or to the U.S. Department of Housing and Urban Development, as required. The U.S. Department of Housing and Urban Development is not responsible for the further use or transmission of the evidence or other information.

# 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

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

Integrated Community Solutions 2605 S Oneida St Suite 106 Green Bay, WI 54304

(920) 498-3737

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(1)(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.