Tel: (845) 485-8862

**POUGHKEEPSIE** 

Housing Authority 4 Howard Street Poughkeepsie, NY 12601

L.I.P.H

Fax: (845) 485-2630

#### ATTENTION ALL APPLICANTS:

The Poughkeepsie Housing Authority requires all applications be fully completed, signed, dated and returned with ALL the required documentation that pertains to your household as listed below. <u>ANY APPLICATIONS RECEIVED INCOMPLETE WILL BE DISCARDED AND WLL NOT BE PROCESSED.</u>

#### **Required Documentation for New Applicants:**

- Proof of total gross family income from ALL sources (this includes but is not limited to wages, public assistance, alimony/child support, unemployment benefits, social security/SSI, pensions, voluntary contributions)
- Proof of address, either in form of current rent receipts showing address, or a legible copy of your fully executed current lease.
   (PLEASE NOTE: IF YOU CONTEND TO BE STAYING IN SOMEONE ELSE'S APARTMENT, TWO

DOCUMENTS ARE REQUIRED-A NOTARIZED STATEMENT FROM THE PERSON YOU ARE STAYING WITH CONFIRMING THAT YOU RESDE THEIR APARTMENT AND A COPY OF THE FULLY EXECUTED LEASE ON THE APARTMENT. THERE WILL BE NO EXCEPTIONS TO THIS REQUIREMENT.

- □ Proof that ALL school age children, in the household, are currently registered in the City of Poughkeepsie School District. Such proof MUST include the child's name, the name of the school the child attends, the name of the legal guardian and the home address on file with the school district.
- ☐ Birth certificates, Social Security cards and Alien Registration cards (if applicable) for all household members

### Important Information:

If you do not live or work in the City of Poughkeepsie your application will be treated as low priority, as we service City of Poughkeepsie residents first. If you reside in the Town of Poughkeepsie or any other \*neighboring municipality your application will be considered LOW PRIORITY.

Please hand deliver or mail your completed application with all required documentation. We cannot accept faxed applications.

Thank you, Poughkeepsie Housing Authority

## NOTICE FOR THE SPEECH AND HEARING IMPAIRED NEW YORK RELAY CENTER FACILITATES CALLS BETWEEN TT/TDD USERS AND VOICE CUSTOMERS

Disclose/document Social Security numbers for all members of the household six years or older.

Individuals who have applied for legalization under the Immigration Reform and Control Act (IRCA) can document their Social Security numbers by providing a letter from I.N.S.

The names of any individuals without Social Security numbers must be documented below.

THE FOLLOWING PERSON(S) INCLUDED ON MY APPLICATION DOES NOT HAVE A SOCIAL SECURITY NUMBER OR CARD:

(Name)	(Name)
(Name)	(Name)
(Name)	(Name)
. (Name)	(Name)
(Your Signature)	(Date)



# 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 w	ras provided k	by the belov	w-listed PHA:
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POUGHKEEPSIE HOUSING AUTHORITY 4 HOWARD STREET POUGHKEEPSIE, NY 12601

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

Signature	Date
Printed Name	

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

#### SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

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

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

Applicant Name:		
Mailing Address:		
Telephone No:	Cell Phone No:	
Name of Additional Contact Person or Organization:		
Address:		
Telephone No:	Cell Phone No:	
E-Mail Address (if applicable):		
Relationship to Applicant:		
Reason for Contact: (Check all that apply)		
Emergency Unable to contact you	Assist with Recertification P Change in lease terms	rocess
Termination of rental assistance	Change in house rules	
Eviction from unit Late payment of rent	Other:	The state of the s
Commitment of Housing Authority or Owner: If you are apprairise during your tenancy or if you require any services or special issues or in providing any services or special care to you.	roved for housing, this information wil al care, we may contact the person or o	I be kept as part of your tenant file. If issues rganization you listed to assist in resolving the
Confidentiality Statement: The information provided on this for applicant or applicable law.	orm is confidential and will not be disc	losed to anyone except as permitted by the
Legal Notification: Section 644 of the Housing and Community requires each applicant for federally assisted housing to be offered organization. By accepting the applicant's application, the housing requirements of 24 CFR section 5.105, including the prohibition programs on the basis of race, color, religion, national origin, set age discrimination under the Age Discrimination Act of 1975.	ed the option of providing information ng provider agrees to comply with the is on discrimination in admission to or	regarding an additional contact person or non-discrimination and equal opportunity participation in federally assisted housing
Check this box if you choose not to provide the contact	information.	
Signature of Applicant		Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

Form HUD- 92006 (05/09)

## 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)

POUGHKEEPSIE HOUSING AUTHORITY 4 HOWARD STREET POUGHKEEPSIE, NY 12601 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 mor 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, aga the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.

## Authorization to Release Information

I,, hereby author	rize any credited representative of the	
Poughkeepsie Housing Authority to request and r	receive information about myself and all	
other persons listed on my application possessing	suitability and need for assisted housing at	
the Poughkeepsie Housing Authority, from any source necessary.		
Sources may include, but are not limited to: banks, employers, landlords, law enforcement agencies, credit bureaus, income tax records, and other sources.		
NAME		
ADDRESS		
CITY	STATE	
DATE OF BIRTH	SOCIAL SECURITY NUMBER	
SIGNATURE	DATE	
BIGINATURE	DITTE	
HAVE YOU EVER BEEN ARRESTED? YES	[ ] NO[ ]	
IF SO, WHEN AND WHERE?		
HAVE YOU EVER BEEN CHARGED FOR  ANY CRIMINAL ACTIVITY? YES [ ]	NO I	
ANY CRIMINAL ACTIVITY TEST	NO[ ]	
IF SO, WHEN AND WHERE?		
HAVE YOU EVER BEEN CONVICTED FOR	NO I	
ANY CRIMINAL ACTIVITY? YES [ ]	HO[ ]	
IF SO, WHEN AND WHERE?		

HAVE YOU EVER BEEN CONVICTED OF <u>A MISDEMEANOR</u> ? YES [ ] NO [ ]
IF SO, WHEN AND WHERE?
HAVE YOU EVER BEEN CONVICTED OF <u>A FELONY</u> ? YES [ ] NO [ ]
IF SO, WHEN AND WHERE?

•

## Do I have the right to request a reasonable accommodation or modification of my unit while in public or assisted housing?

If you have a disability that requires you to need:

- An accommodation or adjustment in the program's rules, policies, practices, or services, or
- A modification of your unit or its associated premises, then

You have the right to request a reasonable accommodation or modification.

#### Will my request be automatically approved?

We will try to approve your request if you can show that:

• You have a disability that requires a reasonable accommodation or modification and your request is reasonable.

#### How do I file a request?

You can request a reasonable accommodation by filling out the Reasonable Accommodation Request Form in this application. If you need help filling out this form, if you want to give us your request some other way, we will help you.

#### What happens after I file a request?

Your request will be reviewed with your application, and you will be contacted by mail when your application is processed. If your request is denied, we will explain the reasons, and you will have the right to a hearing to review the case.

SIGNATURE OF HEAD OF HOUSEHOLD	DATE

My signature confirms that I have read and understand my rights as indicated above.

The Poughkeepsie Housing Authority will make every effort to make this information available to persons with disabilities in alternative formats upon request. Please allow a minimum of seven days for preparation of the material.

## REQUEST FOR REASONABLE ACCOMMODATION

HEAI	O OF HOUSEHOLD
ADDI	RESS
WOR	K PHONE HOME PHONE
1.	The following member of my household has a disability:
NAMI	ERELATIONSHIP
2.	Please provide the following accommodation(s) so that the person listed above can comply with the requirements of the program and have an equal opportunity within the program to use and enjoy his/her unit and its associated premises.
Check	the applicable request:
a	An accommodation or adjustment in the following program, rule, policy, practice, or service that I currently must follow to meet the terms of the program. I understand that I may ask for change in

4. Please provide contact information for your physician/diagnostician below:		
PHYSICIAN/DIAGNOSTIC	IAN'S NAME	
TITLE	ORGANIZATIO	N
ADDRESS		
PHONE NUMBER		
If there are other persons who separate sheet and attach.	can also verify your reques	st, please fully identify them on a
I,	a family member needs the s must be signed by the pers	e reasonable accommodation son designated in Item Number One
SIGNATURE OF HEAD OF I	HOUSEHOLD	DATE

Tel: (845) 485-8862

## **POUGHKEEPSIE**

**Housing Authority** 4 Howard Street Poughkeepsie, NY 12601

## **ATTENTION APPLICANT**

In an effort to contact you when your name appears at the top of the waiting list, the following information is required:

- **Current mailing address**
- Three working telephone numbers (you may use telephone numbers of family and friends; with their permission)

1,	(please print name), in addition
to the contact information already listed in my application:	tion, am providing the following working telephone
Current Mailing address:	
Telephone 1:	
Telephone 2:	
Telephone 3:	
Email address:	
I understand that this information is <u>required</u> for contailist and, it is my responsibility to inform the Poughkeel telephone numbers or the email address changes.	
I understand that if I do not keep my contact informati and I may lose my place on the waiting list and will hav Assistance/Subsidized Housing.	· · · · · · · · · · · · · · · · · · ·
	Date:

Updated: January 25, 2023 LIPH

Fax: (845) 485-2630

Name						
Work #		Home #				
Home Addi	ress:	Ü	Mailing Address (if different)			
-		HA? If yes, where and v				
		ON (THOSE EXPECTED TO F		I APT.)		
NAME	RELATIONSHIP	DATE & PLACE OF BIRTH	AGE	SEX	SSN	
	SELF					
YEARLY I	NCOME: \$					
WELFARE	E ASSISTANCE: \$					
OTHER IN	COME: \$					
ASSETS: _	TYPE:	INTEREST ON ASSE	ETS: \$			
EMBLAVE	'D.	PHONE #				

9 :

CURRENT HOUSING/LANDLORD'S NAME:ADDRESS:					
ICITY: White, Non-Hispanic Origin White, Hispanic					
Black, Non-Hispanic Origin Black, Hispanic					
American Indian or Alaskan Native					
Asian					
Native Hawaiian/Pacific Islander					