

NORTHERN CIRCLE INDIAN HOUSING AUTHORITY

APPLICATION FOR ON-SITE HOUSING

Name:		Phone:	
Mailing Address:		E-mail:	
City, Zip		County:	
Tribal Affiliation:			
Family Composition: Name/Relationship/Birthdate/Social Security # of each person who will live in your home			
Name	Relationship/Sex (circle male or female)	Birthdate	Social Security Number
1. _____	Head _____	_____	_____
2. _____	Spouse _____	_____	_____
3. _____	Child (M,F) _____	_____	_____
4. _____	Child (M,F) _____	_____	_____
5. _____	Child (M,F) _____	_____	_____
6. _____	Child (M,F) _____	_____	_____
7. _____	Child (M,F) _____	_____	_____
8. _____	Child (M,F) _____	_____	_____
Applicant Data:	Please indicate if you are:	Yes/No	Explain if necessary
1. Elderly (62 years or older)			
2. Handicapped or Disabled			
3. Veteran – Branch Served, Year Served			
4. Have you ever received housing assistance from NCIHA before? If yes, explain			
5. Do you have any outstanding debts with NCIHA or your tribe? If yes, explain			
Housing Data			
1. Do you own a home that exists on your Rancheria or elsewhere?			
2. Do you live in a home that is owned by your tribal government or that has been remodeled or constructed with BIA Housing Improvement Program (HIP) funding, within the past five (5) years?			
Present Housing Conditions	Federal preferences will be given, answer as thoroughly as possible.		
1. Renting in the private sector: If you currently rent in the private sector, how much rent	(✓)	Explain	

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	(✓)	Explain
<p>are you paying? Provide the name, address and phone number of your current landlord.</p> <p>2. Substandard Housing: If you are living in substandard housing, indicate the conditions that makes your present dwelling substandard.</p> <ul style="list-style-type: none"> • Structurally unsafe • No drinking or running water • No usable flush toilet • No usable tub or shower • No kitchen (but should have) • Inadequate or unsafe electrical wiring • Inadequate or unsafe heating source • Overcrowded conditions? explain <p>3. Homeless</p> <ul style="list-style-type: none"> • Living in a homeless shelter: Name/location • Living in a motel for temporary shelter: Name/location • Other: explain <p>4. Involuntary Displacement: Reason for displacement</p> <ul style="list-style-type: none"> • Present dwelling was destroyed by natural disaster (flood, fire) • Displaced by federal or local • Government action • Owner of present dwelling unit has issued an order to vacate beyond my control (property sold, etc) • Displaced because of actual or threatened physical violence 		
Handicapped Data:	Yes/No	Explain:
<p>1. If you or a member of your family is handicapped, please explain the nature of the handicap and describe any accessibility needs (wheelchair ramp, hand rails, etc.)</p> <ul style="list-style-type: none"> • Disability: If disabled, identify type of disability (permanent or temporary) • Are you receiving benefits for your disability? (include benefits under Other Income section) 		

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Miscellaneous Expenses:		
1. Do you travel more than 25 miles (1 way) for work, school or medical reasons?		
2. Do you pay for child care? What is your annual expense?		
Income Information:	The income data provided in this section will determine which housing program you may qualify for. All information is kept confidential and is subject to verification. IF NCIHA is unable to verify the information your application will be considered "incomplete" and returned to you. To avoid delaying your application, please complete this section as thoroughly as possible.	
Employment:		
1. Name of family member employed _____		
Name of employer _____		
Address of employer _____		
Phone # , fax, email _____		
2. Name of family member employed _____		
Name of employer _____		
Address of employer _____		
Phone # , fax, email _____		
3. Name of family member employed _____		
Name of employer _____		
Address of employer _____		
Phone # , fax, email _____		
Other Income	TANF, SSI, SSB, Veterans, UIB, Tribal Per Capita	
1. Family member employed: _____		
Agency: _____		
Agency address: _____		
Agency phone #: _____, fax: _____, email: _____		

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2. Family member employed: _____

Agency: _____

Agency address: _____

Agency phone #: _____, fax: _____, email: _____

3. Family member employed: _____

Agency: _____

Agency address: _____

Agency phone #: _____, fax: _____, email: _____

Applications Accepted By:

FAX OR E-MAIL:

707-468-5615 or smoncivais@pacific.net

Subject Line:

Attention: Management Dept.

MAIL:

Northern Circle IHA
694 Pinoleville Drive
Ukiah, CA 95482

Applicant's Signature and Acknowledgment of Factual Data:

I attest that the information I have provided is true to the best of my knowledge and I understand that any misrepresentations of information or false statements could be grounds for denying assistance.

Applicant's Signature

Date



NORTHERN CIRCLE INDIAN HOUSING AUTHORITY

694 Pinoleville Drive

Ukiah, CA 95482

707-468-1336 Fax 707-468-5615

INCOME VERIFICATION RELEASE FORM

TENANT SIGNATURE REQUIRED HERE - ONLY

As a resident of Northern Circle Indian Housing Authority, I am authorizing the release of the information requested by NCIHA and understand that it will be used for the purpose of verifying my income.



Signature of Tenant Receiving Income

Date

TO: Employer / Other Income Source Provider

Attn.: _____

Tenant: _____
Soc. Sec. No. _____ - _____ - _____
For: _____

(case name if applicable)

NCIHA is required to verify the income of all members of families applying for admission as tenants to the federally aided housing units which we operate. We ask your cooperation in supplying information regarding the income of the person listed above. This information will be held in strict confidence and will be used only for determining the rent or house payment of the family.

Above is a signed authorization for your release of this information to us. Please provide the information requested on the **back of this form in either Section I or II or attach verification**. Your prompt return of the information, in the enclosed addressed envelope, is appreciated.

I can be contacted at 707-468-1336 if you have questions or need clarification.

Thank you.

Michelle Moncivais, Housing Department Services Assistant
Northern Circle Indian Housing Authority

Date

For Office Use Only

Applicant Name

Section I : EMPLOYER TO COMPLETE THIS SECTION
Please provide a rate in one of the 4 spaces provided below. If the person is no longer employed for your agency, indicate below.

CURRENT rate of pay: \$ _____ **hourly** / \$ _____ **weekly** / \$ _____ **monthly** / \$ _____ **other**

Is this position temporary or sporadic: _____yes / _____no

Expected duration of employment: _____

Average number of **hours** worked **per week**: _____

Average number of **months** worked **per year**: _____

FIRM: _____

BY: _____ TITLE: _____

PHONE: _____ FAX: _____ DATE: _____



Check if no longer employed : ()

Section II: OTHER INCOME PROVIDER TO COMPLETE THIS SECTION
Please provide benefit amount in one of the 3 sections listed. If the person is no longer receiving benefits, indicate below.

CURRENT rate of benefit: \$ _____ **weekly** / \$ _____ **monthly** / \$ _____ **other**

AGENCY: _____

BY: _____ TITLE: _____

PHONE: _____ FAX: _____ DATE: _____



Check if no longer receiving benefits: ()

COMMENTS: _____



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694 Pinoleville Drive

Ukiah, CA 95482

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Date

For Office Use Only

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FIRM: _____

BY: _____ TITLE: _____

PHONE: _____ FAX: _____ DATE: _____



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AGENCY: _____

BY: _____ TITLE: _____

PHONE: _____ FAX: _____ DATE: _____



Check if no longer receiving benefits: ()

COMMENTS: _____

TENANT CERTIFICATION

GIVING TRUE AND COMPLETE INFORMATION

I certify that all the information provided on household composition, income family assets and items for allowances and deductions is accurate and complete to the best of my knowledge. I have reviewed all applicable NCIHA forms and certify that the information shown is true and correct.

REPORTING CHANGES IN INCOME OR HOUSEHOLD COMPOSITION

In know I am required to report changes in income and any changes in the household size when a person moves in or out of the unit. I understand the rules regarding guests/visitors and when I must report anyone who is staying with me.

REPORTING ON PRIOR HOUSING ASSISTANCE

I certify that I have disclosed where I received any previous federal housing assistance and whether or not any money is owed. I certify that for this previous assistance I did not commit any fraud, knowingly misrepresent any information or vacate the unit in violation of the lease.

NO DUPLICATE RESIDENCE OR ASSISTANCE

I certify that the house or apartment will be my principal residence and will not obtain duplicate federal housing assistance while I am in this current program.

COOPERATION

I know I am required to cooperate in supplying all information needed to determine my eligibility, level of benefits or verify my true circumstances. Cooperation includes attending pre-scheduled meetings, completing and signing needed forms. I understand failure or refusal to do so may result in delays, termination of assistance or eviction.

CRIMINAL AND ADMINISITRATIVE ACTIONS FOR FALSE INFORMATION

I understand that knowingly supplying false, incomplete or inaccurate information is punishable under federal or state criminal law. I understand that knowingly supplying false, incomplete or inaccurate information is grounds for termination of housing assistance and/or termination of tenancy.

CERTIFICATION OF TENANTS

All Adult Members of Household Required to Sign Below

I understand and answered all questions on this recertification update. I certify that all answers are true to the best of my knowledge and that any misrepresentations of information or false statement could be grounds for termination of my Lease/MHOA.

- | | | |
|----|-------|------------|
| 1. | _____ | Date _____ |
| 2. | _____ | Date _____ |
| 3. | _____ | Date _____ |
| 4. | _____ | Date _____ |
| 5. | _____ | Date _____ |



Northern Circle Indian Housing Authority
694 Pinoleville Drive, Ukiah CA 95482
707-468-1336 800-521-3191

Sole Residency:

I hereby certify that I do not own an interest in a house, condominium, cooperative, or building which I could use as a residence (collectively "a Residence") and that I am currently in need of decent, safe and sanitary housing. If I acquire an ownership interest in a Residence while I am renting a house or apartment from Northern Circle Indian Housing Authority ("NCIHA"), I agree to notify NCIHA of the fact immediately. Further I understand that NCIHA may terminate my lease based on my ownership interest in a Residence. I agree to vacate the house or apartment I am renting from NCIHA immediately, if NCIHA terminates that lease, because I have acquired an interest in a Residence

Conflict of Interest:

Is the applicant, spouse, natural or adoptive child, parent, grandparent, grandchild, brother or sister of any member of the NCIHA Board of Commissioners or staff?

_____ yes _____no

If yes, whom are you related to and what is the relationship?

I have read and understand the above sections pertaining to NCIHA Sole Residency and Conflict of Interest Policies.

Signature of Applicant

Date



Northern Circle Indian Housing Authority
694 Pinoleville Drive, Ukiah CA 95482
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TRIBAL ENROLLMENT VERIFICATION

All Tribes participating in Northern Circle Indian Housing Authority housing programs have established preferences for enrolled members of each individual rancheria.

Membership is subject to verification with the appropriate tribal office.

I, _____ am an enrolled tribal member of the
_____ Rancheria/Reservation.

(check one)

My tribal roll # _____

My tribes does not issue roll numbers

My enrollment is pending

Signature of Applicant

Date

Note: If your tribe does not utilize tribal enrollment numbers, you may submit a "certificate of enrollment" or provide a copy of your tribal ID card.

**Authorization for the Release of Information/
Privacy Act Notice**
to the US 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

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

IHA requesting release of information: (Cross out space if none)
(Full Address, name of contact person, and date)

**Northern Circle Indian Housing Authority
694 Pinoleville Dr.
Ukiah, CA 95482**

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, if required by applicable Tribal or State privacy law or HA adopted policies. Currently, there are no State or Tribal privacy laws that apply to the HA. [However, the HA has adopted a Tenant Information Confidentiality Policy ("Policy") which is available for review at the HA administrative office.] HUD 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 from HUD information authorized by this form [or under the Policy from the HA].

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: On condition that HUD and the HA use the information exclusively to determine my eligibility and level of benefits and for no other purpose, 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.

Signatures:

_____	_____	_____	_____
Head of Household	Date	Other Family Member 18 and over	Date
_____		Social Security No: _____	
Social Security Number	of Head of Household		
_____	_____	_____	_____
Spouse	Date	Other Family Member 18 and over	Date
Social Security No: _____		Social Security No: _____	
_____	_____	_____	_____
Other Family Member 18 and over	Date	Other Family Member 18 and over	Date
Social Security No: _____		Social Security No: _____	

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 year and older, have and use. Giving the Social Security Numbers of all household members six year 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 Original is retained by the requesting organization.