## **CEDAR RIDGE APARTMENTS**

1601 Becontree Lane RESTON, VIRGINIA 20190 PHONE (703) 471 - 1929 • FAX (703) 471-1229 • TTY 711

Dear Applicant(s):

Cedar Ridge Apartments is a Fairfax County-owned apartment community subsidized by the Department of Housing and Urban Development and is a participant in the IRS Low-Income Housing Tax Credit Program. Rent is based upon 30% of your annual income. Applicants must qualify for the HUD and LIHTC rental assistance and qualifications must be verified on an annual basis.

You are welcome to complete this application package at the property's management office or you can complete the application package in advance and bring it or mail it to the management office. The application package can be submitted in an equally effective format, as a reasonable accommodation, if there is the presence of a disability.

If you have trouble understanding this document, please contact the management office.

- Contacte por favor la oficina de gestión si usted necesita ayuda a comprender este documento. (Spanish)
- Por favor contate o escritório de gerência se deve ajudar entendimento este documento. (Portugese)
- Si vous avez besoin d'aide à la compréhension de ce document, veuillez communiquer avec le Bureau de gestion. (French)
- Souple kontakte Biwo jesyon a si w bezwen èd pou konprann dokiman sa a. (Haitian Creole)
- Xin liên lạc với văn phòng điều hành nếu bạn cần giúp đỡ sự hiểu biết tài liệu này. (Vietnamese)
- Пожалуйста свяжитесь с офисом управления, если Вам нужна помощь в понимании этого документа. (Russian)
- Bitte kontaktieren Sie das Leitungsbüro, wenn Sie helfen müssen, dieses Dokument zu verstehen. (German)
- 이 문서를 이해하는데 도움이 필요한 경우관리 사무소에 문의 하시기 바랍니다。(Korean)
- 請聯絡管理辦公室,如果你需要幫助理解這份文件。(Chinese)
- もしこの文書を理解しているための助けを必要としていれば、経営オフィスと連絡を取ってください。(Japanese)

Please note the following before completing and returning this application.

- 1. Please review each document's instructions **BEFORE** you begin to complete any of the forms. Some of these forms must be copied so that they can be completed and executed for multiple household members.
- 2. Applicants are added to the waiting list **based on the date and time** <u>the complete</u> <u>application package</u> is received by the owner/agent.
- 3. **Multiple Applications:** Each adult applicant may submit only one application.



## 4. IMPORTANT...IMPORTANT...IMPORTANT

**Completing the Application Documents:** The application and all attachments should be filled out very carefully. The owner/agent will not review an application until all application documents are complete, signed as appropriate and submitted to the owner/agent.

If the household includes multiple members, the owner/agent will not review an application for any household member until all application documents for all members are complete, signed as appropriate and submitted to the owner/agent.

Failure to answer all questions on the application may result in disqualification. If information does not apply, please use N/A (Not Applicable) as your response.

DO NOT USE WHITE-OUT OR LIQUID PAPER anywhere on the application. If you need to correct a mistake, you should (a) cross one line neatly through the information, (b) write the revised information neatly next to it, and (c) initial near the change.

5. **Income Limits:** Income Limits: Income limits vary by household size. HUD requires that property managers incorporate the most recently published income limits when determining eligibility. Income limits are updated annually (usually around March). This property serves households whose income meets the **very-low and extremely-low** income limit.

FY 2023 Income Limit Category	Persons in Family								
	1	2	3	4	5	6	7	8	
Very Low (50%) Income Limits (\$)	52,750	60,300	67,850	75,350	81,400	87,450	93,450	99,500	
Extremely Low Income Limits (\$)*	31,650	36,200	40,700	45,200	48,850	52,450	56,050	59,700	

If you need further assistance or information, please call our business office Monday through Friday between the hours of 8:30a.m.and 5:00p.m.

Sincerely,

## The Cedar Ridge Apartments Team





FOR OFFICE USE ONLY: Received By:

Placed on waiting list by:

Time:

## **APPLICATION FOR RESIDENCY** PLEASE PRINT

Date

\_\_\_\_\_3BR: \_\_\_\_\_4BR: UNIT SIZE 2BR:

Any applicant who purposefully falsifies, misrepresents or withholds any information related to program eligibility or submits inaccurate and/or incomplete information on this application or during the interview may be rejected for housing. All questions must be answered; for those questions that do not apply the applicant is required to indicate so by answering "not applicable" or "N/A".

> I would like to receive a copy of the owner/agents resident selection criteria. If yes, which option do you prefer? 
> Paper Copy 
> Electronic Copy (provide email below)

<b>Full Name</b> Applicant/Head	Full Name Co-Applicant	
<b>Home Phone</b>	<b>Home Phone</b>	
Work Phone	Work Phone	
Cell Phone	Cell Phone	
E-Mail	E-Mail	

Please indicate emergency contact(s) on the attached "SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING" (HUD form 92006). Use additional sheets as necessary.

	List <u>all</u> individu	als, <u>including yourself</u> ,	who will o	ccupy the unit.		
Relation (i.e. Head, *Co-head, *Spouse, Child, Other adult, Foster adult/child, Live-in Aide**)	Last Name	First Name + Middle Initial	Sex (M/F) optional	Social Security Number <i>REQUIRED</i> ***	Birthdate (mm/dd/yy)	Student (Y/N)
HEAD						
	Head,*Co-head, *Spouse, Child, Other adult, Foster adult/child, Live-in Aide**) HEAD	Relation (i.e.         Head, *Co-head,         *Spouse, Child,         Other adult,         Foster adult/child,         Live-in Aide**)         Last Name	Relation (i.e. Head, *Co-head, *Spouse, Child, Other adult, Foster adult/child, Live-in Aide**)       First Name + Middle Initial         HEAD       Itast Name       First Name + Middle Initial         HEAD       Itast Name       Itast Name         Itast Name       Itast Name       Itast Name         HEAD       Itast Name       Itast Name         Itast Name       Itast Name       Itast Name	Relation (i.e.       Sex         Head, *Co-head,       *Spouse, Child,         Other adult,       First Name +         Foster adult/child,       Last Name         Live-in Aide**)       Last Name	Head, *Co-head, *Sponse, Child, Other adult, Foster adult/child, Live-in Aide**)Last NameFirst Name + Middle InitialSex (M/F)Social Security Number REQUIRED***HEADImage: Control of the second	Relation (i.e.       Head.*Co-head,       Social Security       Birthdate         "Spouse, Child, Other adult, Foster adult/child, Live-in Aide**)       Last Name       First Name + Middle Initial       Sex (M/F)       Social Security Number 

se but n You are not required to have a co-head or spouse.

\*Live in aides complete a different application and must be approved before move in. \*\*\*All household members must disclose Social Security Numbers (SSN) except household members who do not contend eligible immigration status. This does not apply to applicants who are age 62 or older as of 01/31/2010, and do not have a SSN, if they were receiving HUD rental assistance at another location on 01/31/2010, or those under the age of 6 added to the household within 6 months of occupancy.

The Department of Housing and Urban Development requires that, for statistical purposes only, we report the race and ethnicity of the Head of Household for applicants. You are not required to answer, nor does your answer affect your position on our waiting list or your eligibility for housing.

Race of Head of Household	□ White	□ Black	□ Asian/P	acific Islander	American Indian/Native American
Ethnicity of Head of Household	Hispanic	□ Nor	n-Hispanic		
Are you a Non-Citizen Student?	□ <b>}</b>	les	□ No		
Are you a United States Citizen?	□ <b>`</b>	les	□ No		
If no, are you a Non-Citizen with e	eligible alien s	status?	$\Box$ Yes	□ No	

Citizenship or Eligible Alien Status must be verified by an acceptable document recognized by the Federal government.

Yes	No	Additional Information
		Does your household have any needs that might be better served by an apartment which is accessible to persons with mobility, hearing or visual impairments?
		Do you or anyone else in your household qualify for housing because of a handicap or disability?
		Do you plan to house an animal in the unit? If yes, is this animal required to alleviate the symptom(s) of a disability for a household member? $\Box$ Yes $\Box$ No
		Will anyone else live in the unit on either a full-time or part-time basis?
		Do you have sole legal and physical custody of your children? If no explain:
		Are you now living or have you lived in a government-subsidized development? If yes, when:
		Name of Development:
		Address:            State:

Applicant Initial

## APPLICATION FOR RESIDENCY Page 2

		Has your housing assistance ever been term procedures, for drug-related criminal activit	y or for any oth	er reason? If yes	, explain:			tion		
			vou ever filed for Bankruptcy? If yes, date discharged							
		Have you ever been evicted?								
		If yes, explain	xplain							
		bed bugs, rodents, etc.)								
		Have you or any member of your household violation?			-					
			or any member of your household subject to a lifetime registration under the State sex offender registration program? or any member of your household have a pattern of alcohol abuse that would interfere with the health, safety or right to enjoyment of the premises by other tenants?							
		Do you or any member of your household u	or any member of your household use an illegal drug or other illegal controlled substance?							
		or other controlled substance? Are you enlisted in the U.S. Military or are			-	Surfourion of munut		ur ur ug		
		Are you a victim of a recent presidentially-of								
		Have you or any member of your household			the names give	n in this application	19			
		Have you or any member of your household			-	~ ~				
		Have you or any member of your household		2			**	tached		
		form.	Current Ho	2		5	,			
		Are you currently homeless?			kin to "Previ	ous Housing "				
Addres	SS	The you currently nonicless:			-	State	Zip			
		ndlord					r			
		Address								
		ave you resided at your current address?								
110 % K	511 <u>5</u> 11	ave you resided at your current address:	110111		_ 10					
		If less than 2 years pro	<u>Previous</u> vide additiona		on an addition	al sheet.				
Addres	ss		City			State	Zip			
		ndlord								
		Address								
		id you reside at this address?	From		То					
		a member of your household ever lived	•	-	• •	perty?	Yes	_No		
If "YE	2S," w	hich property?								
				MENT INFO						
Househo	old Me	ember:								
Are you	emplo	oyed?  ☐ Yes  ☐ No If yes, please provide	the name and ad	ldress of your pre	esent employer	below.				
Employ	er Nar	ne								
Address										
City, Sta										
Phone/F										
		ployment income do you expect to receive in			\$					
		more than one job? Yes No		yes", list on separ						
		byed? □ Yes □ No If yes, please provide				below.				
Employe	er Nar	ne								
Address										
City, Sta	ate, Zij	p								
Phone/F	ax/En	nail			_					
How mu	ich em	ployment income do you expect to receive in	n the next 12 mo	onths?	\$					
Do you	have r	nore than one job? Yes No	If "y	yes", list on separ	ate sheet.					
		Please include employment information fo	r any other hou	isehold member	s currently em	ployed on a separa	ate sheet.			
	A	pplicant Initial								

### **APPLICATION FOR RESIDENCY** Page 3

## HOUSEHOLD INCOME INFORMATION - (All information will be verified by a third party)

For each household member (including family members temporarily absent), list current and anticipated income for twelve-month period commencing on anticipated date of occupancy. Include all full-time, part-time and seasonal. If a household member has more than one source of income, use a separate line for each source.

				Monthly
	DO YOU RECEIVE OR EXPECT TO RECEIVE:	Yes	No	Amount
1.	Wages, salaries, (includes overtime, tips, bonuses, commissions, self-employment)?			\$
2.	Does any member work for someone who pays them in cash?			\$
3.	Regular pay for a member of the armed forces?			\$
4.	Welfare or disability benefits (Examples: MFIP, SSI, etc.)?			\$
5.	Worker's compensation?			\$
6.	Unemployment benefits, or severance pay?			\$
7.	Child support? (If court ordered, include even if it is not being received)			\$
8.	Alimony?			\$
9.	Social Security payments (include unearned income of minor children)?			\$
10.	Pensions (PERA, railroad, etc.)?			\$
11.	Retirement benefits?			\$
12.	Death benefits?			\$
13.	Annuities or life insurance dividends?			\$
14.	Lump sum payment(s) (i.e., inheritance, insurance settlements, lottery winnings, capital gains)?			\$
15.	Net income from rental property?			\$
16.	Regular cash contributions or gifts from individuals not living in the unit?			\$
17.	Any assistance in paying your utility bills other than through HHS (LEAP)?			\$
18.	Other (list)?			\$

HOUSEHOLD ASSETS - (All information will be verified)									
	DO YOU HAVE MONEY HELD IN:	Yes	No	Current Balance	·		Yes	No	Current Balance
1.	Checking Accounts			\$	9.	401K*			\$
2.	Savings Accounts			\$	10.	IRA/KEOGH Accounts			\$
3.	Stocks			\$	11.	Certificate of Deposits			\$
4.	Capital Investments			\$	12.	Pension/Retirement Funds			\$
5.	Bonds/Securities			\$	13.	Money Market Funds			\$
6.	Trusts*			\$	14.	Treasury Bills			\$
7.	Whole Life Insurance Policies			\$	15.	Safety Deposit Box			\$
8.	Insurance Settlements			\$	16.	Other			\$
* Inc	clude Trusts, 401K, etc., only if th	ne accour	nts are acc	essible to the h	ouseholo	l prior to termination of employment,	retirement,	or death.	
							Yes	No	Value
17.	Do you own Real Estate?								\$
	If Yes, list address(es), expense	s paid an	d income	received:					
18.	Do you hold a contract for deed	?							\$
19.	19. Do you have any burial plots, coin collections, antique cars, gems/jewelry, stamps or any other items held as an investment (wedding rings and other personal jewelry do not count)?								\$
20.	20. What assets are held jointly with another person? List person and asset(s).								\$
			-						
		]	List below	v all items fron	n above	that were checked "YES"			

# from Above	Name of company, financial institution or source	Mailing address of company, financial institution or source	Phone Number of company, financial institution or source						
	I/We hereby certify that I/we have have not sold or disposed of any assets for less than Fair Market Value during the two year (24 month) preceding the date of this application. Any assets sold or disposed of for less than Fair Market Value are identified below.								

Ap	plicant	Initial
1 <b>1</b> P	phount	mmuu

## APPLICATION FOR RESIDENCY Page 4

Household Member	Asset & Estimated Amount	Date sold/disposed	Amount Received		
	\$		\$		
	\$		\$		

## HOUSEHOLD ALLOWANCE INFORMATION - (All information will be verified)

All or part of your household's expenses may be allowable as a deduction from your annual income. Eligible expenses include child care costs, payments on outstanding medical bills, medical insurance premiums, costs of assistive devices, cost of attendant care and any other medical and dental costs NOT covered by an outside source; e.g., insurance, Medicare, state agency or charitable organization.

		Yes	No	Amount
1.	Child care, which enables you or another household member to work, go to school or to seek employment?			\$
2.	Attendant care for a handicapped or disabled household member, so that an adult household member can work, seek employment or go to school?			\$
3.	Medicare premiums?			\$
4.	Other medical insurance premiums?			\$
5.	Outstanding medical bills on which you are currently paying?			\$
6.	Cost of assistive devices for a handicapped or disabled household member?			\$
7.	Do you receive medical assistance through a public assistance agency/program?			\$
8.	Do you expect to have any additional medical expenses during the next twelve (12) months?			\$
	If yes, please explain:			

## **Important- Please Read Carefully**

<u>APPLICANT(S) STATEMENT</u>: I understand that any or all of the information given herein may be used by the Landlord and/or its Agent to determine my previous performance as a tenant, including my reputation for meeting my financial obligations, my respect for other people's property and any other conduct relevant to my tenancy. I hereby authorize any present or former landlord to give any information he/she may have regarding me in my capacity as a tenant. Further I hereby release such landlord and his representatives or agents from any and all liability for any damage or injury whatsoever for providing same.

The undersigned persons(s) represent that all of the above statements are true and complete and hereby authorize verification through consumer reports, rental history, employment, criminal reports, and any other means necessary to obtain information shall entitle owner to (1) reject application, (2) retain application as liquidated damages for the time and expense of processing this application and (3) terminate applicant's right of occupancy. Owner reserves the right to regularly and routinely furnish information to consumer reporting agencies about lease obligation performance, which may include both favorable and unfavorable information. Cost of said credit report (if any) is to be paid by the agency asking for this report.

The truth of the information contained herein is essential and if the Landlord and/or Agent determine that any answer or statement contained herein is false, misleading, or incomplete, any lease granted by virtue of this application may be canceled at the option of the Landlord and/or Agent. This application shall become part of any lease agreement executed between the Landlord and/or Agent and the applicant(s) and any false or misleading statement shall be considered a breach of said lease.

If my/our application is approved, and move-in occurs, I/we certify that only those persons listed in this application will occupy the unit, that it will be my/our only residence, and that there are no other persons for whom I/we have, or expect to have, responsibility to provide housing.

I/We agree to notify management in writing regarding any changes in household address, telephone numbers, income and household composition.

## All adult members of the household (anyone 18 years of age or older) must sign this application certifying the information pertaining to them is true and correct.

**Warning:** Under Section 1001 of Title 10 of the U.S. Code, it is a criminal offense to make willful false statements or misrepresentation of any material fact involving the use or obtaining of Federal funds.

Signature of Head of Household	Date	Signature of Other Adult	Date
Signature of Other Adult	Date	Signature of Other Adult	Date
Signature of Other Adult	Date	Signature of Other Adult	Date

PENALTIES FOR MISUSING THIS CONSENT:

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD 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 verification form is restricted to the purposes cited above. Any person who knowingly or willingly 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 or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at \*\*208 (a) (6), (7) and (8). \*\*



This property does not discriminate on the basis of disabled status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988). Attn: 504 Coordinator, 5101 River RD Suite 101, Bethesda, MD 20816, (P) 301-941-8040, (F) 301-941-8182, (TTY) 711



\_Applicant Initial

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

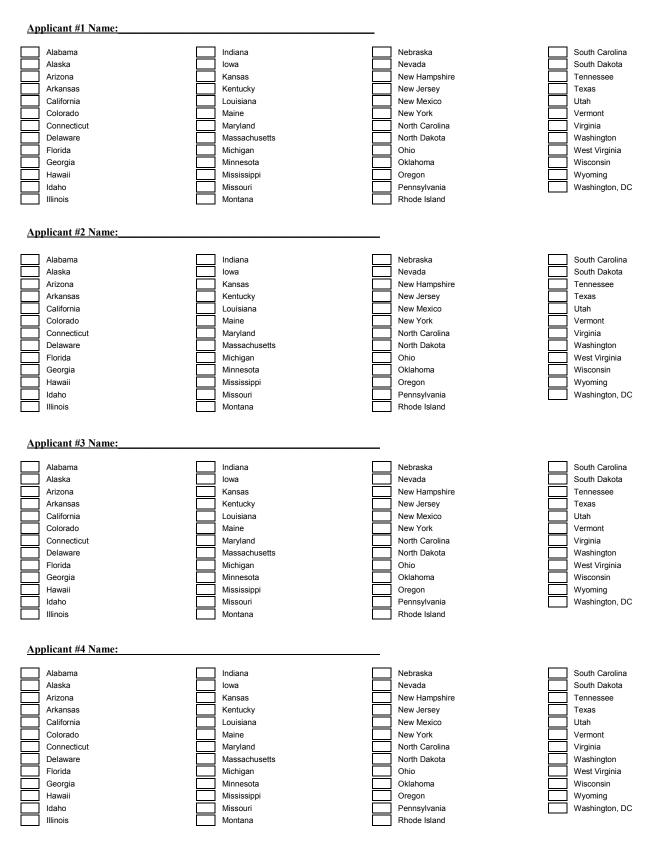
**Instructions: Optional Contact Person or Organization**: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information 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: C	Cell Phone No:	
Name of Additional Contact Person or Organization:		
Address:		
Telephone No:	Cell Phone No:	
E-Mail Address (if applicable):		
Relationship to Applicant:		
<b>Reason for Contact:</b> (Check all that apply)		
Emergency	Assist with Recertification P	rocess
Unable to contact you	Change in lease terms	
Termination of rental assistance	Change in house rules	
Eviction from unit Late payment of rent	Other:	
<b>Commitment of Housing Authority or Owner:</b> If you are appro- arise during your tenancy or if you require any services or special issues or in providing any services or special care to you.		
<b>Confidentiality Statement:</b> The information provided on this for applicant or applicable law.	m is confidential and will not be discl	osed to anyone except as permitted by the
<b>Legal Notification:</b> 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 housin requirements of 24 CFR section 5.105, including the prohibitions programs on the basis of race, color, religion, national origin, sex age discrimination under the Age Discrimination Act of 1975.	d the option of providing information g provider agrees to comply with the 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 and maintained as confidential information. Providing 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 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.

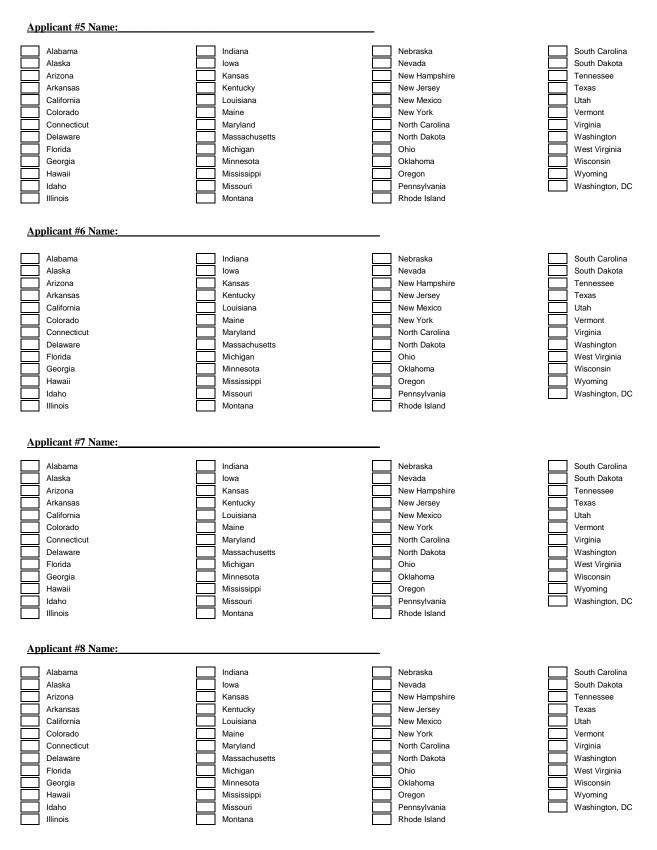
Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

To determine if an applicant or any member of an applicant's household is subject to a lifetime registration under any state sex offender registration program, **please check all states in which any household member has resided.** 





To determine if an applicant or any member of an applicant's household is subject to a lifetime registration under any state sex offender registration program, **please check all states in which any household member has resided.** 







## APPLYING FOR HUD HOUSING ASSISTANCE?

## THINK ABOUT THIS... IS FRAUD WORTH IT?

## Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- Evicted from your apartment or house.
- Required to repay all overpaid rental assistance you received.
- Fined up to \$10,000.
- Imprisoned for up to five years.
- **Prohibited** from receiving future assistance.
- Subject to State and local government penalties.

## Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms <u>will</u> be checked. The local housing agency, HUD, or the Office of Inspector General <u>will</u> check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

## So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You <u>must</u> include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees: HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

## Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

## Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

## **Report Fraud**

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to Hotline@hudoig.gov. You can write the Hotline at:



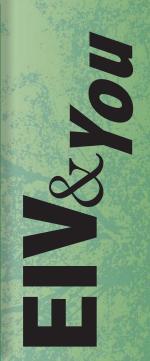
HUD OIG Hotline, GFI 451 7<sup>th</sup> Street, SW Washington, DC 20410

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# **RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT**



## ENTERPRISE INCOME VERIFICATION



**Rental Assistance through the Department of** if You are Applying for or are Receiving Housing and Urban Development (HUD) What YOU Should Know

## What is EIV?

EIV is a web-based computer system containing sure "the right benefits go to the right employment and income information on individuals participating in HUD's information assists HUD in making rental assistance programs. This persons"



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

The Social Security Administration:

- Social Security (SS) benefits
- Supplemental Security Income (SSI) benefits
  - Dual Entitlement SS benefits

# The Department of Health and Human Services

# (HSS) National Directory of New Hires (NDNH):

- Unemployment compensation Wages
  - New Hire (W-4)

## What is the information in EIV used for?

and costly to the owner or manager than contacting income information and employment history. This system is more accurate and less time consuming manager of the property where you live with your or income when you recertify for continued rental assistance. Getting the information from the EIV information is used to meet HUD's requirement to independently verify your employment and/ The EIV system provides the owner and/or your income source directly for verification. Property owners and managers are able to use the EIV system to determine if you:

correctly reported your income

They will also be able to determine if you:

- Used a false social security number
- Failed to report or under reported the income of a spouse or other household member
  - Receive rental assistance at another property

## information about me from EIV? Is my consent required to get

Release of Information, you are giving your consent HUD-9887-A, Applicant's/Tenant's Consent to the Yes. When you sign form HUD-9887, Notice and Consent for the Release of Information, and form to sign the consent forms may result in the denial eligibility for HUD rental assistance. Your failure of assistance or termination of assisted housing employment and/or income and determine your to obtain information about you to verify your for HUD and the property owner or manager oenefits.

## Who has access to the EIV information?

Only you and those parties listed on the consent form HUD-9887 that you must sign have access to the nformation in EIV pertaining to you.

# What are my responsibilities?

As a tenant in a HUD assisted property, you must certify that information provided on an application

honest. This is also described manager is required to give to recertify your assistance (form HUD-50059) is accurate and the form used to certify and for housing assistance and that your property owner or Responsibilities brochure in the Tenants Rights & vou every year.



# Penalties for providing false information

prohibition from receiving any future rental assistance repayment of overpaid assistance received, fines Providing false information is fraud. Penalties for those who commit fraud could include eviction, up to \$10,000, imprisonment for up to 5 years, and/or state and local government penalties.

## Protect yourself, follow HUD reporting requirements

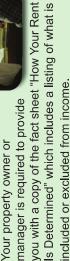
member of your household receives. Some sources When completing applications and recertifications, you must include all sources of income you or any include:

- Income from wages
- Unemployment benefits Welfare payments
- Social Security (SS) or Supplemental Security Income (SSI) benefits
  - Veteran benefits
- Pensions, retirement, etc.
  - Income from assets
- Monies received on behalf of a child such as: - Child support
  - AFDC payments
- Social security for children, etc.
- received should be counted as income, ask your If you have any questions on whether money property owner or manager.

When changes occur in your household income or family composition,

determine if this will affect your property owner or manager to immediately contact your rental assistance.

manager is required to provide Your property owner or



## What if I disagree with the EIV information?

income information in EIV, you must tell your property receives the information from the income source, you owner or manager. Your property owner or manager disagree with. Once the property owner or manager verification of the employment and/or income you If you do not agree with the employment and/or will contact the income source directly to obtain will be notified in writing of the results.

## What if I did not report income previously and it is now being reported in EIV?

If the EIV report discloses income from a prior period determined that you deliberately tried to conceal your this income is accurate, you will be required to repay (5) years and you may be subject to penalties if it is incorrect. The property owner or manager will then reporting source of income. If the source confirms or 2) you can dispute the report if you believe it is any overpaid rental assistance as far back as five hat you did not report, you have two options: 1) conduct a written third party verification with the you can agree with the EIV report if it is correct, income

## What if the information in EIV is not about me?

them toll-free at 1-800-772-1213. Further information EIV has the capability to uncover cases of potential notify the Social Security Administration by calling on identity theft is available on the Social Security identity theft; someone could be using your social security number. If this is discovered, you must Administration website at: http://www.ssa.gov/ pubs/10064.html.

## or rental assistance is not being Who do I contact if my income calculated correctly?

First, contact your property owner or manager for an explanation. If you need further assistance, you may contact the contract administrator for the property you live in;

please call the Multifamily the contract administrator, office nearest you, which to your satisfaction, you Housing Clearinghouse and if it is not resolved may contact HUD. For help locating the HUD contact information for can also provide you at: 1-800-685-8470.



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

the appropriate contract administrator or your local with additional information on EIV and the income Your property owner or manager can provide you verification process. They can also refer you to HUD office for additional information.

process on HUD's Multifamily EIV homepage at: If you have access to a computer, you can read www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome. more about EIV and the income verification cfm.



JULY 2009