

***** ATTENTION APPLICANTS *****

1. Applications submitted to Wise Co. Redevelopment & Housing Authority must have the following items.

- ❖ Picture ID (18 years or older ONLY)
- ❖ Birth Certificate
- ❖ Social Security Card
- ❖ DD 214 (Veterans Only)
- ❖ Income Verification (if applicable), i.e. pay stubs, social security, child support, etc.
- ❖ Tax Return (if applicable, previous year)

Applicants have 30 days from date of submitted application to provide all the above documentation.

2. You **MUST** have money for **ALL** your deposits (Power, Water, Security) when your name reaches the top of the waiting list. **You will need anywhere from \$300 - \$400 for deposits**, depending on which apartment complex you will be housed **PLUS** 1ST month's rent (30% of monthly income).
3. All persons 18 years or older must **NOT** owe a balance to the utility companies that service the town where you will be housed. Please call these companies to ensure that you do not owe a past due balance. If you are currently on service you may be able to transfer properties without a fee.

YOU WILL NOT BE HOUSED IF YOU OWE A PAST DUE BALANCE & WILL LOSE YOUR PLACE ON THE WAITING LIST.

- **Electric Companies**
 - ❖ Old Dominion Power (ODP) - 1-800-981-0600
 - ❖ Appalachian Electric Power (AEP) – 1-800-672-2231 – Pound only.
- **Water Companies**
 - ❖ Appalachia Water – (276) 565-3900
 - ❖ Big Stone Gap Water – (276) 523-0115
 - ❖ Coeburn Water – (276) 395-3323
 - ❖ Pound Water – (276) 796-5188
 - ❖ St. Paul Water – (276) 762-5297
 - ❖ Wise Water – (276) 328-6119

***If you are in need of financial assistance with past due bills or deposits for utilities only please call the Family Crisis Center for an application. (276) 679-7240**



WISE COUNTY REDEVELOPMENT AND HOUSING AUTHORITY

107 Litchfield Street, NW • P.O. Box 630 • COEBURN, VIRGINIA 24230
Telephone: (276) 395-6104 • FAX (276) 395-5874 • email: msalyer@wcrha.org

Housing Applicant Notice

****You must always provide current contact numbers and current mailing address****

You will **NOT QUALIFY** for our programs if you:

- Have a poor record with **WCRHA** or **HUD**
- Owe **WCRHA** any money
- Have a **Drug** related criminal record
- Have a **Violent Criminal** record
- Are a **Registered Sex Offender**

You will **NOT QUALIFY** for Public Housing if you:

- Owe an **Electric Bill**
- Owe a **Water Bill**

***If you are offered an apartment, you must have ALL your 1st month rent, electricity, water and security deposit before you will be leased.**

If you have any questions please feel free to call our Coeburn office at (276)395-6104

Office Hours: Monday thru Friday 8:00 a.m. - 4:30 p.m.



EQUAL HOUSING OPPORTUNITY

Section 8 Housing Choice Vouchers Fact Sheet

What are housing choice vouchers?

The housing choice voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments.

The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects.

Housing choice vouchers are administered locally by public housing agencies (PHAs). The PHAs receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the voucher program.

A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. This unit may include the family's present residence. Rental units must meet minimum standards of health and safety, as determined by the PHA.

A housing subsidy is paid to the landlord directly by the PHA on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program. Under certain circumstances, if authorized by the PHA, a family may use its voucher to purchase a modest home.

Am I eligible?

Eligibility for a housing voucher is determined by the PHA based on the total annual gross income and family size and is limited to US citizens and specified categories of non-citizens who have eligible immigration status. In general, the family's income may not exceed 50% of the median income for the county or metropolitan area in which the family chooses to live. By law, a PHA must provide 75 percent of its voucher to applicants whose incomes do not exceed 30 percent of the area median income. Median income levels are published by HUD and vary by location. The PHA serving your community can provide you with the income limits for your area and family size.

During the application process, the PHA will collect information on family income, assets, and family composition. The PHA will verify this information with other local agencies, your employer and bank, and will use the information to determine program eligibility and the amount of the housing assistance payment.

If the PHA determines that your family is eligible, the PHA will put your name on a waiting list, unless it is able to assist you immediately. Once your name is reached on the waiting list, the PHA will contact you and issue to you a housing voucher.

How do I apply?

If you are interested in applying for a voucher, contact the local PHA. For further assistance, please contact the HUD Office nearest to you.

Local preferences and waiting list - what are they and how do they affect me?

Since the demand for housing assistance often exceeds the limited resources available to HUD and the local housing agencies, long waiting periods are common. In fact, a PHA may close its waiting list when it has more families on the list than can be assisted in the near future.

PHAs may establish local preferences for selecting applicants from its waiting list. For example, PHAs may give a preference to a family who is (1) homeless or living in substandard housing, (2) paying more than 50% of its income for rent, or (3) involuntarily displaced. Families who qualify for any such local preferences move ahead of other families on the list who do not qualify for any preference. Each PHA has the discretion to establish local preferences to reflect the housing needs and priorities of its particular community.

Housing vouchers - how do they function?

The housing choice voucher program places the choice of housing in the hands of the individual family. A very low-income family is selected by the PHA to participate is encouraged to consider several housing choices to secure the best housing for the family needs. A housing voucher holder is advised of the unit size for which it is eligible based on family size and composition.

The housing unit selected by the family must meet an acceptable level of health and safety before the PHA can approve the unit. When the voucher holder finds a unit that it wishes to occupy and reaches an agreement with the landlord over the lease terms, the PHA must inspect the dwelling and determine that the rent requested is reasonable.

The PHA determines a payment standard that is the amount generally needed to rent a moderately-priced dwelling unit in the local housing market and that is used to calculate the amount of housing assistance a family will receive. However the payment standard does not limit and does not affect the amount of rent a landlord may charge or the family may pay. A family which receives a housing voucher can select a unit with a rent that is below or above the payment standard. The housing voucher family must pay 30% of its monthly adjusted gross income for rent and utilities, and if the unit rent is greater than the payment

standard the family is required to pay the additional amount. By law, whenever a family moves to a new unit where the rent exceeds the payment standard, the family may not pay more than 40 percent of its adjusted monthly income for rent.

The rent subsidy

The PHA calculates the maximum amount of housing assistance allowable. The maximum housing assistance is generally the lesser of the payment standard minus 30% of the family's monthly adjusted income or the gross rent for the unit minus 30% of monthly adjusted income

Can I move and continue to receive housing choice voucher assistance?

A family's housing needs change over time with changes in family size, job locations, and for other reasons. The housing choice voucher program is designed to allow families to move without the loss of housing assistance. Moves are permissible as long as the family notifies the PHA ahead of time, terminates its existing lease within the lease provisions, and finds acceptable alternate housing.

Under the voucher program, new voucher-holders may choose a unit anywhere in the United States if the family lived in the jurisdiction of the PHA issuing the voucher when the family applied for assistance. Those new voucher-holders not living in the jurisdiction of the PHA at the time the family applied for housing assistance must initially lease a unit within that jurisdiction for the first twelve months of assistance. A family that wishes to move to another PHA's jurisdiction must consult with the PHA that currently administers its housing assistance to verify the procedures for moving.

Roles - the tenant, the landlord, the housing agency and HUD

Once a PHA approves an eligible family's housing unit, the family and the landlord sign a lease and, at the same time, the landlord and the PHA sign a housing assistance payments contract that runs for the same term as the lease. This means that everyone -- tenant, landlord and PHA -- has obligations and responsibilities under the voucher program.

Tenant's Obligations: When a family selects a housing unit, and the PHA approves the unit and lease, the family signs a lease with the landlord for at least one year. The tenant may be required to pay a security deposit to the landlord. After the first year the landlord may initiate a new lease or allow the family to remain in the unit on a month-to-month lease.

When the family is settled in a new home, the family is expected to comply with the lease and the program requirements, pay its share of rent on time, maintain the unit in good condition and notify the PHA of any changes in income or family composition.

Landlord's Obligations: The role of the landlord in the voucher program is to provide decent, safe, and sanitary housing to a tenant at a reasonable rent. The dwelling unit must pass the program's housing quality standards and be maintained up to those standards as long as the owner receives housing assistance payments. In addition, the landlord is expected to provide the services agreed to as part of the lease signed with the tenant and the contract signed with the PHA.

Housing Authority's Obligations: The PHA administers the voucher program locally. The PHA provides a family with the housing assistance that enables the family to seek out suitable housing and the PHA enters into a contract with the landlord to provide housing assistance payments on behalf of the family. If the landlord fails to meet the owner's obligations under the lease, the PHA has the right to terminate assistance payments. The PHA must reexamine the family's income and composition at least annually and must inspect each unit at least annually to ensure that it meets minimum housing quality standards.

HUD's Role: To cover the cost of the program, HUD provides funds to allow PHAs to make housing assistance payments on behalf of the families. HUD also pays the PHA a fee for the costs of administering the program. When additional funds become available to assist new families, HUD invites PHAs to submit applications for funds for additional housing vouchers. Applications are then reviewed and funds awarded to the selected PHAs on a competitive basis. HUD monitors PHA administration of the program to ensure program rules are properly followed.

Additional Information and other subsidy programs

For additional information about the voucher program, contact either the local PHA serving your community or the Office of Public Housing within your local HUD office. There may be a long wait for assistance under the housing voucher program. If the PHA also administers the public housing program, applicants for the housing choice voucher program may also ask to be placed on the waiting list for the public housing program. HUD also administers other subsidized programs and you may obtain a list of programs in your area from the Office of Housing at your local HUD office.

What regulations cover this program?

Regulations are found in 24 CFR Part 982.

Things you Should Know

Don't risk your chances for Federally assisted housing by providing false, incomplete, or inaccurate information on your application forms.

Purpose This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.

Penalties for Committing Fraud The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may 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 5 years; and/or
- prohibited from receiving future assistance

Your State and local governments may have other laws and penalties as well

Asking Questions When you meet with the person who is to fill out your application, you should know what is expected of you. If you do not understand something, ask for clarification. That person can answer your question or find out what the answer is.

Completing The Application When you give your answers to application questions, you **MUST** include the following information:

Income

- All sources of money you and any member of your family receives (wages, welfare payments, alimony, social security, pension, ect.)
- Any money you receive on behalf of your children (child support, social security for children ect.)
- Income from assets (interest from a savings account, credit union, or certificate of deposit, dividends from stocks, ect.)
- Earnings from second job or part time job,
- Any anticipated income (such as a bonus or pay raise you expect to receive)

Assets

- All bank accounts, savings bond, certificates of deposit, stocks, real estate ect. That are owned by you and any adult member of your family/household who will be living with you.
- Any business or asset you sold in the last 2 years for less than its full value, such as your home to your children.

Family/Household Members

- The names of all of the people (adults and children) who will actually be living with you, whether or not they are related to you

Signing The Application

- Do not sign any form unless you have read it, understand it and are sure everything is complete and accurate.
 - When you sign application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.
 - Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal, State or private agencies to verify that it is correct
-

Recertification

You MUST provide updated information at least once a year. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask when you must recertify. You MUST report on recertification forms:

- All income changes, such as pay increases or benefits, changes of job, loss of job., loss of benefits, ect, for all adult family/household members.
 - Any Family/household member who has moved in or out.
 - All assets that you or your family/household members own and any asset that was sold in the last 2 years for less than its full value.
-

Beware Of Fraud

You should be aware of the following fraud schemes.

- Do not pay any money to file an application
- Do not pay any money to move up the wait list
- Do not pay for anything not covered by your lease
- Get a receipt for any money you pay
- Get a written explanation if you are required to pay any money other than rent (such as maintenance charges)

If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make a false statements, report them to the manager of your project or PHA. If you cannot report to the manager,

- Call the local HUD office or the HUD Hotline,
- Call the Office of the Inspector General (OIG), 1-800-347-3735 .
- write to the HUD HOTLINE, Room 8254, 451 Seventh Street, S.W. Washington, DC 20410



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 will be checked. The local housing agency, HUD, or the Office of Inspector General will 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 Carefull!

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 must 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 7th Street, SW
Washington, DC 20410



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ELIGIBILITY REQUIREMENTS

Applications for the Section 8 Rental Assistance program must be of the following income limits:

- 1 Family Member = \$18,700
- 2 Family Members = \$21,350
- 3 Family Members = \$24,000
- 4 Family Members = \$26,650
- 5 Family Members = \$28,800
- 6 Family Members = \$30,950
- 7 Family Members = \$33,050
- 8 Family Members = \$35,200

MONEY OWED TO WCRHA, VHDA, OR ANY OTHER PUBLIC HOUSING AUTHORITY

Those individuals who owe money to the WCRHA, VHDA, or any other PHA's **WILL NOT** receive assistance until the balance owed has been **PAID IN FULL**. Examples of such balance would be delinquent rents, bills for damages, vacancy payments, damage payments, etc. Those individuals may apply for assistance by the time their name reaches the top of the waiting list.

PROCEDURES FOR RECEIVING ASSISTANCE

All new applications will be paced on a waiting list where their name will remain until it reaches the top of that list. Names will only be taken from the waiting list and issues vouchers for rental assistance when funds are available to do so. ***It will not in any way affect a person's status on the waiting list if they already have located a unit that they wish to rent.*** They must wait until their name reaches the top of the waiting list before assistance can begin.



DEPOSITS NECESSARY FOR WCRHA PUBLIC HOUSING UNITS

INMAN VILLAGE APTS – (APPALACHIA)

- * Security Deposit - At least \$50.00, but no more than monthly rent amount plus Utilities
- * Old Dominion Power - \$160.00
- * Town Water Deposit - \$100.00
- * 1st Month's Rent - 30% of gross income

APPALACHIAN TOWERS – (APPALACHIA)

- * Security Deposit - \$100.00
- * 1st Month's Rent - 30% of gross income

RIDGEVIEW – (APPALACHIA)

- * Security Deposit - \$100.00
- * Old Dominion Power - \$160.00
- * Town Water Deposit - \$100.00
- * 1st Month's Rent - 30% of gross income

SHEFFIELD ACRES APTS – (COEBURN)

- * Security Deposit - \$100.00
- * Old Dominion Power - \$160.00
- * Town Water Deposit - \$125.00
- * 1st Month's Rent - 30% of gross income

LITCHFIELD MANOR – (COEBURN)

- * Security Deposit - \$100.00
- * Old Dominion Power - \$160.00
- * Town Water Deposit - \$100.00
- * 1st Month's Rent - 30% of gross income

JOHN VANDIVER MANOR – (COEBURN)

- * Security Deposit - \$425.00
- * Old Dominion Power - \$160.00
- * Town Water Deposit - \$100.00
- * 1st Month's Rent - Prorated

CLINCHVIEW APTS – (ST. PAUL)

- * Security Deposit - \$100.00
- * Old Dominion Power - \$160.00
- * Town Water Deposit - \$100.00
- * 1st Month's Rent - 30% of gross income

STONEBRIAR – (ST. PAUL)

- * Security Deposit - \$100.00
- * 1st Month's Rent - Prorated

MONTE VISTA – (BIG STONE GAP)

- * Security Deposit - \$100.00
- * Old Dominion Power - \$160.00
- * Town Water Deposit - \$120.00
- * 1st Month's Rent - 30% of gross income

OLD MILL VILLAGE – (POUND)

- * Security Deposit - \$100.00
- * Appalachian Power - Based on previous tenant usage
- * Town Water Deposit - \$120.00
- * 1st Month's Rent - 30% of gross income

COMMONWEALTH APTS – (WISE)

- * Security Deposit - \$100.00
- * Old Dominion Power - \$160.00
- * Town Water Deposit - \$120.00
- * 1st Month's Rent - 30% of gross income



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MEMORANDUM

APPLICATION FOR HOUSING ASSISTANCE

Thank you for your application and supporting documents placed with the Wise County Redevelopment and Housing Authority. We will place your name on the Waiting List and will contact you as soon as we can offer assistance. Your application will go on the list according to the date and time the application is received in the office

Please be advised all applicants for housing are screened thoroughly.

Be sure to notify the office immediately if you experience **ANY** of the following changes.

1. Your address or telephone number changes.
2. You experience a change in family household members, or a change in income.
3. You decide you no longer need assistance and want your name removed from the waiting list.

If you fail to notify our office of any of the above changes, you risk having your application cancelled and your name removed from the waiting list. In the event that this happens, you will have to re-apply and go through the entire waiting list procedure again. **If you are approved for one of our programs and want to remain on the waiting list for another program, you are responsible for letting the Wise County Central Office know of any change of address.**

Thank you,
Wise County Redevelopment and Housing Authority



EQUAL HOUSING OPPORTUNITY

DUE TO PRIVACY ISSUES WE WILL
NO LONGER BE ABLE
TO GIVE OUT PLACEMENT ON THE
WAITING LISTS OVER THE PHONE.

EFFECTIVE OCTOBER 15, 2013

YOU MAY COME TO THE COEBURN OFFICE, WITH
PHOTO ID, DURING NORMAL BUSINESS HOURS TO
CHECK YOUR STATUS.



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Date: _____

Check all that you would like to apply for:

- | | | |
|---|---|---|
| <input type="checkbox"/> Appalachian Towers (1 BR)-Appalachia | <input type="checkbox"/> John Vandiver Manor *- Coeburn | <input type="checkbox"/> Ridgeview - Appalachia |
| <input type="checkbox"/> Clinchview - St Paul | <input type="checkbox"/> Litchfield Manor - Coeburn | <input type="checkbox"/> Sheffield - Coeburn |
| <input type="checkbox"/> Commonwealth - Wise | <input type="checkbox"/> Monte Vista - Big Stone Gap | <input type="checkbox"/> Stonebriar* - St. Paul |
| <input type="checkbox"/> Inman Village - Appalachia | <input type="checkbox"/> Old Mill Village - Pound | <input type="checkbox"/> Section 8 - Voucher |

Preferred Number of Bedrooms Requested _____ *(Age 55 and over)

Applicant _____ Maiden Name: _____

Other Names _____

Mailing Address _____ City, State, Zip Code _____

Physical Address _____ City, State, Zip Code _____

Home Phone# _____ Work Phone# _____

Cell Phone# _____ Message# _____

Email _____

HOUSEHOLD COMPOSITION AND CHARACTERISTICS

List the Head of Household and all members who will be living in the unit. Give the relationship of each family member to the head of household.

	MEMBER'S NAME			Relation To Head	Date of Birth	Place of Birth City/State	Male or Female	Race*	Social Security No.#
	First	M.I.	Last						
1				Head					
2									
3									
4									
5									
6									

*(W)-White, (B)-Black/African American, (AI/AN)-American Indian/Alaskan Native, (A)-Asian, (NH)-Native Hawaiian (Other) - _____

* Racial and ethnic information is for statistical purposes only.

Ethnicity of Head of Household: (Check one) _____ Hispanic or Latin _____ Not-Hispanic or Latino

Student Status: (Check one) _____ Non-Student _____ Part Time _____ Full Time

A. Anticipated Changes to Household

(i.e. anticipated births or individuals leaving or joining the home within the next 12 months)



EQUAL HOUSING OPPORTUNITY

WCRHA Personnel _____

B. Income and Asset Information

Does any member of your household:

- 1. Receive income from assets including interest
a. Checking or Savings accounts YES _____ NO _____
b. Interest & dividends from certificates of deposit YES _____ NO _____
c. Stocks or Bonds YES _____ NO _____
d. Income from rental property YES _____ NO _____
- 2. Own real estate for which you receive no income? YES _____ NO _____
- 3. Have any other checking or saving accounts in your name YES _____ NO _____
- 4. Do you or anyone in your household work? YES _____ NO _____
- 5. Do you or anyone in your household receive income?
(i.e. Employment, Social Security, Child Support, TANF, Unemployment) YES _____ NO _____

INCOME

Name of Family Member Receiving Income	Source or Type of Income	Total Amount Per Month

C. Expenses

- 1. Do you pay for child care of a child aged 12 or younger? YES _____ NO _____
- 2. If yes, what is the weekly cost to you for child care? \$ _____

D. Application Preference

Some waiting lists give selection preference to households that meet the following condition.

- 1. Check any conditions that apply to the head of household, spouse, or co-head:
 - a. Are you elderly, handicapped or disabled? YES _____ NO _____
 - b. Do you reside in Wise County YES _____ NO _____
 - i. If YES, do you reside in town limits of Big Stone Gap? YES _____ NO _____
 - ii. If YES, do you reside in city limits of Norton? YES _____ NO _____
 - iii. If NO, what county do you live in? _____
 - c. Are you a Veteran? YES _____ NO _____
 - d. Are you Homeless by no fault of your own? YES _____ NO _____

E. Accessibility/Reasonable Accommodation

- 1. We have units that are accessible for residents who have impaired mobility, vision, or hearing. As a result of a household member's disability, are you requesting any reasonable accommodations be made (such as a wheelchair-accessible unit, etc.)? YES _____ NO _____
-

F. Utility History

1. What utility companies have you done business with?
a. Water _____ Electric _____
2. Is/Was the account in your name? YES _____ NO _____
3. Do you owe a balance? YES _____ NO _____

G. Housing History

1. Have you ever received HUD or lived in Low Income Apartments ANYWHERE in the U.S. in the past?
a. YES _____ NO _____ If yes, when & where? _____
2. Are you **NOW** living in a federally subsidized housing unit YES _____ NO _____
3. Have you even been evicted or required to move? YES _____ NO _____
a. If yes, when and for what reason? _____
4. Are you currently paying rent? YES _____ NO _____
5. **LIST WHERE YOU LIVED (PHYSICAL ADDRESS ONLY) FOR THE LAST 3 YEARS EVEN IF YOU DID NOT RENT!!!**
 - a. Address: _____ Date: _____ to PRESENT
 - i. Landlord / Owner: _____ Phone: _____
 - b. Address: _____ Date: _____ to _____
 - i. Landlord / Owner: _____ Phone: _____
 - c. Address: _____ Date: _____ to _____
 - i. Landlord / Owner: _____ Phone: _____

H. Emergency Contact:

- a. Name: _____ Phone Number: _____

I. Criminal History:

1. Have you or any other family member been charged/convicted of any offense anywhere in the United States other than a minor traffic violation? YES _____ NO _____
2. Have you or anyone in your household ever been convicted for:
 - a. Drug-related criminal activity YES _____ NO _____
 - b. Violent criminal activity YES _____ NO _____
 - c. Sex-Offender YES _____ NO _____
3. If yes to any, which family member, what year and the offense?

J. Priority Data

***OFFICIAL DOCUMENTATION MUST ACCOMPANY THIS INFORMATION**

1. Have you been displaced by Urban Renewal, any low rent projects or any other public action?
YES _____ NO _____

Address when displaced _____ Notified by _____ Date _____ Date moved _____



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K. How did you hear about Wise County Redevelopment and Housing Authority?

- a. Website _____
- b. RAM _____
- c. Health Event _____
- d. Newspaper _____
- e. Social Services _____
- f. Friend / Family Member _____
- g. Social Media (Facebook) _____
- h. Other: _____

When applying, you must read the following document from the U.S. Department of Housing and Urban Development:

Is Fraud Worth It? It informs you that you are committing fraud if you knowingly provide false or misleading information to obtain assisted housing. There are penalties that apply if you knowingly omit information or give false information.

_____ ***Yes, I have read and understand this document.**

AS PROVIDED BY THE VIRGINIA PRIVACY PROTECTION ACT OF 1976, I UNDERSTAND THAT THE INFORMATION GIVEN ON THIS APPLICATION WILL BE HELD IN CONFIDENCE AND WILL BE USED FOR THE SOLE PURPOSE OF DETERMINING MY ELIGIBILITY FOR SECTION 8 AND PUBLIC HOUSING. I FURTHER UNDERSTAND THAT THIS IS NOT A CONTRACT AND DOES NOT BIND EITHER PARTY. THE ABOVE INFORMATION IS FULL, TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE, AND I UNDERSTAND THAT MY APPROVAL FOR HOUSING WILL BE CONTINGENT UPON THE HOUSING AUTHORITY BEING ABLE TO FORMALLY VERIFY THIS INFORMATION. I HAVE NO OBLIGATIONS TO INQUIRIES BEING MADE FOR THE PURPOSE OF VERIFYING THE STATEMENTS MADE HEREIN.
Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the U.S. as to any matter within its jurisdiction.

APPLICANT'S SIGNATURE _____ DATE _____

CO-APPLICANT'S SIGNATURE _____ DATE _____



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)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

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.

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. 07/31/2017

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

Wise County
Redevelopment and Housing Authority

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

Authority: Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

Purpose: In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

Uses of Information to be Obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. **Private owners may not request or receive information authorized by this form.**

Who Must Sign the Consent Form: Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

- PHA-owned rental public housing
- Turnkey III Homeownership Opportunities
- Mutual Help Homeownership Opportunity
- Section 23 and 19(c) leased housing
- Section 23 Housing Assistance Payments
- HA-owned rental Indian housing
- Section 8 Rental Certificate
- Section 8 Rental Voucher
- Section 8 Moderate Rehabilitation

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

Sources of Information To Be Obtained

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self employment information and payments of retirement income as referenced at Section 6103(l)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted housing benefits.

Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HAs that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

This consent form expires 15 months after signed.

Signatures:

_____	_____	_____	_____
Head of Household	Date		
_____	_____	_____	_____
Social Security Number (if any) of Head of Household		Other Family Member over age 18	Date
_____	_____	_____	_____
Spouse	Date	Other Family Member over age 18	Date
_____	_____	_____	_____
Other Family Member over age 18	Date	Other Family Member over age 18	Date
_____	_____	_____	_____
Other Family Member over age 18	Date	Other Family Member over age 18	Date

Privacy Act Notice. Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

Penalties for Misusing this Consent:

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.



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

DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

Paperwork Reduction Notice: Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any recordkeeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 10/31/2019.

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

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

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

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

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

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

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

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

Who will have access to the information collected?

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

How will this information be used?

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

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

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

What are my rights?

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

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

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

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

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

This Notice was provided by the below-listed PHA:

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

Signature

Date

Printed Name

DECLARATION OF SECTION 214 STATUS

NOTICE TO APPLICANTS AND TENANTS: In order to be eligible to receive the housing assistance sought, each applicant for, or recipient of, housing assistance must be lawfully within the United States. Please read the Declaration statement carefully, sign and return it to the Housing Authority office. Please feel free to consult with an immigration lawyer or other immigration expert of your choice.

I, _____, certify, under penalty of perjury¹, that to the best of my knowledge, I am lawfully within the United States because (please check appropriate box):

- I am a citizen by birth, a naturalized citizen, or a national of the United States; or
- I have eligible immigration status and I am 62 years of age or older. (attach proof of age); or
- I have eligible immigration status as checked below. Attach INS document(s) evidencing eligible immigration status and signed verification consent form.
 - Immigrant status under 101(a or 1010 (a)(20)) of the INA 3/; or
 - Permanent residence under 249 of INA 4/; or
 - Refugee, asylum, or conditional entry status under 207,208, or 203 of the INA /5; or
 - Parole status under 212(d)(5) of the INA /6; or
 - Threat of life or freedom under 243(h) of the INA /7; or
 - Amnesty under 245A of the INA 8/.

Signature

Date

*** PARENT/GUARDIAN must sign for family members under age of 18. DO NOT sign child's name**



WISE COUNTY REDEVELOPMENT AND HOUSING AUTHORITY

107 Litchfield Street, NW • P.O. Box 630 • COEBURN, VIRGINIA 24230
Telephone: (276) 395-6104 • FAX (276) 395-5874 • email: msalyer@wcrha.org

ATTACHMENT 1

Tenant/Applicant, any member of the Tenant/Applicant's household, guest or other person under Tenant/Applicant's control, shall not engage in criminal activity, including arrest or conviction of drug-related criminal activity or violent criminal activity. For purposes of this paragraph, the term "drug-related" shall mean the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance; the term "violent criminal activity" shall mean any criminal activity that has as one of its elements the use, attempted use of physical force against the person or property of another; the Tenant/Applicant will receive immediate notice of Non-Remedial Breach.

I have read this attachment and by signing my name, I understand the above information.

Head of Household

Date

Social Security Number

Spouse / Co-Head

Date

Social Security Number

Other Family Member Over age 18

Date

Social Security Number

Other Family Member Over age 18

Date

Social Security Number

Other Family Member Over age 18

Date

Social Security Number

This form is to be signed by all parties of lease and/or applicant and attached to all WCRHA leases and applications. This consent form expires 12 months after signed.



WISE COUNTY REDEVELOPMENT AND HOUSING AUTHORITY

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CRIMINAL OR PUBLIC LAW VIOLATION AUTHORIZATION

To Whom It May Concern:

I authorize any persons or officer of any federal, state or local law enforcement agency to disclose, when requested to do so by a representative of the Wise County Redevelopment and Housing Authority, and all information regarding my past criminal or public law violation records, if any, that said representative of the Wise County Redevelopment and Housing Authority might request.

A photo static or carbon copy of this form is to be treated as an original.
This consent form expires 12 months after signed.

Date

Applicant / Tenant Signature

Applicant / Tenant Printed Name



WISE COUNTY REDEVELOPMENT AND HOUSING AUTHORITY

107 Litchfield Street, NW • P.O. Box 630 • COEBURN, VIRGINIA 24230
Telephone: (276) 395-6104 • FAX (276) 395-5874 • email: msalyer@wcrha.org

INCOME AUTHORIZATION

To Whom It May Concern:

I hereby authorize any person, business, agency, corporation, lending institution or other business entity with whom I have conducted any business or with whom I am presently conducting business to disclose, when requested to do so by a representative of the Wise County Redevelopment and Housing Authority, any and all information with regard to my income, debts, liabilities, and assets and to furnish copies of all relative income information that said representative of the Wise County Redevelopment and Housing Authority might request.

**A photo static or carbon copy of this form is to be treated as an original.
This consent form expires 12 months after signed.**

Date

Applicant / Tenant Signature

Applicant / Tenant Printed Name



WISE COUNTY REDEVELOPMENT AND HOUSING AUTHORITY

107 Litchfield Street, NW • P.O. Box 630 • COEBURN, VIRGINIA 24230
Telephone: (276) 395-6104 • FAX (276) 395-5874 • email: msalyer@wcrha.org

AMENDMENT TO RURAL DEVELOPMENT APPLICATION

The information solicited on this application is requested by the apartment owner in order to assure the Federal Government, acting through its Farmers Home Administration, that Federal Laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, marital status, age, and handicap are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race/national origin and sex of individual applicants on the basis of visual observation or surname. **This consent form expires 12 months after signed.**

Date

Applicant / Tenant Signature



WISE COUNTY REDEVELOPMENT AND HOUSING AUTHORITY

107 Litchfield Street, NW • P.O. Box 630 • COEBURN, VIRGINIA 24230
Telephone: (276) 395-6104 • FAX (276) 395-5874 • email: msalyer@wcrha.org

MEMORANDUM

APPLICATION FOR HOUSING ASSISTANCE

Thank you for your application and supporting documents placed with the Wise County Redevelopment and Housing Authority. We will place your name on the Waiting List and will contact you as soon as we can offer assistance. Your application will go on the list according to the date and time the application is received in the office

Please be advised all applicants for housing are screened thoroughly.

Be sure to notify the office immediately if you experience **ANY** of the following changes.

1. Your address or telephone number changes.
2. You experience a change in family household members, or a change in income.
3. You decide you no longer need assistance and want your name removed from the waiting list.

If you fail to notify our office of any of the above changes, you risk having your application cancelled and your name removed from the waiting list. In the event that this happens, you will have to re-apply and go through the entire waiting list procedure again. **If you are approved for one of our programs and want to remain on the waiting list for another program, you are responsible for letting the Wise County Central Office know of any change of address.**

Thank you,
Wise County Redevelopment and Housing Authority

My signature below acknowledges that I have read and understand the above information

X _____

Date: _____



EQUAL HOUSING OPPORTUNITY