



SPRINGFIELD
HOUSING
AUTHORITY

Application Department
35A Saab Court P.O. Box 1609
Springfield, MA 01101
Phone: (413) 785-4517 - Fax: (413) 785-4596

**WELCOME TO THE SPRINGFIELD HOUSING AUTHORITY
APPLICATION PROCESS
TO HAVE YOUR APPLICATION ACCEPTED AND PROCESSED YOU
MUST COMPLETE THE FOLLOWING INSTRUCTIONS:**

1. **YOU MUST PROVIDE COPIES OF ALL DOCUMENTS REQUESTED.**
(SPRINGFIELD HOUSING AUTHORITY IS **UNABLE** TO MAKE COPIES OF DOCUMENTS).
2. APPLICATION MUST BE **COMPLETE AND SIGNED** BY ALL HOUSEHOLD MEMBERS 18 AND OVER.
3. FAXED APPLICATIONS WILL **NOT** BE ACCEPTED.
4. STATUS ON WAIT LIST WILL NOT BE GIVEN **OVER THE PHONE**, YOU MAY WRITE TO/OR COME INTO THE APPLICATION OFFICE WITH YOUR CLIENT NUMBER TO LOOK UP YOUR NUMBER ON THE WAIT LIST.
5. YOU MUST FILL OUT THE APPLICATION IN **INK** – APPLICATION IN PENCIL WILL NOT BE ACCEPTED.

COPIES OF DOCUMENTS FOR HOUSEHOLD

Birth Certificates for all household members _____
 Verification of birth place _____
 Social Security Cards for all household members _____
 Alien Cards _____
 Verification of Student Status _____
 Child care expense verification _____
 Medical pay. (i.e. health insurance, prescriptions) _____
 Medical doc. for reasonable accommodation _____
 Proof of citizenship _____
 Picture ID for all adults _____

COPIES OF INCOME FOR HOUSEHOLD

No income statement _____
 Employment (wage slips last 6 weeks) _____
 Welfare _____
 Child Support, Alimony _____
 Disability Benefits (SSI, SSDI, EAEDC) _____
 Social Security (Award letter) 1-800-772-1213 _____
 Retirement – Pension verification _____
 Veteran benefits _____
 Annuity _____
 Name and Address of Employer _____

COPIES OF ASSETS FOR HOUSEHOLD

Checking and/or savings accounts _____
 Term Certificates/Money Markets _____
 Stocks/Bonds _____
 Real Estate Holdings _____
 Cash value of a Life Insurance Policy _____

PLEASE CHECK OFF ALL COPIES PROVIDED

FEDERAL APPLICATION



EQUAL HOUSING
OPPORTUNITY



**SPRINGFIELD
HOUSING
AUTHORITY**

35A Saab Court/P.O. Box 1609 Springfield, MA 01101
413-785-4517 413-785-4503 (TTY)

This box is for Office Use Only

Client Number: _____
Control Number: _____
Barrier free: _____
First Floor: _____
Elderly or Family: _____
Race & Language: _____

FEDERAL PUBLIC HOUSING APPLICATION

I. FAMILY COMPOSITION: List everyone who will occupy the apartment -- INCLUDE YOURSELF

	Name (first, middle, last)	Social Security #	Relationship	Sex	Citizen	Date of Birth	Source of Income
1			Head				
2							
3							
4							
5							
6							
7							
8							

2. Present Address _____ Zip Code _____

3. Telephone # _____ Emergency Contact: (name and phone #) _____

4. Are you or anyone in your household a handicap individual? YES NO

5. Are you requesting Reasonable Accommodation? YES NO

6. Do you need a wheelchair accessible apartment? YES NO

7. Place of Birth _____

8. Are you a United States Citizen? YES NO If no a copy of Alien Card is required

9. Are you employed in the City of Springfield? YES NO If yes, provide name and address of Employer

For Statistical Purposes Only

You are not obligated to answer the following two questions:

10. Race of HOH: Caucasian/White African American/Black Asian or Pacific Islander
Native Indian/Alaskan Latin American/Hispanic Other

11. Ethnicity of HOH: Hispanic/Latino Non- Hispanic/Non-Latino

DATE AND TIME STAMP



12. Have you ever lived in public housing? YES NO If yes, where? _____

13. Do you owe any money to the housing authority? YES NO If yes, how much _____
14. Do you have any past due utility bills? YES NO If yes, please describe and give amount owed: _____

15. Have you or any member of the applicant household ever been arrested or convicted of a crime other than a traffic violation?
 YES NO If yes, please explain the nature of the problem and who was involved: _____

16. Is anyone in your household currently on parole or probation? YES NO If yes, please explain: _____

17. Do you have a checking or savings account or own any Certificates of Deposit, stocks, bonds, real estate, etc? YES NO
 If yes, describe the type of asset(s): _____
 What is the market value of all assets? _____

APPLICANT'S CERTIFICATION:

I understand that this application is not an offer of housing. I understand that Springfield Housing Authority will make no more than one offer of an appropriate public housing unit. If I do not accept that offer, my application will be removed for the waitlist.

Based on this application, I understand I should not make plans to move or end my present tenancy until I have received a written **Unit Offer** from Springfield Housing Authority. I understand that it is my responsibility to inform Springfield Housing Authority in writing of any change of addresses, income, or household composition. I authorize Springfield Housing Authority to make inquiries to verify the information I have provided in this application. I certify that the information I have given in this application is true and correct. I understand that any false statement or misrepresentation may result in the denial of my application. **I understand that Springfield Housing Authority will request Criminal Offender Record Information for the Criminal History Systems Board and perform credit checks for all adult members of the household.**

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY

 Applicant Signature

 Date

 Co-Applicant Signature

 Date

Warning: 18 U.S.C. 1001 provides, among other things that whoever knowingly and willfully makes or uses a document or writing containing false, fictitious or fraudulent statement or entry in any matter within the jurisdiction of a department or agency of the United States shall be fined not more than \$10,000 or imprisoned for not more than five years or both.

Application Processed by: _____
 Initial



LANDLORD VERIFICATION AUTHORIZATION

SPRINGFIELD HOUSING AUTHORITY will contact all landlords for the period of two years from the date of application

If you lived in another person's household, the term landlord/owner refers to that person's landlord/owner

Current Landlord/Owner _____

Landlord's Address: _____ Telephone # _____

Address where you reside _____

Head of Household's Name _____

Date you moved-in: _____ **Rent per Month** _____ **Reason for leaving:** _____

Prior Landlord/Owner: _____

Landlord's Address: _____ Telephone # _____

Address where you resided: _____

Head of Household's Name _____

Date Moved-In: _____ **Date Vacated:** _____ **Reason Vacated** _____

Prior Landlord/Owner: _____

Landlord's Address: _____ Telephone # _____

Address where you resided: _____

Head of Household's Name _____

Date Moved-In: _____ **Date Vacated:** _____ **Reason Vacated** _____

**Please use additional paper to complete if necessary.

I hereby authorize Springfield Housing Authority to make inquiries from the above named landlords for verifying past rental history

Applicant Signature

Date



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OPPORTUNITY

FAIR INFORMATION PRACTICES ACT
STATEMENT OF RIGHTS

The Springfield Housing Authorities collect information about applicants and tenants for its housing programs as required by law in order to determine eligibility, amount of rent, and correct apartment size. The information collected is used to manage the housing programs, to protect the public's financial interest, and to verify the accuracy of information submitted. Where permitted by law, it may be released to government agencies, other housing authorities, and to civil or criminal investigators and prosecutors. Otherwise, the information will be kept confidential and only used by housing authority staff in the course of their duties.

The Fair Information Practices Act established requirements governing housing authorities' use and disclosure of the information it collects. Applicants and tenants may give or withhold their permission when requested by the housing authority to provide information. However, failure to permit the housing authority to obtain the required information may result in delay, ineligibility for programs, or termination of tenancy or housing subsidy. The provision of false or incomplete information is a criminal offense punishable by fines and/or imprisonment.

As an applicant or tenant, you have the following rights in regards to the information collected about you.

1. No information may be used for any purpose other than those described above without your consent.
2. No information may be disclosed to any person other than those described above without your consent. If we receive a legal order to release the information, we will notify you.
3. You or your authorized representatives have a right to inspect and copy any information collected about you.
4. You may ask questions and receive answers from the housing authority about how we collect and use your information.
5. You may object to the collection, maintenance, dissemination, use, accuracy, completeness, or type of information we hold about you. If you object, we will investigate your objection and will either correct the problem or make your objection part of the file. If you are dissatisfied, you may file a grievance under the housing authority's grievance procedure.

I have read and understand this Fair Information Practices Statement of Rights and have a right to receive a copy for future reference.

Date _____

Signature _____





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[SPRHA]

CORI REQUEST FORM

Springfield Housing Authority has been certified by the Criminal History Systems Board for access to any and all information relative to any criminal convictions, both felonies and misdemeanors, regardless of when the conviction occurred. Also any and all information relative to any criminal charges which are currently pending before the courts by the commonwealth or any jurisdiction including federal courts.

Applicants 18 and over must fill out this form.

APPLICANT / EMPLOYEE INFORMATION (PLEASE PRINT) ID THEFT INDEX PIN

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE) PLACE OF BIRTH

DATE OF BIRTH SOCIAL SECURITY NUMBER MOTHER'S MAIDEN NAME

FORMER ADDRESSES: _____

SEX: _____ HEIGHT: _____ FT. _____ IN. WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____

APPLICANT SIGNATURE

*****THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: _____

REQUESTED BY: _____
SHA CORI AUTHORIZED EMPLOYEE



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REQUESTED BY: _____

SHA CORI AUTHORIZED EMPLOYEE



EQUAL HOUSING
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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

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

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

SPRINGFIELD HOUSING AUTHORITY
25 SAAB COURT/P.O. BOX 1609
SPRINGFIELD, MA 01101-1609

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.

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.

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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.

Notice to All Applicants and Residents: Reasonable Accommodations and Modifications are available for Applicants and Residents with Mental and/or Physical Disabilities

Springfield Housing Authority (SHA) does not discriminate against applicants or residents on the basis of mental (including psychiatric) or physical disabilities. In addition, the SHA has an obligation to provide "reasonable accommodations" and "reasonable modifications" on account of a disability if an applicant or resident or a household member is limited by the disability and for this reason needs such an accommodation or modification. A reasonable accommodation is a change that the SHA can make to its rules, policies, practices, or services, and a reasonable modification is a change an SHA can make to its facilities (including physical alterations to the housing unit or public or common use areas) that will assist an otherwise eligible person with a disability to have equal opportunity to use and enjoy the housing or common or public use areas or to participate fully in SHA 's programs, activities, or services. Such changes may not be reasonable if they are not financially and programmatically feasible for Springfield housing authority.

An applicant or resident household which has a member with a mental and/or physical disability must still be able to meet essential obligations of tenancy (for example, the household must be able to pay rent, to care for the apartment, to report required information to SHA, and to avoid disturbing neighbors), but an accommodation or modification may be the basis by which the household is able to meet those obligations of tenancy.

The Springfield Housing Authority has an Accommodation Coordinator. If you need an accommodation or modification because of a disability, please complete the attached form and return it to SHA. Upon reasonable request by SHA, you must also submit documentation verifying the existence of a disability and the disability-related need for the accommodation or modification. Within thirty (30) calendar days of receipt of your request and documentation, the Accommodation Coordinator will contact you to discuss what the SHA can reasonably do to provide you an accommodation or modification on account of your disability.

If you or a member of your household has a mental and/or physical disability, and as a result needs an accommodation or modification, you, the household member, or authorized representative, may request it at any time. However, you are not obliged to make such a request, and if you prefer not to do so that is your right.

Request for Reasonable Accommodations/Modifications

To: Accommodation Coordinator _____

Springfield Housing Authority P.O. Box 1609, Springfield, MA 01101

From: _____
Applicant or Resident Name (please print) Control Number

Address

Town/City, State, Zip

(_____) _____
Area Code/Telephone Number

1. On account of my disability, I request the following be done in order to permit me to have equal opportunity to use and enjoy the housing or public or common use areas or to participate fully in the Housing Authority's programs, activities, or services: (Describe)

2. This request for a reasonable accommodation/modification is necessary so that I can:

3. Documentation needed to verify the existence of my disability and my disability-related need for the accommodation/modification is attached. (Attach appropriate documentation)

I attest that the foregoing information is true and correct.

Signature of Applicant or Resident (or authorized representative)

Date

