



Rural Housing and Community Programs

Things You Should Know About USDA Rural Rental Housing

Don't risk losing your chances for federally assisted housing by providing false, incomplete, or inaccurate information on your application or recertification

Penalties for Committing Fraud

You must provide information about your household status and income when you apply for assisted housing in apartments financed by the U.S. Department of Agriculture (USDA). USDA places a high priority on preventing fraud. If you deliberately omit information or give false information to the management company on your application or recertification forms, you may be:

- Evicted from your apartment;
- Required to repay all the extra rental assistance you received based on faulty information;
- Fined;
- Put in prison and/or barred from receiving future assistance.

Your State and local governments also may have laws that allow them to impose other penalties for fraud in addition to the ones listed here.

How To Complete Your Application

When you meet with the landlord to complete your application, you must provide information about:

- **All Household Income.** List all sources of money that you receive. If any other adults will be living with you in the apartment, you must also list all of their income. Sources of money include:
 - Wages, unemployment and disability compensation, welfare payments, alimony, Social Security benefits, pensions, etc.;
 - Any money you receive on behalf of your children, such as child support, children's Social Security, etc.;
 - Income from assets such as interest from a savings account, credit union, certificate of deposit, stock dividends, etc.;
 - Any income you expect to receive, such as a pay raise or bonus.
- **All Household Assets.** List all assets that you have. If any other adults will be living with you, you must also list all of their assets. Assets include:
 - Bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.;
 - Any business or asset you sold in the last 2 years for less than its full value, such as selling your home to your children.

- **All Household Members.** List the names of all the people, including adults and children, who will actually live with you in the apartment, whether or not they are related to you.

Ask for Help if You Need It

If you are having problems understanding any part of the application, let the landlord know and ask for help with any questions you may have. The landlord is trained to help you with the application process.

Before You Sign the Application

- Make sure that you read the entire application and understand everything it says;
- Check it carefully to ensure that all the questions have been answered completely and accurately;
- Don't sign it unless you are sure that there aren't any errors or missing information.

By signing the application and certification forms, you are stating that they are complete to the best of your knowledge and belief. Signing a form when you know it contains misinformation is considered fraud.

- The management company will verify your information. USDA may conduct computer matches with other Federal, State or private agencies to verify that the income you reported is correct;
- Ask for a copy of your signed application and keep a copy of it for your records.

Tenant Recertification

Residents in USDA-financed assisted housing must provide updated information to the management company at least once a year. Ask your landlord when you must recertify your income.

You must **immediately** report:

- Any changes in income of \$100 or more per month;
- Any changes in the number of household members.

For your annual recertification, you must report:

- All income changes, such as increases in pay or benefits, job change or job loss, loss of benefits, etc., for any adult household member;

- Any household member who has moved in or out;
- All assets that you or your adult housemates own, or any assets that were sold in the last 2 years for less than their full value.

Avoid Fraud, Report Abuse

Prevent fraudulent schemes through these steps:

- Don't pay any money to file your application;
- Don't pay any money to move up on the waiting list;
- Don't pay for anything not covered by your lease;
- Get receipts for any money you do pay;
- Get a written explanation for any money you are required to pay besides rent, such as maintenance charges.

Report Abuse: If you know anyone who has falsified an application, or who tries to persuade you to make false statements, report him or her to the manager. If you cannot report to your manager, call your local or state USDA office at 1 (800) 670-6553, or write: USDA, STOP 0782, 1400 Independence Ave., SW, Washington, DC 20250.

If You Disagree With a Decision

Tenants may file a grievance in writing with the complex owner in response to the owner's actions, or failure to act, that result in a denial, significant reduction, or termination of benefits. Grievances may also be filed when a tenant disputes the owner's notice of proposed adverse action.

Notice of Adverse Action

The complex owner must notify tenants in writing about any proposed actions that may have adverse consequences, such as denial of occupancy and changes in the occupancy rules or lease. The written notice must give specific reasons for the proposed action, and must also advise tenants of the "right to respond to the notice within 10 calendar days after the date of the notice" and of "the right to a hearing." Housing complexes in areas with a concentration of non-English-speaking people must send notices in English and in the majority non-English language.

Grievance Process Overview

USDA believes that the best way to resolve grievances is through an informal meeting between tenants and the landlord or owner. Once the owner learns about a tenant grievance, the process should begin with an informal meeting between the two parties. Owners must offer to meet with tenants to discuss the grievance within 10 calendar days of receipt of the complaint. USDA encourages owners and tenants to try to reach a mutually satisfactory resolution to the problem at the meeting.

If the grievance is not resolved, the tenant must request a hearing within 10 days of receipt of the meeting findings. The parties will then select a hearing panel or hearing officer to govern the hearing. All parties are notified of the decision 10 days after the hearing.

When a Grievance Is Legitimate

The landlord must determine if a grievance is within the established rules for the program. For example, "I want to file a complaint because the manager doesn't speak to me" is not a legitimate complaint. However, "I want to file a complaint because the manager isn't maintaining the property according to USDA guidelines" is a legitimate complaint. Below are examples of cases in which tenants may and may not file a complaint.

A complaint may not be filed with the owner/management if:	A complaint may be filed with the owner/management if:
USDA has authorized a proposed rent change.	There is a modification of the lease, or changes in the rules or rent that are not authorized by USDA.
A tenant believes that he/she has been discriminated against because of race, color, religion, national origin, sex, age, familial status, or disability. Discrimination complaints should be filed with USDA and/or the Department of U.S. Housing and Urban Development (HUD), not with the owner/management.	The owner or management fails to maintain the property in a decent, safe, and sanitary manner.
The complex has formed a tenant's association and all parties have agreed to use the association to settle grievances.	The owner violates a lease provision or occupancy rule.
USDA has required a change in the rules and proper notices have been given.	A tenant is denied admission to the complex.
The tenant is in violation of the lease and the result is termination of tenancy.	
There are disputes between tenants that do not involve the owner/management.	
Tenants are displaced or other adverse effects occur as a result of loan prepayment.	

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The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
1455 BUTTE HOUSE ROAD, YUBA CITY, CA 95991
Phone (530) 671-0220 * Fax (530) 673-0775



Rural Development Centennial Arms Housing Application Instruction
READ CAREFULLY!

APPLICATIONS will be distributed at the HOUSING AUTHORITY OFFICE at 1455 Butte House Rd. All applications, complete or not, will be placed on the waiting list. However, priority will not be established until the applicant has submitted all required information. A letter to the applicant will be mailed within 10 days stating the items that are needed for the application to be considered complete. **PRIORITY WILL NOT BE ESTABLISHED UNTIL ALL REQUIRED ITEMS ARE RECEIVED.** The time and date all items are finally submitted will be noted on the waiting list to establish priority. A complete application includes receiving a signed authorization to verify employment and income. **WE DO NOT HAVE EMERGENCY HOUSING.**

BASIC RENT/DEPOSIT AMOUNT

1 BR \$743.00 DEPOSIT \$743.00
2 BR \$825.00 DEPOSIT \$825.00

INCOME REQUIREMENTS To be eligible you must not exceed the dollar amounts listed below for your family size

<u>Family Size</u>	<u>Income Limits</u>	<u>Family Size</u>	<u>Income Limits</u>
1	\$38,350	5	\$56,150
2	\$43,000	6	\$59,900
3	\$47,700	7	\$63,650
4	\$52,400	8	\$67,400

APPLICATIONS will be accepted at the same location **Monday - Friday 8:30 AM to 4:00 PM.**

CHANGE OF ADDRESS Please contact the Housing Authority if your have a change in your current mailing address or phone number.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenues, S.W., Washington, D.C. 20250-9410 , or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)."



**REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
U S D A / RURAL DEVELOPMENT CENTENNIAL ARMS**

NOTICE TO APPLICANT: Application information must be complete. If not complete, application will be returned to the applicant. It is your responsibility to contact this office to advise us of any changes in your circumstances: address, phone, income, number of household members, etc. to maintain your position on the waiting list.	OFFICE USE ONLY APPLICATION # _____ DATE & TIME REC'D _____ DATE & TIME REC'D _____ B/R SIZE _____
Priority 1 2 3 VL L M	

I. PERSONAL INFORMATION – Please list ALL people who will be with you:

	FULL NAME	RELATIONSHIP TO APPLICANT	BIRTHDATE	SOCIAL SECURITY NUMBER	WILL RESIDE UNIT P= PART TIME F= FULL TIME
1		SELF			
2					
3					
4					
5					
6					
7					
8					

II. HOUSING HISTORY – All notices and phone calls will go to this address and phone number:

CURRENT ADDRESS: _____

MAILING ADDRESS: _____

HOME NUMBER: _____ **WORK NUMBER:** _____ **MESSAGE/CELLNUMBER :** _____

OCCUPIED FROM _____ **TO** _____ **AMOUNT OF RENT PAID \$** _____

REASON FOR LEAVING _____

LANDLORD'S NAME _____ **PHONE** _____

ADDRESS _____

NOTE: If you answer yes to any of the following questions, please explain on a separate sheet of paper and attach to this application.

- a. Have you had an additional address not listed above, or have you ever applied for housing under a different name? Yes ___ No ___ . If yes, please explain: _____
- b. Are you related to any of the above landlords? ? Yes ___ No ___ . If yes, please state your relationship after the landlords name above. _____
- c. Do you anticipate a change in your household size for any reason within the next 12 months? Yes ___ No ___
- d. Are you or any member 18 years or older attending school? Yes ___ No ___ If yes, who? _____
- e. Do you require a handicap accessible unit or special accommodations? If yes, please explain _____

- f. Have you or any member of the applicants household ever been arrested or convicted of a felony? Yes ___ No ___
 If yes, please explain: _____
 Are you or any member of the applicants household on parole or probation? Yes ___ No ___
 If yes, please explain: _____
- g. Have you or any member of the applicants household ever lived in Public Housing or received Section 8 Rental Assistance before? Yes ___ No ___
 If yes, Where: _____ Name of Agency: _____ Dates: From _____ To _____

III. CURRENT/PREVIOUS EMPLOYER:

EMPLOYER	ADDRESS	TELEPHONE NO.	DATES EMPLOYED

IV. HOUSEHOLD INCOME INFORMATION

INCOME (State type of work)	MONTHLY	ANNUALLY
1. Agricultural:		
2. Other Employment:		
3. Unemployment Compensation:		
4. TANF- aid-families, dependent children		
5. SSI-Social Security		
6. Alimony/Child Support		
7. Pension, Annuities, or Dividends		
8. Interest		
9. Other (Specify)	TOTAL ANNUAL INCOME	

V. ASSETS: List ALL Saving/Checking Accounts you have. If none, mark NONE.

BANK NAME	ACCOUNT NUMBER	ADDRESS	PHONE #

List any other asset (real estate, life insurance, CD's or IRA's, etc.) List details on a separate sheet. If none, mark NONE.

- VI. CHILD CARE:** (Complete only if your child/children is/are 12 years of age or younger and living in your household).
 Do you employ childcare in order for a household member to work or continue education? () Yes () No
 Are these expenses paid by you? () Yes () No Amount Paid \$ _____
- VII. MEDICAL EXPENSES:** Do you have medical expenses that exceed three percent of your annual income?
 () Yes () NO Note: Medical expenses can only be deducted for elderly households (head, spouse or sole member who is party to the least must be 62 yrs of age or older OR an individual with a disability).
- VIII. Deductions for Disability Expenses:** Do you have any disability expenses? () Yes () No
 (Reasonable expenses for the care of an individual with disabilities in excess of three percent of annual income may be deducted from annual income if the expenses).

IX. VEHICLES: Auto Make/Model: _____ Color: _____ Year: _____ License No.: _____
 _____ Color: _____ Year: _____ License No.: _____
 _____ Color: _____ Year: _____ License No.: _____

I/We certify the housing I/We are applying for will be my/our primary home. I/We further certify that I/We will not maintain a separate subsidized rental unit in a different location.

APPLICANT HEREBY VERIFIES THAT THE ABOVE IS ACCURATE AND COMPLETE AND THAT ANY MISREPRESENTATION WILL DISQUALIFY THE APPLICANT. APPLICANT HEREBY AUTHORIZES INVESTIGATION AND VERIFICATION THEREOF.

 APPLICANT SIGNATURE DATE CO-APPLICANT SIGNATURE DATE

X. RACE/ETHNICITY

The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability 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, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

Ethnicity:
 Hispanic or Latino _____ Not Hispanic or Latino _____

Race:
 1 American Indian/Alaska Native _____
 2 Asian _____
 3 Black or African American _____
 4 Native Hawaiian or Other Pacific Islander _____
 5 White _____

Gender: Male _____ Female _____

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OFFICE USE ONLY: Complete application received: _____ **Date:** _____

Priority: 1 2 3 _____ V L M
Income: (adjusted for household size) _____ Income from farm labor: _____

Deductions: Dependent _____ Childcare _____ Elderly Household _____

Disability expenses: (3% of annual income may be deducted) _____

Medical Expenses: _____

Qualify: Yes/No _____ Rental Assistance Assigned: _____

WITHIN 10 CALENDAR DAYS OF RECEIPT OF COMPLETE APPLICATION THE APPLICANT WILL BE NOTIFIED OF THEIR STATUS:

Status of application: Housed _____ Placed on Wait List _____ Incomplete _____

(Dates) Rejected _____ Withdrawn _____

(Attach copies of written correspondence to application in file) Specialist: _____

Comments: _____



Regional Housing Authority of Sutter and Nevada Counties

1455 Butte House Road, Yuba City, CA 95993
Phone (530) 671-0220, Toll Free: 1-888-671-0220
TTY: 1-866-735-2929 Fax (530) 673-0775
Executive Director: Linda J. Nichols

AUTHORIZATION FOR RELEASE OF INFORMATION CONSENT

I authorize and direct any and all listed below to release to REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES any information or materials needed to complete and verify my application for participation, and/or continued eligibility for assistance under the Housing Choice Voucher, Low-Income Public Housing, USDA Rural Development, Affordable Housing and/or other housing assistance program(s). I understand and agree that this authorization or the information obtained pursuant to its use may be given to and used by the Department of Housing and Urban Development (HUD) in administering and enforcing program rules and policies.

I also consent for HUD or the PHA to release information from my file about my rental history to HUD, credit bureaus, collection agencies, welfare department, law enforcement officials, future landlords and other government, state and public agencies. This includes records of my payment history, and any violation of my lease or PHA policies.

INFORMATION COVERED

I understand that, depending on program policies and requirements, previous or current information regarding me or my household may be needed. Verification and inquires that may be requested, include but are not limited to:

Identity and Marital Status	Employment, Income and Assets	Residences and Rental Activity
Medical or Child Care Allowances	Credit Activity	Criminal Activity
Household Composition		

I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for and continues participation in housing assistance.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information (depending on program requirements) include but are not limited to:

Previous Landlords (including Public Housing Agencies)	Past and Present Employers	Veterans Administration
Court Clerks	Welfare Agencies	Retirement Systems
Banks & other Financial Institutions	State Unemployment Agencies	Schools and Colleges
Medical & Child Care Providers	Social Security Administration	Law Enforcement Agencies
Support & Alimony Providers	Credit Providers	Credit Bureaus
Postal Office	Dept. of Motor Vehicles	Medical Facilities
Foster Care Providers	Utility Companies	Workman's Compensation Payers
	Support Service Providers	Family Support Division

COMPUTER MATCHING NOTICE AND CONSENT

I understand and agree that HUD or the Public Housing Agency may conduct computer-matching programs to verify the information supplied for my application or recertification. If a computer match is done, I understand that I have the right to notification of any adverse information found and a chance to disprove incorrect information. HUD or the PHA may in the course of its duties exchange such automated with other Federal, State, or local agencies, including but not limited to: State Employment Security Agencies; Department of Defense; Office of Personal Management; U.S Postal Service; Social Security Administration; Department of Justice; State & County welfare and food stamp agencies.



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Executive Director: Linda J. Nichols

CONDITIONS

I agree that a photocopy of this authorization may be used for the purposes stated above. I understand this form will be used to verify information for future recertification requirements. The original of this authorization is on file with the PHA and will stay in effect for one year and three months from the date signed. I understand I have a right to review and correct any information that I can prove is incorrect.

SIGNATURES

Signature of Head of Household (print name) Date

Social Security Number

Signature of Spouse (print name) Date

Social Security Number

Signature of other Family Member 18 years or older (print name) Date

Social Security Number

Signature of other Family Member 18 years or older (print name) Date

Social Security Number

Signature of other Family Member 18 years or older (print name) Date

Social Security Number

Signature of other Family Member 18 years or older (print name) Date

Social Security Number

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF TAX FORM" MUST BE PREPARED AND SIGN SEPARATELY.

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.

