



Stanford Management  
PO Box 3879  
Portland, ME 04104

Dear Applicant,

Thank you for your interest in our affordable housing community!

Please complete each section of this application with the most current information available, sign and date where indicated, then return the application to the property via mail, fax, or email.

Incomplete applications will be returned for corrections.

You will receive a letter regarding your application status at the address you provide.

Please note, you must fill out a separate application for each property you would like to be considered for.

If you have any questions, please call us directly at the number listed on the top of the application.

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#### NOTICE TO ALL APPLICANTS AND RESIDENTS

Upon request, Stanford Management provides translated copies of all vital documents necessary to participate in our housing programs. Stanford Management also provides language assistance and interpreter services, upon request, for applicants and for residents for adherence of program requirements and certifications.

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*“This institution is an equal opportunity housing provider and employer.” If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.Intake@usda.gov](mailto:program.Intake@usda.gov)*



STANFORD MANAGEMENT, LLC IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER  
(207) 772-3399 TYY (MAINE): 711 TDD (PENNSYLVANIA): 800-654-5984



**Ridgeway Commons**  
**APARTMENT LEASE APPLICATION**

**Office Use Only**

Date Received:	
Time Received:	
Application Fee:	
Manager Initials:	

Property Address: 51 Commons Lane, Ridgway, PA 15853

**Mailing Address: 51 Commons Lane, Ridgway, PA 15853**

**Phone (207) 772-3399 Ext. 451 Fax: (877) 221-6768**

Number of bedrooms requested:  one (1) bedroom  two (2) bedroom  three (3) bedroom

**APPLICANT INFORMATION:**

(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ County of Residence: \_\_\_\_\_

Cellular Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Gender:  Female  Male

Marital Status:  Single  Married  Widowed  Separated  Divorced

Please indicate your preferred method of communication:  Phone  Mail  Email  Cell

**CO-APPLICANT INFORMATION:**

(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ County of Residence: \_\_\_\_\_

Cellular Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Gender:  Female  Male

Marital Status:  Single  Married  Widowed  Separated  Divorced

Please indicate your preferred method of communication:  Phone  Mail  Email  Cell

Are you or any member of your household a Veteran of Military Service?  Yes /  No If so, please list name/s \_\_\_\_\_

Do you anticipate changes in your family size within the next year? Such as marriage, birth of a child, etc?  Yes /  No

Are you currently a student?  Yes  No If yes, are you  Full time  Part time

Name of School: \_\_\_\_\_

School Address & Phone #: \_\_\_\_\_

If you attend college, what do you spend for books & tuition annually? \$ \_\_\_\_\_

Do you or any household member require special housing needs?  Yes /  No

Please explain: \_\_\_\_\_

Are you requesting the \$400.00 disability/handicap adjustment to your income?  Yes  No

Could you benefit from the features offered by a handicap accessible unit?  Yes  No

Are you requesting a handicapped unit?  Yes  No

Are you self-employed?  Yes  No (If yes, a copy of last year's tax return must accompany this application)

**Do you have a Housing Voucher?  Yes /  No** If Yes, Amount: \$ \_\_\_\_\_

If Yes, please list the name of the Housing Authority \_\_\_\_\_

**PLEASE LIST ALL PERSONS WHO WILL BE OCCUPYING THE APARTMENT**

1 NAME	SOCIAL SECURITY #	DATE OF BIRTH	RELATIONSHIP	STUDENT YES/NO
			Head of Household	

Ethnicity (National Origin):  Hispanic or Latino  Not Hispanic or Latino  
 Race (Mark as many as apply):  Black/African American  American Indian or Alaskan Native  
 Native Hawaiian/Other Pacific Islander  White  
 Gender:  Female  Male

# 2 NAME	SOCIAL SECURITY #	DATE OF BIRTH	RELATIONSHIP	STUDENT YES/NO

Ethnicity (National Origin):  Hispanic or Latino  Not Hispanic or Latino  
 Race (Mark as many as apply):  Black/African American  American Indian or Alaskan Native  
 Native Hawaiian/Other Pacific Islander  White  
 Gender:  Female  Male

# 3 NAME	SOCIAL SECURITY #	DATE OF BIRTH	RELATIONSHIP	STUDENT YES/NO

Ethnicity (National Origin):  Hispanic or Latino  Not Hispanic or Latino  
 Race (Mark as many as apply):  Black/African American  American Indian or Alaskan Native  
 Native Hawaiian/Other Pacific Islander  White  
 Gender:  Female  Male

# 4 NAME	SOCIAL SECURITY #	DATE OF BIRTH	RELATIONSHIP	STUDENT YES/NO

Ethnicity (National Origin):  Hispanic or Latino  Not Hispanic or Latino  
 Race (Mark as many as apply):  Black/African American  American Indian or Alaskan Native  
 Native Hawaiian/Other Pacific Islander  White  
 Gender:  Female  Male

**Have you ever received or lived at any other subsidized housing?**  Yes  No

If yes, please list name and address: \_\_\_\_\_

Has your housing assistance ever been terminated for fraud, non-payment, failure to recertify or for any other reason?  Yes  No

**APPLICANT INCOME / ASSET INFORMATION**

Please describe any capital investments and their cash value: \_\_\_\_\_

**Have you disposed any assets within the last two (2) years?**  Yes /  No

If yes, please list selling price: \$ \_\_\_\_\_ Amount received: \$ \_\_\_\_\_

Selling expense: \$ \_\_\_\_\_

What was the Fair Market Value for those assets at the time of disposal? \$ \_\_\_\_\_

What is the actual income received from assets: Tenant: \$ \_\_\_\_\_ Co-Tenant: \$ \_\_\_\_\_

Interest on Savings, CD's, etc. \$ \_\_\_\_\_

Payment received from notes \$ \_\_\_\_\_

Withdrawal from pensions, IRA's. \$ \_\_\_\_\_

**Please indicate below the claim numbers of Social Security/Pension benefits you receive, other than your own.**

Name of Recipient: \_\_\_\_\_ Claim #: \_\_\_\_\_ Agency: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_ Claim #: \_\_\_\_\_ Agency: \_\_\_\_\_

**Bank Accounts**

When completing this portion of the application, please indicate monetary of amount and frequency of receipts. For example: \$100 per week, \$300 per month, or \$5,000 per year, etc.

Type of Income	Tenant	Co-Tenant	Source (Name and Address)
Wages/Salaries	\$ Per:	\$ Per:	
Social Security / SSI	\$ Per:	\$ Per:	
Pension	\$ Per:	\$ Per:	
Public Assistance	\$ Per:	\$ Per:	
Public Assistance	\$ Per:	\$ Per:	
Child Support	\$ Per:	\$ Per:	
Alimony	\$ Per:	\$ Per:	
Unemployment Benefits	\$ Per:	\$ Per:	
VA Benefits	\$ Per:	\$ Per:	
Disabled/Workman's Compensation	\$ Per:	\$ Per:	
Regular Gifts	\$ Per:	\$ Per:	
Armed Forces pay/all.	\$ Per:	\$ Per:	

Last months balance in checking account(s) \$ \_\_\_\_\_

Average six month balance in checking account(s) \$ \_\_\_\_\_

Last months balance in savings account(s) \$ \_\_\_\_\_

Today's balance in savings account(s) \$ \_\_\_\_\_

List names and address of banks associated with your accounts listed above: \_\_\_\_\_

**Cash Values and Interest Rates (if applicable):**

IRA(s) \$ \_\_\_\_\_ at \_\_\_\_\_ %

Certificate(s) of deposit \$ \_\_\_\_\_ at \_\_\_\_\_ %

Stocks \$ \_\_\_\_\_ at \_\_\_\_\_ %

Bonds \$ \_\_\_\_\_ at \_\_\_\_\_ %

Retirement/pension funds \$ \_\_\_\_\_ at \_\_\_\_\_ %

Other(s) \$ \_\_\_\_\_ at \_\_\_\_\_ %

List names and address of banks associated with your accounts listed above: \_\_\_\_\_

**CURRENT HOUSING INFORMATION:**

Own  Rent Length of time at current address: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PREVIOUS HOUSING INFORMATION:**

Own  Rent Length of time at previous address: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

**Applicant:** Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Length of time at current job: \_\_\_\_\_ Phone #: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Length of time at current job: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Co-Applicant:** Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Length of time at current job: \_\_\_\_\_ Phone #: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Length of time at current job: \_\_\_\_\_ Phone #: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

Name	Address	Relationship	Phone #

Please list three references.

Name	Complete Address	Phone Number
1. _____	_____	_____

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever been convicted for the illegal manufacture, distribution, or possession of a controlled substance?  Yes  No

If yes, please list date, county and state: \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

If yes, please list date, county and state: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes, please list date, county and state: \_\_\_\_\_

Are you, or any member of your household, subject to a lifetime sex offender registration requirement in any state?  Yes  No

If yes, please list date, county and state: \_\_\_\_\_

List all other states in which you, or any member of your household, have resided: \_\_\_\_\_

List all other Names you have been known by: \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_

**Please note: The Following Section Is for Elderly / Disabled Applicants Only\***

**ELDERLY / DISABLED HOUSEHOLD INFORMATION**

Total Cost of Medical Expenses Last Year

Type	Cost	Amount Reimbursed by Insurance
Doctor/Dentist Visits	\$	\$
Prescriptions	\$	\$
Medical Appliances	\$	\$
Over the Counter Drugs	\$	\$
Eyeglass Appliances	\$	\$
Medical Insurance Premium	\$	\$

Name of Doctor: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Pharmacy: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Medical Appliance Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Optometrist: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Address: \_\_\_\_\_

**Are you currently making payments on outstanding medical bills, hospital stays, or related expenses?**  Yes  No

If yes, please list total amount of expenses owed: \_\_\_\_\_

**Will your expenses for the next twelve months be basically the same as listed above?**  Yes  No

If no, please describe any changes: \_\_\_\_\_

***\*End of Elderly /Disabled Applicant Section***

**APPLICANT CERTIFICATION:**

I/we certify that all of the above statements are true and complete and hereby authorize verification of all information, references and credit records. I/we acknowledge that false information herein constitutes grounds of rejection of this application, termination of the right of occupancy, and/or forfeiture of deposits and may constitute a criminal offence under the laws of this state. I/we understand that the information given must be verified in order for the application to be processed. All necessary verification forms may be obtained from the site manager. I/we further certify that this housing shall be my/our permanent residence and that I do not and will not maintain a separate subsidized rental unit in a different location.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DISCLOSURE STATEMENT:** The information regarding race, ethnicity, and gender designation solicited in this application is requested in order to assure the federal government, acting through rural development, rural housing service that federal laws prohibiting discrimination against tenant applications on the base of race, color, national origin, religion, gender, sexual orientation, familial status, age, and disability are complied with. You are not required to furnish the following 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 this the owner is required to note the race/ethnicity and gender of individual applicants on the basis of visual observation or surname.

**AUTHORIZATION FOR RELEASE OF INFORMATION**

**CONSENT**

I authorize and direct any FEDERAL, STATE, or LOCAL AGENCY, ORGANIZATION, BUSINESS, or INDIVIDUAL, to release and verify my application for participation, and/or to maintain my continued assistance under the Section 8, Rental Rehabilitation, Low-Income Public and Indian Housing, and/or other housing assistance programs. I understand and agree that this authorization or the information obtained with its use may be given to and used by the Department of Housing and Urban Development (HUD)/Rural Development (RD) administering and enforcing program rules and policies. I also consent for HUD/RD or the manager to release information from my file about my rental history to credit bureaus, collection agencies, or future landlords. This includes records on my payment history, and any violations of my lease or occupancy policies.

**INFORMATION COVERED**

I understand that, depending on program policies and requirements, previous or current information regarding me or any household may be needed:

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

**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
- Courts and Post Offices    Public Assistance Agencies
- Schools and Colleges    State Unemployment Agencies
- Law Enforcement Agencies    Social Security Administration
- Medical and Child Care Providers    Support and Alimony Providers
- Retirement Systems    Banks and Financial Institutions
- Credit Providers and Credit Bureaus

I agree that a photocopy of this authorization may be used for the purpose stated above. The original of this authorization is on file in the management office and will stay in effect for a year and one month from the date signed. I understand I have a right to review my file and correct any information that I can prove is incorrect.

**SIGNATURES:**

Head of Household (Applicant)	Print Name	Date
Adult Member /Spouse (Co-applicant)	Print Name	Date

**ADDENDUM TO APPLICATION FOR RESIDENCY**

We operate in accordance with the fair housing law. We do not discriminate against any person in the terms, conditions or privileges of sale or rental of a dwelling or in the provisions of services or facilities in connection therewith, because of race, color, national origin, religion, gender, sexual orientation, familial status, age, or disability. Stanford Management, LLC does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with non-discrimination requirements contained in the development of Housing and Urban Developments regulating implementing Section 504. (24CRF Part 8 Date June 2, 1988).

Thom Rhoads	Telephone: (207) 772-3399
VP of Operations	Fax: (207) 772-8990
P.O. Box 3879	TYY Maine: 711 or (800) 437-1220
Portland, ME 04104-3879	TDD Pennsylvania: (800) 654-5984

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*“This institution is an equal opportunity housing provider and employer.” If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Stanford Management, LLC is an equal opportunity provider and employer.*

# Race and Ethnic Data Reporting Form

U.S. Department of Housing and Urban Development  
Grants Management and Oversight Division

OMB Approval No. 2535-0113  
(exp. 07-31-2022)

Program Title: \_\_\_\_\_

Grantee/Recipient Name: \_\_\_\_\_

Grantee Reporting Organization: \_\_\_\_\_

Reporting Period From (mm/dd/yyyy): \_\_\_\_\_ To (mm/dd/yyyy): \_\_\_\_\_

Racial Categories	Total Number of Race Responses	Total Number of Hispanic or Latino Responses
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native <i>and</i> White		
Asian <i>and</i> White		
Black or African American <i>and</i> White		
American Indian or Alaska Native <i>and</i> Black or African American		
* Other multiple race combinations greater than one percent: [Per the form instructions, write in a description using the box on the right]		
Balance of individuals reporting more than one race		
<b>Total:</b>	0	0
* If the aggregate count of any reported multiple race combination that is not listed above exceeds 1% of the total population being reported, you should separately indicate the combination. See detailed instructions under "Other multiple race combinations."		

Public reporting burden for this collection is estimated to average 0.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the information collection instrument. HUD may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.



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## Instructions for the Race and Ethnic Data Reporting form (HUD-27061)

### A. General Instructions:

This form is intended to be used by two categories of respondents: (1) applicants requesting funding from the Department of Housing and Urban Development (HUD); and (2) organizations who receive HUD Federal financial assistance that are required to report race and ethnic information.

In compliance with OMB direction to revise the standards for collection of racial data, HUD has revised its standards as depicted on this form. The revised standards are designed to acknowledge the growing diversity of the U.S. population. Using the revised standards, HUD offers organizations that are responding to HUD data requests for racial information, the option of selecting one or more of nine racial categories to identify the racial demographics of the individuals and/or the communities they serve or are proposing to serve. HUD's collection of racial data treats ethnicity as a separate category from race and has changed the terminology for certain racial and ethnic groups from the way it has been requested in the past using two distinct ethnic categories. The revised definitions of ethnicity and race have been standardized across the Federal government and are provided below.

1. The two ethnic categories as revised by the Office of Management and Budget (OMB) are defined below.

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."

**Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories as revised by the Office of Management and Budget are defined below:

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American.** A person having origins in any of the black racial groups of Africa. A term such as "Haitian" can be used in addition to "Black" or "African American."

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**Note:** The information required to be reported may be collected and submitted to HUD via the use of this form or by other means, such as summary reports or via electronic reporting mechanisms. The primary goal to be achieved is the provision of the summary racial and ethnic data of the population(s) proposed to be served or that is being served by your organization in a consistent manner across all HUD programs.

### B. Specific Instructions for Completing the Form:

Organizations using this form should collect the individual responses from the community of individuals you intend to serve or those that you are serving, as applicable. After the individual collections are gathered, you should report (via this form or by the use of other means such as electronic reports that provide the summary data required by this form) the aggregate totals of the racial and ethnic data that you collect via the applicable categories as described below:

**Total Number of Racial Responses:** Under this column you should indicate the total number of responses collected in the blocks next to the applicable categories.

**Total Number of Hispanic or Latino Responses:** Under this column you should indicate the total number of responses collected in the blocks next to the applicable racial categories (e.g., you would enter the total number of Asian respondents that indicated they are Hispanic or Latino). When collecting this information from beneficiaries of the Federal financial assistance all respondents should be required to indicate their ethnic category, which requires either a “yes” or “no” response.

**Other Multiple Race Combinations:** Next to this racial category, indicate all racial categories (if any) identified by respondents that do not fit one of the five single race categories or four double race combinations above, and which have a total count that exceeds one percent of the total population being reported. You must identify each such racial combination, including the actual count, the percentage of the total population (in parenthesis), and the actual Hispanic or Latino count.

For example, if you obtain data that indicates that the total population being served is 200 and includes 10 Native Hawaiian or Other Pacific Islander *and* White and 12 Native Hawaiian or Other Pacific Islander *and* Asian, and those numbers (of Native Hawaiian or Other Pacific Islander *and* White and Native Hawaiian or Other Pacific Islander *and* Asian) each equates to more than one percent of the total population being served, and 2 of the Native Hawaiian or Other Pacific Islander *and* White indicate they belong to the Hispanic/Latino ethnic category and 3 of the Native Hawaiian or Other Pacific Islander *and* Asian indicate they belong to the Hispanic/Latino ethnic category, you should complete the form as follows:

Racial Categories	Total Number of Race Responses	Total Number of Hispanic or Latino Responses
* Other multiple race combinations: [Per the form instruction, write in a description using the box on the right]	Native Hawaiian or Other Pacific Islander AND White 10 (5%)  Native Hawaiian or Other Pacific Islander AND Asian 12 (6%)	2       3

How the percentage should be applied will vary by program depending on whether the program is required to provide data on the total community, or on the beneficiaries/individuals that are being served or that are proposed to be served.

**Balance of individuals reporting more than one race:** This block is intended to capture the balance of any racial categories that are not included in the list of nine above and are not included under “**Other multiple race combinations greater than one percent.**” Indicate the total number of all racial categories reported that do not fit the nine racial categories above, and do not equate to one percent of the total population being reported. Be sure to also indicate the total number of all related Hispanic or Latino responses.

**Total:** On the last row of the form you should indicate the aggregate totals of all the information you have gathered including the total of all racial categories and the total of all the Hispanic or Latino categories.

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.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (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	
<b>Commitment of Housing Authority or Owner:</b> 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.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> 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.