

APPLICATION FOR ASSISTANCE

Instructions for Grantees:

This Application for Housing is provided to satisfy the requirements contained in the SHTF Program Manual.

IFA does not require a specific form as we recognize that SHTF Grantees are in the best position to design application forms that meet the needs of their programs. However, to ensure that compliance issues are covered thoroughly and consistently across our portfolio, we have designed a sample application for assistance that includes all required fields and may be useful as a basis.

Please note that all asterisked fields are required; Should a Grantee choose to use their own application, all asterisked fields must be incorporated.

APPLICATION FOR ASSISTANCE

Address of Assisted Unit*:	
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Applicant Name* _____ Telephone Number _____ Email Address _____

Current Address* _____ City* _____ State* _____ Zip Code* _____

HOUSEHOLD COMPOSITION*

Provide information for all household members below.

Member Full Name	Relationship to Head of Household	Date of Birth	Age	Gender	Optional			Marital Status	Last 4 digits of SSN#
					Race	Ethnicity	Disabled		
1.	Self								
2.									
3.									
4.									
5.									
6.									

Relationship to HOH: H-Head; S-Spouse; A-Adult co-tenant; O-Other family member; C-Child; F-Foster children; L-Live-in caretaker; or N-None of the above

Gender: M –Male; F –Female NR –chose not to respond

Marital Status: M-Married; S-Single; D-Divorced; SP-Separated; W-Widowed

Race: 1-White; 2-Black/African American; 3-American Indian/Alaska Native; 4-Asian; 5-Native Hawaiian/Other Pacific Islander; 6 –Other; or 8 –Chose not to respond

Ethnicity: 1-Hispanic or Latino; 2-Not Hispanic or Latino; 3 -Chose not to respond

Disabled: 1-Yes; 2-No; NR -chose not to respond -. See Fair Housing Act for definition of handicap (disability)

http://www.fairhousing.com/index.cfm?method=page.display&pagename=regs_fnr_100-201

QUESTIONS – Please check **YES** or **NO** to each question. If you respond “Yes” to any question, please provide a brief explanation in the space provided below. You may be required to supply additional documentation to verify your response.

1. Do you expect any additions to the household within the next 12 months*? Yes No

If Yes, explain:

2. Is there anyone living with you now who won't be living with you at this property*? Yes No

If Yes, explain:

3. Do you have any minor children*? Yes No

4. Are there any absent household members who normally would live with you*? Yes No

If Yes, explain:

5. Do any of the following statements apply to you*:

a. I have filed for bankruptcy Yes No

b. I have been convicted of property damage Yes No

c. I have been evicted from a rental unit (including an apartment, home, mobile home or trailer) Yes No

6. Will you or anyone in your household require a live-in care attendant*? Yes No

Name of Current Landlord

Phone Number

How long have you resided at your current address? ____ Years ____ Months Amt. of Rent/Payment: \$ _____

PREVIOUS HOUSING STATUS (Provide information on 2 previous addresses where you have resided)

_____ Previous Address	_____ City	_____ ST	_____ Zip Code
How long did reside at your this address?	_____ Years	_____ Months	Amt. of Rent/Payment: \$ _____
_____ Name of Previous Landlord		_____ Phone Number	

_____ Previous Address	_____ City	_____ ST	_____ Zip Code
How long did reside at your this address?	_____ Years	_____ Months	Amt. of Rent/Payment: \$ _____
_____ Name of Previous Landlord		_____ Phone Number	

HOUSEHOLD INCOME INFORMATION* (NOTE: All information will be verified by a third party)

List your current and anticipated income for the 12-month period commencing or anticipated from the date of occupancy. Include all full time, part time or seasonal employment.

	DO YOU RECEIVE OR EXPECT TO RECEIVE	YES	NO	MONTHLY AMOUNT
1.	Social Security, SSI or other payments from the Social Security Administration	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
2.	Employment pensions or retirement benefits, veteran's benefits or annuities	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
3.	Employment wages or salaries (including overtime, bonuses, tips, commissions and cash	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
4.	Self-employment salaries (including overtime, bonuses, tips, commissions and cash)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
5.	Unemployment benefits or workman's compensation	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
6.	Public assistance (General Relief, Aid to Families w/Dependent Children or other such	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
7.	Alimony or child support (either court ordered or paid directly from the payor)?	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
8.	Regular payments from a severance package from a previous employer	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
9.	Regular payments from any type of settlement (insurance settlement/award from lawsuit)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
10.	Regular payments as a member of the Armed Forces	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
11.	Regular payments from disability, death benefits or life insurance dividends	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
12.	Regular gifts or payments from anyone outside of the household (including cash or goods)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
13.	Regular payments from lottery winnings or inheritances	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
14.	Regular payments from rental property (land contracts or other real estate transactions	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
15.	Educational grants, scholarships or other student benefits	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
16.	Any other sources of income not listed	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
17.	Do you expect any changes to your income in the next twelve months?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	If Yes, Please _____			
18.	If you have answered no to questions 1-17, Are you claiming that you have ZERO Income	<input type="checkbox"/>	<input type="checkbox"/>	N/A

The following section must be completed for each income source listed as YES. If a household member has more than one source of income from the same question, use a separate line for each source. Failure to complete this area in its entirety will delay the process of the applicants' approval for assistance. Please add an additional page if more room is needed.

Question #	SOURCE(S) OF INCOME: NAME OF EMPLOYER OR SOURCE OF FUNDS, START DATE, <u>AND</u> ADDRESS, PHONE & FAX NUMBERS (i.e. employers, public assistance office, social security, pension fund, etc.)				
	Name:				Address:
	Start Date:	Phone:			Fax:
	Name:				Address:
	Start Date:	Phone:			Fax:
	Name:				Address:
	Start Date:	Phone:			Fax:
	Name:				Address:
	Start Date:	Phone:			Fax:

HOUSEHOLD ASSETS* (NOTE: All information will be verified by a third party)

	DO YOU HAVE MONEY HELD IN:	YE	NO	AMOUNT
1.	Checking accounts	<input type="checkbox"/>	<input type="checkbox"/>	\$
2.	Savings accounts	<input type="checkbox"/>	<input type="checkbox"/>	\$
3.	Certificates of deposit (CDs), money market accounts or treasury bills	<input type="checkbox"/>	<input type="checkbox"/>	\$
4.	Stocks, bonds, mutual funds or securities	<input type="checkbox"/>	<input type="checkbox"/>	\$
5.	Any capital gains (assets sold in excess of purchase price) during the previous 12 months	<input type="checkbox"/>	<input type="checkbox"/>	\$
6.	Trust Funds	<input type="checkbox"/>	<input type="checkbox"/>	\$
7.	IRA, KEOGH or other retirement accounts	<input type="checkbox"/>	<input type="checkbox"/>	\$
8.	Cash on hand over \$500 (other than money previously reported in checking or savings)	<input type="checkbox"/>	<input type="checkbox"/>	\$
9.	Real estate, rental property, (land contracts/contract for deed or other real estate holdings)	<input type="checkbox"/>	<input type="checkbox"/>	\$
10.	Have you sold, disposed or given away any property in the last two years? (i.e., charitable	<input type="checkbox"/>	<input type="checkbox"/>	\$
11.	Personal property held as an investment (such as paintings, coins, art work or antiques)	<input type="checkbox"/>	<input type="checkbox"/>	\$
12.	Whole or universal life insurance policies (not including term policies)	<input type="checkbox"/>	<input type="checkbox"/>	\$
13.	Pre-Paid Debit Card (Store Value/EBT Card/Reliacard)	<input type="checkbox"/>	<input type="checkbox"/>	\$
14.	A safe deposit box with a monetary content of \$500 or more	<input type="checkbox"/>	<input type="checkbox"/>	\$

The following section must be completed for each asset source listed as YES. If you have more than one source of asset from the same question, use a separate line for each source. Failure to complete this area in its entirety will delay the process of the applicants' approval for assistance. Please add an additional page if more room is needed.

Question #	SOURCE(S) OF ASSETS: NAME OF INSTITUTION, ADDRESS, ACCOUNT NUMBER, INTEREST RATE & PHONE NUMBER/FAX NUMBER (i.e. employers, public assistance office, social security, pension fund, etc.)						
	Institution:					Address:	
	Account No.:	Interest Rate:		Phone:		Fax:	
	Institution:					Address:	
	Account No.:	Interest Rate:		Phone:		Fax:	
	Institution:					Address:	
	Account No.:	Interest Rate:		Phone:		Fax:	
	Institution:					Address:	
	Account No.:	Interest Rate:		Phone:		Fax:	

*If **Yes** was answered to Question 10, Please complete the following:

I/we certify that I/we have or have not sold or disposed of any asset for less than Fair Market Value during the two year (24 month) period preceding the date of this application. Any assets sold or disposed of for less than Fair Market Value are identified below.

Description	Assets Estimated Value	Date Sold / Disposed of	Amount Received
	\$		\$
	\$		\$

(Examples would include real estate sold for less than fair market rent or a sizeable charitable donation)

APPLICANT RESPONSIBILITIES*:

All Questions that were answered "Yes" will need to be verified through the appropriate third-party sources. It will be your responsibility to provide the SHTF Grantee with all the necessary information to properly process your application. You will be asked to provide the names, addresses, phone number and fax numbers, account numbers (where applicable) and any other information that may be necessary in order to expedite the verification process.

Upon review of the information Grantee receives, you will be provided with a separate verification form for each source that requires verification that you will need to sign and date. You will not be asked to sign a blanket verification form nor will you be asked to sign any blank verification forms.

SIGNATURE*:

I understand that the Grantee is relying on this information to prove my household's eligibility which is required by the funding sources for the program to which I am applying. I certify that all information and answers provided are true and complete to the best of my knowledge. I consent to release the necessary information to determine my eligibility. I further understand that providing false information or making false statements may be grounds for denial of my application. I also understand that such action may also result in criminal penalties.

I consent to have the Grantee verify the information contained in this application for the purposes of proving my eligibility for assistance. I also authorize (if required) management to perform a credit check and criminal background check for purposes of further proving my eligibility. I will provide all necessary information and expedite this process in any way possible.

Applicant Signature

Date