

JUNEAU COUNTY HOUSING AUTHORITY

Julie A. Oleson
Executive Director

717 E. State Street • Mauston, WI • 53948 • Phone: (608) 847-7309 • Fax: (608) 847-2278
Email: joleson.jcha@gmail.com • Website: www.JuneauCountyHousingAuthority.com

APPLICATION FOR OCCUPANCY

It is required to include a copy of your Social Security card and Driver's License or Picture ID card when submitting this application.

Applicant's Full Name _____ Age _____

Social Security Number _____ Sex _____ Date of Birth _____

Spouse/Co-Tenant _____ Age _____

Social Security Number _____ Sex _____ Date of Birth _____

Present Address _____
Mailing Address _____ City _____ Zip Code _____

Telephone Number _____ Cell Phone Number _____

Other Members of Household:

<u>Name</u>	<u>Social Security #</u>	<u>Sex</u>	<u>Date of Birth</u>	<u>Relationship</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list children or other close relatives or friends to contact in case of an emergency:

<u>Name</u>	<u>Relationship</u>	<u>Address</u>
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_____	_____	_____
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Phone _____	_____
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Please attach another sheet if needed. Zip Code _____

Apartments for the Elderly and/or Persons with Disability • Community Development Block Grant Administration

Juneau County Housing Authority is an equal opportunity provider and employer.
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at 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.



Is someone legally empowered to act in your behalf?

Name _____

Home Phone _____

Address _____

Business Phone _____

Zip Code _____

Persons who meet the definition of disabled or handicapped qualify for a \$400 Deduction to their annual income when determining rent contribution and certain other deduction. See the attached addendum which defines disabled or handicap. If you feel that you qualify and would like to request this adjustment to your income, please check here _____. If you have indicated your desire to request this adjustment, then we will need only sufficient documentation to confirm your qualification for this status. Failure to provide this information may result in the denial of these deductions.

If you are less than 62 years old, are you eligible for occupancy based on your status as an individual with handicaps or disabilities you and your healthcare provider will need to fill out the attached Verification of Disability.

Do you have any specific housing requirements, such as a handicapped accessible unit?

Do you have any of the following: without or about to be without housing, living in substandard housing, paying more than 50% of income for rent. Circle one if applicable.

Do you have a Letter of Priority Entitlement? _____ Issued by Rural Development? _____

Do you certify that this will be your permanent residence and that you do not/will not maintain a separate subsidized unit in a different location? _____

Is any member of the household a full time or part-time student at an institution of higher education? _____

Have you ever been convicted of a felony or drug related charge? _____

Is any member of the household subject to State Lifetime Sex Offender Registration in any state? _____

List states where members of the household have resided: _____

How did you hear about Juneau County Housing Authority? _____

How did you hear about any vacancies? _____

What is your preferred moving date? _____

Complete **all applicable** information for Applicant, Spouse, or Co-Applicant on this page and the next. Attach an additional sheet if needed.

INCOME INFORMATION

1. Social Security/SSI Payments & Veteran Benefits

\$ _____ Annually from _____
\$ _____ Annually from _____

2. Pensions, Annuities, Retirement Funds, IRA Accounts, Interest Income

\$ _____ Annually from _____
\$ _____ Annually from _____

3. Salary/Wages – List **gross** amount of wages, salaries, overtime pay, commissions, fees, tips and bonuses.

\$ _____ Annually from _____
\$ _____ Annually from _____

4. Net Income from Business or Profession or Rental, Real or Personal Property.

\$ _____ Annually from _____
\$ _____ Annually from _____

5. All Other Income: Include income from all other sources, such as Unemployment, Disability Compensation, Workman's Compensation, Severance Pay, Alimony, Child Support, Regular Recurring Contributions or Gifts of Money, Regular Pay, Special Pay and Allowances for Head of Household in Armed Forces; Public Assistance, or any other source.

\$ _____ Annually from _____
\$ _____ Annually from _____

EXPENSE INFORMATION

1. **Child Care Expense:** List amount paid by family for the care of minor children under 13 years of age when such care is necessary to enable a family member to further education or to be gainfully employed.

\$ _____ Annually to _____

2. **Medical Expenses:** (To be completed for households with persons who are handicap, Disabled or over the age of 62) – Include total expenses paid out of your pocket over the past twelve months (not paid or reimbursed by insurance). May include any medically related expense. Ex: dental, prescriptions, supplement premiums, eye, hearing, cost of live-in resident assistant, doctor, including that portion of spouse's or child's nursing home care paid from family income.

\$ _____ Annually to _____
\$ _____ Annually to _____
\$ _____ Annually to _____
\$ _____ Annually to _____
\$ _____ Annually to _____

ASSET INFORMATION – List all information for applicant, spouse, and/or co-applicant

1. Cash on hand – amount in pocket, purse, etc. \$ _____
2. Checking Accounts
Bank Name _____ Current Balance \$ _____
Bank Name _____ Current Balance \$ _____
3. Savings Accounts (including IRA's)
Where _____ Current Balance \$ _____
Where _____ Current Balance \$ _____
Where _____ Current Balance \$ _____
4. Stocks and/or Bonds
Type _____ Number _____ Value \$ _____
Type _____ Number _____ Value \$ _____
5. Real Estate Owned Within Last 2 Years
Market Value \$ _____
If sold within last 2 years, list amount sold for \$ _____
6. Property Sold Under Land Contract
Original Amount \$ _____
Outstanding Balance \$ _____
Terms: \$ _____ per month _____ or per year _____

THE REFERENCE SECTION MUST BE COMPLETE

REFERENCES

PERSONAL REFERENCES (*Not Relatives*) **3 References are required**

1. _____
Name _____ Complete Mailing Address _____
2. _____
Name _____ Complete Mailing Address _____
3. _____
Name _____ Complete Mailing Address _____

FINANCIAL REFERENCES (Not Relatives) **3 References are required**

1. _____
Name of Business or Person Complete Mailing Address

2. _____
Name of Business or Person Complete Mailing Address

3. _____
Name of Business or Person Complete Mailing Address

LANDLORD REFERENCES

You must report the past ten years. Please use another piece of paper if needed.


Present Address _____
Dates resided there _____ to Present Landlord _____
Complete Landlord Address _____
Reason for leaving _____


Previous Address #1 _____
Dates resided there _____ to _____ Landlord _____
Complete Landlord Address _____
Reason for leaving _____

Previous Address #2 _____
Dates resided there _____ to _____ Landlord _____
Complete Landlord Address _____
Reason for leaving _____

Your signature on this application authorizes the owner/manager of the project in which you are applying for occupancy to contact your prior landlords, to check personal and credit references and to obtain credit, employment and court records.

I certify that the information I have provided on this application to be accurate and complete.

 _____
Applicants Signature

 _____
Date

The information regarding race, national origin, and sex designation solicited on the application is requested in order to assure the Federal Government, acting through USDA/Rural Development and Housing and Urban Development (HUD), that Federal Laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familial status, age, and disabled are compiled 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/manager is required to note the race/ national origin and sex of individual applicants on the basis of visual observation or surname."

APPLICANT	
Race / National Origin <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> American / Alaskan Native <input type="checkbox"/> Asian Ethnicity <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not-Hispanic or Latino	<input type="checkbox"/> Male <input type="checkbox"/> Female

PENALTIES FOR MISUSING THIS CONTENT:

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person, who knowingly or willingly 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 or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C.408 (a) (6), (7) and (8).

STATEMENT REQUIRED BY THE PRIVACY ACT

The USDA, Rural Development, is authorized by Title V of the Housing Act of 1949 as amended (42 U.S.C.1471 et. Seq.) to solicit the information requested on this form. Disclosure of the information requested is voluntary. However, failure to disclose certain items of information may result in a delay in the processing of your eligibility or rejection, except that is unlawful for Rural Development to deny eligibility because of the refusal to disclose the Social Security Account Number.

The principal purposes for collecting the requested information are to determine eligibility for occupancy in the Rural Development financed rental project and to determine the amount of tenant contribution for rent. The information collected on this form may be released to appropriate Federal, State, and Local Agencies when relevant to civil, criminal or regulatory proceedings.

Addendum to Application for Occupancy

Definitions based upon Rural Development Instruction 1930-C, Ex. B

What is considered a disability?

1. Person with a disability. A person who is considered disabled if the person meets the criteria of either of the following:
 - a. The person has an inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which;
 - b. Has lasted or can be expected to last for a continuous period of not less than 12 months, or which can be expected to result in death,
 - c. Substantially impedes the ability to live independently,
 - d. Is of such a nature that such ability could be improved by more suitable housing conditions or,
 - e. In the case of a blind person who is at least 55 years old (within the meaning of blindness as determined by Section 223 of the Social Security Act), is unable, because of the blindness, to engage in substantial gainful activity in which he/she has previously engaged with some regularity over a substantial period of time.

NOTE: Receipt of veteran's benefits for disability, whether service oriented or otherwise, does not automatically establish disability.

2. A person has a developmental disability, a severe, chronic disability which:
 - a. Is attributable to a mental or physical impairment or combination of mental or physical impairment,
 - b. Was manifested before age 22,
 - c. Is likely to continue indefinitely,
 - d. Results in substantial functional limitations in three or more of the following areas of major life activity;
 - i. Self-care
 - ii. Receptive and expressive language
 - iii. Learning
 - iv. Mobility
 - v. Self-direction
 - vi. Capacity for independent living
 - vii. Economic self-sufficiency
 - e. Reflects the person's need for a combination and sequence of special, interdisciplinary or generic care or treatment, or for other individually planned and coordinated.

What is considered a handicap?

3. A person with a handicap is a person with a physical or mental impairment that:
 - a. Is expected to be of long-continued and indefinite duration,
 - b. Substantially impedes the person's ability to live independently and could be improved by more suitable housing conditions,
 - c. Is of such a nature that the person's ability to live independently and could be improved by more suitable housing conditions.
4. The term handicapped (or handicap) further means, with respect to a person, a physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as have such an impairment. This term does not include current illegal use of or addiction to a controlled substance. As used in this definition, physical or mental impairment includes:
 - a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special senses organs; respiratory; including speech organs; cardiovascular; reproductive; digestive, genito-urinary; hemic and lymphatic; skin; and endocrine or,
 - b. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart diseases, diabetes, mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism.
5. Major life activities means functions such as caring for one's self, performing major tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
6. Has a record of such an impairment means has a history of, or has been misclassified as having mental or physical impairment that substantially limits one or more of major life activities.
7. Is regarded as having an impairment means:
 - a. Has a physical or mental impairment that does not substantially limit one or more major life activities, but that is treated by another person as constituting such a limitation,
 - b. Has a physical or mental impairment that substantially limits one or more major life activities only as a result of the attitudes of others toward such impairment or,
 - c. Has one of the impairments defined in paragraph 4a and 4b of this definition but is treated by another person as having such an impairment.

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.

Place an X next to the building(s) applying for:

<input type="checkbox"/> Villa Lyn Manor	Lyndon Station
<input type="checkbox"/> Georgetown House I	Elroy
<input type="checkbox"/> Georgetown House II	Elroy
<input type="checkbox"/> Westview Haven	New Lisbon
<input type="checkbox"/> Bluff View	Camp Douglas
<input type="checkbox"/> Bluff Aire	Necedah
<input type="checkbox"/> Bluff Aire II	Necedah
<input type="checkbox"/> Sunrise	Wonewoc
<input type="checkbox"/> Stoney Hill Court (1-bedrooms only)	Wonewoc
<input type="checkbox"/> Country View (1-bedrooms only)	Hustler
<input type="checkbox"/> Spring Valley (1-bedrooms only)	Union Center
<input type="checkbox"/> Arches	Mauston
<input type="checkbox"/> Countryside	Wautoma
<input type="checkbox"/> Oak Valley	Red Granite

Please check your preference:

☐ One Bedroom ☐ Two Bedroom
(Must be 2 people to qualify)

JUNEAU COUNTY HOUSING AUTHORITY

Julie A. Oleson
Executive Director

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Email: joleson.jcha@gmail.com • Website: www.JuneauCountyHousingAuthority.com

VERIFICATION OF DISABILITY

DATE: _____

TO: Health Care Professional

FROM: Juneau County Housing Authority

RETURN THIS VERIFICATION TO US AT THE ADDRESS LISTED ABOVE (or other instructions to the third party to ensure that the verification is returned to the right person. This is important because owners have a responsibility to treat this information confidentially.)

The individual that has signed below has applied for housing assistance under a program of the U.S. Department of Housing and Urban Development (HUD) or U.S. Department of Agriculture (USDA) Rural Development. Federal regulations require the Housing Authority to verify all information that is used in determining this person's eligibility or level of benefits.

We ask your cooperation in providing the following information and returning it to the Housing Authority. Your prompt return of this information will help to ensure timely processing of the application for assistance.

INFORMATION BEING REQUESTED

For each numbered item below, mark an "X" in the applicable box that accurately describes the person listed above.

1. ☐ Yes ☐ No Has a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes his or her ability to live independently, and is of a nature that such ability could be improved by more suitable housing conditions.
2. ☐ Yes ☐ No Is a person with a developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (8)), i.e., a person with a severe chronic disability that:

Apartment for the Elderly and/or Persons with Disability • Community Development Block Grant Administration

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at 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.



- a. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- b. Is manifested before the person attains age 22;
- c. Is likely to continue indefinitely;
- d. Results in substantial functional limitation in three or more of the following areas of major life activity;

- (1) Self-care,
- (2) Receptive and expressive language,
- (3) Learning,
- (4) Mobility,
- (5) Self-direction,
- (6) Capacity for independent living, and
- (7) Economic self-sufficiency; and

- e. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.

3. _____ Yes _____ No

Is a person with a chronic mental illness, i.e., he or she has a severe and persistent mental or emotional impairment that seriously limits his or her ability to live independently, and whose impairment could be improved by more suitable housing conditions.

4. _____ Yes _____ No

Is a person whose sole impairment is alcoholism or drug addiction.

NAME AND TITLE OF PERSON
SUPPLYING THE INFORMATION

FIRM/ORGAINIZATION

SIGNATURE

DATE

RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances that would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent attached to a copy of this consent.

APPLICANT NAME

APPLICANT ADDRESS

APPLICANT SIGNATURE

DATE

This form is for Persons with Disabilities under the age of 62 for verification of eligibility.

Authorization for the Release of Information

Juneau County Housing Authority
717 E. State Street
Mauston, WI 53948
(608) 847-7309

Purpose

The U.S. Department of Agriculture (Rural Development-RD) and the U.S. Department of Housing and Urban Development (HUD) along with the above named organization and the information obtained with it, to administer and enforce program rules and policies.

Authorization

I authorize the release of any information (including documentation and other materials) pertinent to eligibility for or participation under any of the following programs:

Rental Assistance Program (RAP)
Rent Supplement
Section 8 Housing Assistance Payments Program

I authorize the above named organization, RD, and HUD to obtain information about me or my family that is pertinent to eligibility for or participation in assisted housing.

I authorize only HUD, RD or a Public Housing Agency to obtain information on wages or unemployment compensation from State Employment Securities Agencies.

Information covered Inquiries may be made about:

Credit History
Personal References
Criminal Background
Residences and Rental History
Family Composition
Employment, Income, Pensions, & Assets
Federal, State, or Local Benefits
Medical Expenses
Handicap Assistance Expenses
Child Care Expenses
Social Security Numbers
Identity and Marital Status

Individuals Or Organizations That May Release Information:

Banks and Other Financial Businesses
Courts
Law Enforcement Agencies
Credit Bureaus
Employers, Past and Present
Landlords
Providers of:
Medical Care
Pensions/Annuities, Alimony Credit
Child Care, Child Support
Handicap Assistance
Schools and Colleges
U.S. Social Security Administration
U.S. Department of Veteran Affairs
Utility Companies
Welfare Agencies

Computer Matching Notice & Consent

I agree that a Public Housing Agency or HUD may conduct computer-matching programs with other governmental agencies including Federal, State, Tribal, or local agencies. The governmental agencies include:

U.S. Office of Personnel Management
U.S. Social Security Administration
U.S. Department of Defense
U.S. Postal Service
State Employment Security Agencies
State Welfare Agencies (W-2)

The match will be used to verify information supplied by the family.

Conditions:

I agree that photocopies of this authorization may be used for the purposes stated above.

If I do not sign this authorization, I also understand that my housing assistance may be denied or terminated.

This form cannot be used to request a copy of a tax return. Instead, use IRS form 4506, Request for a Copy of Tax Form.

Head of Household Signature

Date

Spouse or Adult Signature

Date