



## Housing Authority of the Peoria Tribe of Indians of Oklahoma

3606 Sencay Avenue  
Miami, OK 74354

Phone 918.542.1873 Fax 918.542.4285



### APPLICATION INSTRUCTIONS FOR THE FAIR MARKET RENTAL PROGRAM

**The following are requirements when applying for the Fair Market Rental Program:**

- PHA will conduct a background check of five years (5) prior to the application date to determine whether the applicant or anyone over eighteen (18 years of age in the applicant household has had an arrest for a criminal offense. Additionally, PHA will conduct a credit check for the same five year (5) period to determine whether in anyone over eighteen (18) has a history of past abuse of government programs or failure to pay utilities, or other relative financial obligations.
- You must qualify on all admission requirements listed in policies.
- You do not need to be Native American for this program.
- You must sign a rental agreement.
- You will be responsible for all maintenance on home.
- You will be responsible for keeping the apartment safe, drug free and sanitary at all times.
- You must keep your utility services accounts paid for at all times.
- You will be responsible for making your rent payments promptly on the first but no later than the TENTH (10) day of each month.
- You will have your home inspected quarterly by Housing Authority inspectors.
- The applicant, co-applicant or any member over 18 must not owe a debt to the PHA, any utility company or government agency. (IRS, student loan, etc.)
- Applicant must be a citizen of the United States
- No pets are allowed.

## Fair Market Application

**Required Documentation:** Complete the application that is attached to this document. The following information and documentation must accompany the application.

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| ⊞ <b>Proof of Age:</b> State issued birth certificate for all family members  |
| ⊞ <b>Proof of U.S. Citizenship:</b> In the form of a birth certificate or other approved federal documentation  |
| ⊞ <b>Authorization for Release of Information/Privacy Act Notice:</b> Signed by everyone living at the residence that is eighteen (18) years of age and above (form attached)   |
| ⊞ <b>Authorization and Release for Criminal Background Investigation:</b> A separate form is required for everyone eighteen (18) year of age or older (form attached)   |
| ⊞ <b>Income Verification:</b> Proof of income for all household members eighteen (18) years and older that reside in the home (form attached for employer to complete) <ol style="list-style-type: none"><li>1. <b>Must include previous month's pay stubs.</b> Other proof of income includes: Social Security statements, Social Security award letter for the current year, Retirement benefits letter for the current year, VA benefits statement dates within the last year, letter from Child Support Division and/or Divorce Decree, or notarized custody papers signed by the non-custodial parent, Department of Human Service (DHS), Alimony, Royalties, Per Capita payments, Interest, and Individual Indian money ledgers. <b>If unemployed provide documentation from State Employment office.</b></li><li>2. Current Tax return</li><li>3. If self employed, you must provide current tax return with all schedules</li></ol> |

*Household members over 18 years of age who have no income must complete the attached Zero Income certification form.*

### **Processing:**

- |  |
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| ⊞ Upon receipt of complete application, the PHA will make a determination of eligibility within ten (10) business days. Applicants determined to be eligible shall be notified in writing and placed on the waiting list, should the applicant be determined to be ineligible he/she will be notified in writing within documentation as to the reasons for ineligibility. |
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## **Fair Market Application**

### **Fair Market Checklist:**

The following is a list of items that are needed in order to process your application. *Your application will not be processed until copies of these items are received.* Please send copies of all items that apply to your situation.

### **PLEASE CHECK EVERYTHING THAT YOU HAVE ENCLOSED:**

- \_\_\_ ENCLOSE COPIES OF EITHER DRIVER'S LICENSE, BIRTH CERTIFICATES OR SOCIAL SECURITY CARD OF HEAD OF HOUSEHOLD AND CO-APPLICANT IF APPLICABLE
- \_\_\_ ENCLOSE COPIES OF PREVIOUS MONTH'S PAYSTUBS FOR HOUSEHOLD MEMBERS THAT ARE EMPLOYED
- \_\_\_ IF SELF EMPLOYED, PLEASE PROVIDE ALL SCHEDULES OF TAX RETURN

### **Each of the following must be dated within past 30 days:**

- \_\_\_ ENCLOSE COPIES OF CURRENT YEARS AWARD LETTER FOR DHS, SOCIAL SECURITY OR SSI DISABILITY
- \_\_\_ ENCLOSE COPIES OF CURRENT YEARS AWARD LETTER RETIREMENT BENEFITS
- \_\_\_ ENCLOSE COPIES OF CURRENT YEARS AWARD LETTER FOR VA BENEFITS
- \_\_\_ ENCLOSE COPIES OF CURRENT DOCUMENTATION FROM STATE EMPLOYMENT OFFICE (IF APPLICABLE)

**Fair Market Application**

**PERSONAL INFORMATION:**

NAME: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SSN: \_\_\_\_\_ TRIBE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ YRS LIVING HERE: \_\_\_\_\_

**PLEASE LIST LANDLORDS FOR THE PAST 5 YEARS:**

(We must have either a telephone number or address of the landlords listed.)

NAME: \_\_\_\_\_

DATE FROM: \_\_\_\_\_ TO: \_\_\_\_\_ REASON FOR MOVING: \_\_\_\_\_

LANDLORD'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE FROM: \_\_\_\_\_ TO: \_\_\_\_\_ REASON FOR MOVING: \_\_\_\_\_

LANDLORD'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE FROM: \_\_\_\_\_ TO: \_\_\_\_\_ REASON FOR MOVING: \_\_\_\_\_

LANDLORD'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY:**

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE-HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

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**Fair Market Application**

**PLEASE LIST (3) PERSONAL REFERENCES:** (Must not be related)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_



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**Fair Market Application**

**EMPLOYER INFORMATION:**

APPLICANT: \_\_\_\_\_  
NAME OF EMPLOYER MAILING ADDRESS PHONE #

SPOUSE: \_\_\_\_\_  
NAME OF EMPLOYER MAILING ADDRESS PHONE #

Other ADULT: \_\_\_\_\_  
NAME OF EMPLOYER MAILING ADDRESS PHONE #

Other ADULT: \_\_\_\_\_  
NAME OF EMPLOYER MAILING ADDRESS PHONE #

**PLEASE READ & ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY:**

Have you ever lived in a PUBLIC/INDIAN Housing Authority project?:  YES  NO

If YES, Where and When?: \_\_\_\_\_

Do you own or are you purchasing a HOME?:  YES  NO

Have you or any other member of your family ever been evicted?:  YES  NO

If so, explain the circumstances: \_\_\_\_\_  
\_\_\_\_\_

Has anyone listed on this application ever been arrested for a criminal offense or criminal conviction resulting in imprisonment or probation?:  YES  NO

If YES, Who and What type?: \_\_\_\_\_  
\_\_\_\_\_

Did you leave owing your previous landlord?:  YES  NO

If YES, Who and How much?: \_\_\_\_\_

Do you owe any utility company an outstanding balance for services?:  YES  NO

If YES, Who and How much?: \_\_\_\_\_

Are any government agencies currently seeking collections (IRS, student loans, etc.)?:  YES  NO

If YES, Who and How much?: \_\_\_\_\_

**Fair Market Application**

**DISCLOSURE:**

Are you a PHA employee, PHA commissioner, Peoria or Ottawa Business Committee Member or closely related (father, mother, son, daughter, brother, or sister) to any of the above?

(Select one)     YES    NO

If YES, Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

**PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING:**

- I certify that the information on this application is true and complete to the best of my knowledge.
- I understand that the information provided is used to determine eligibility and does not necessarily qualify me for the program.
- I give permission to the Housing Authority to make inquiries for the purpose of verification of statements made in this application, including inquiries with any current or former landlords or employers.
- I understand that providing false information may disqualify me or could result in the Housing Authority evicting me from any premises that is later leased to me.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant (If Applicable)

\_\_\_\_\_  
Date



**Fair Market Application**

**Zero Income Certification**

I hereby certify that I receive no income (no money) at this time from any source, including, but not limited to:

- Wages from employment (including commissions, tips, bonuses, fees, etc.)
- Income from operation of a business
- Rental income from real or personal property
- Interest or dividends from assets
- Social Security payments, annuities, insurance policies, retirement funds, pensions, disability or death benefits
- Unemployment or disability payments
- Public Assistance payments
- Periodic allowances such as alimony, child support, or gifts received from persons not living in the unit
- Educational grants and/or scholarships or Veterans Administration benefits available for subsistence after deducting expenses for tuition, fees and books (documentation required if applicable)
- Self-employment

I will be using the following sources of funds to pay for rent, groceries and other necessities:

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I certify that my household claims zero income for determining housing assistance. Furthermore, I agree to notify Peoria Housing Authority immediately, if there is any change in my income.

Head of Household:	_____	_____	_____
	Printed Name	Signature	Date
Co-Applicant:	_____	_____	_____
	Printed Name	Signature	Date
Other Adult:	_____	_____	_____
	Printed Name	Signature	Date
Other Adult:	_____	_____	_____
	Printed Name	Signature	Date

## Authorization for the Release of Information

### Authorization for the Release of Information and Privacy Act Notice

Peoria Housing Authority  
3606 Sencay Avenue  
Miami, OK 74354

Requested by: \_\_\_\_\_

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

**Requirements:** Peoria Housing Authority (PHA) requires that you sign a consent form authorizing us to request verifications of salary and wages from current or previous employers; to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; and to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. We require independent verification of income information. Therefore, PHA may request information from financial institutions to verify your eligibility and level of benefits.

**Purpose:** In signing this consent form, you are authorizing the PHA to request income information from the sources listed on the form. We need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level.

**Uses of Information to be Obtained:** We are required to protect the income information we obtain in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. We may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAS for the purpose of determining housing assistance. The PHA is also required to protect the income information it obtains in accordance with any applicable State privacy law. The PHA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form.

**Private owners may not request or receive information authorized by this form.**

**Who Must Sign the Consent Form:** Persons who apply for or receive assistance under any of the Peoria Housing Authority programs, must complete this form. Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

**Failure to Sign Consent Form:** Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the PHA's grievance procedures.

**Sources of Information to Be Obtained:** State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisting housing benefits.

## Authorization for the Release of Information

**Consent: I consent to allow Peoria Housing Authority to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD’s assisted housing programs. I understand that PHA will not use this form to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.**

This consent form expires 15 months after signed.

**Signatures:**

Head of Household	Date	Other Family Member over age 18	Date
Social Security Number (if any) of Head of Household		Other Family Member over age 18	Date
Co-Applicant	Date	Other Family Member over age 18	Date
Other Family Member over age 18	Date	Other Family Member over age 18	Date
Other Family Member over age 18	Date	Other Family Member over age 18	Date

**Privacy Act Notice:** Your income and other information are being collected by Peoria Housing Authority to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of PHA, except as permitted or required by law. Penalty: You must provide all of the information requested by PHA, including all Social Security Numbers you, and all other household members, have and use. Giving the Social Numbers of all household members is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

# NOTICE/AUTHORIZATION AND RELEASE FOR CRIMINAL BACKGROUND INVESTIGATION

## Name of Head of Household on Housing Application:

I, the undersigned individual, do hereby authorize the Peoria Housing Authority, Miami, OK to procure a criminal background report on me for the purpose of initial applicant eligibility screening, lease enforcement and/or eviction actions. This authorization and release form is valid during the housing application process, and if accepted into a housing program, for the entire duration of stay in a PHA housing unit.

This above-mentioned report will be disclosed only to a PHA staff person who has a job related need for the information and who is an authorized officer, employee, or representative of the recipient.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to the Peoria Housing Authority, Miami, OK including, but not limited to any and all courts and law enforcement agencies, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release the Peoria Housing Authority, Miami, OK and all persons, National Crime Information Center, police departments, and other law enforcement agencies, from any and all liability, claims and/or demands, by me, my heirs or others making such claim or demand on my behalf, for providing a criminal background report hereby authorized.

Further, I certify that the information contained on this Notice/Authorization/Release form is true and correct and that my housing application will be terminated based on any false, omitted or fraudulent information.

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

## Full Name (Please Type or Print Clearly in Ink):

(Do Not Abbreviate) First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Other Names Used: \_\_\_\_\_ Dates Used: \_\_\_\_\_  
Alias, maiden, or nicknames

Current Address: \_\_\_\_\_  
Street or P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ Date Lived \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Full Name on SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender, select one: Female Male  
Month Day Year

### To be completed by PHA Staff Only

*This criminal background report will be kept under lock and key and be under the custody and control of the PHA executive director/lead official and/or his designee for such records.*

Date report Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Report Determination, select one: Favorable Unfavorable

**Duplicate this Form as Necessary for Each Family Member 18 Years or Older**