



# KING COUNTY HOUSING AUTHORITY

## PLEASE READ

Thank you for applying for Public Housing with the King County Housing Authority. Please note that you only need to complete ONE application for Public Housing.

Applications must be completed in ink and should be mailed to:

**King County Housing Authority  
Central Applications Processing Center  
20126 Ballinger Way NE, PMB # 151  
Shoreline, WA 98155-1290**

Applications will also be accepted at KCHA management offices. Hours and/or days of operations may vary for individual offices. Applications will **NOT** be accepted at offices after 12:00 p.m. unless there are extenuating circumstances.

**INFORMATION ON OUR APPLICATION PROCESS CAN BE FOUND AT OUR WEBSITE:**

[WWW.KCHA.ORG](http://WWW.KCHA.ORG)

**OR BY CONTACTING ANY KCHA MANAGEMENT OFFICE**

**INFORMATION ABOUT OUR PROPERTIES CAN BE FOUND AT:**

[WWW.KCHA.ORG/LOOKINGFORHOUSING/MASTERLIST.ASPX](http://WWW.KCHA.ORG/LOOKINGFORHOUSING/MASTERLIST.ASPX)

*Please remember to only select properties listed on the back page of this application.*

### THINGS TO KNOW:

1. Prior to being offered a unit each applicant will be screened for tenant suitability. This screening consists of, but is not limited to, a **criminal background check** (including drug-related criminal activity), **credit check**, and a **landlord history screening**.
2. **Disability Status / Right To Reasonable Accommodation** (*Does not apply to Project Based Properties*)  
IF YOU HAVE A DISABILITY as outlined under Section 504 of the Americans With Disabilities Act or State or Local Fair Housing Laws, and require an accommodation that would allow you to live and use your apartment or access facilities in a manner equal to that of a non-disabled tenant, you may qualify for a Reasonable Accommodation. For example if you need:
  - \* A structural change or repair in your apartment, or a special type of apartment;
  - \* A change or repair in some other part of the housing development; or Housing Authority facilities; or,
  - \* A change in our rules, policies, or how we do things (ie: how we communicate with you or give you information),

You may request a Reasonable Accommodation from your local Housing Authority representative, and they will direct you on how to proceed with the process.

3. It is illegal to Discriminate Against Any Person Because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.



# Initial application instructions

## Personal information (head of household)

The head of household's Social Security number will be used to identify your family's application in our Data Base. If the head of household does not have a Social Security number a random account number will be assigned.

## Name and Address (head of household)

We must have a current mailing address to contact you at all times. If we are unable to contact you by mail, you may be removed from the Public Housing waiting list without further notice.

## Occupancy Guidelines

In determining the proper bedroom size for each family, generally speaking, children of the opposite sex over the age of 4 may not be required to share a bedroom in most cases. Please carefully analyze your family composition and select a property or region with the appropriate bedroom size for your family.

No. of Bedrooms	Number of persons	
	Minimum	Maximum
1	1	2
2	2	4
3	3	6
4	4	8
5	7	10

**Central Applications offers an auto attendant telephone number. You may leave a message and a Housing Authority representative will return your call. You may also visit the property management office nearest you for assistance. The property management offices are noted in the property list, page 4, of your application.**

**The Auto Attendant telephone number is 206-574-1248. Calls are returned within 24 hours of receipt.**

## Waitlist Selections

KCHA policy allows applicants to be on the Site-Based Waiting List or the Regional Waiting List. The **Site-Based Waiting List**, allows you to choose one (1) or two (2) specific properties from the list on page 4. These will be the specific properties you wish to live at, **OR** a **Regional Waiting List**, where you choose one (1) or two (2) of our three regions you would like to live in. **Important:** if you choose the Regional Waiting list you are offered the first available unit ***anywhere*** with-in your selected region. **Do not choose both Regional and Site-Based Waiting List.**

## Ethnicity and Race

The housing authority collects statistical data on ethnicity and race in accordance with federal regulations. This is for statistical purposes only.

## List all members who will live with you (fill in all requested fields)

List everyone who will be living with you, including aides and any unborn children you are expecting.

## Additional Housing Program

If you are interested in any of our additional housing programs, please complete only the programs for which your family composition qualifies for according to the instructions provided.

## Current living situation: waitlist preferences

Please select any or all of the waitlist preferences listed on page two as they apply to your current situation.

## Please note:

Incomplete or incorrect applications will be returned to the applicant. Complete applications will receive an acceptance letter within 2- 4 weeks.



**INITIAL APPLICATION FOR HOUSING**  
**MAIL COMPLETED APPLICATION TO:**  
**CENTRAL APPLICATION PROCESSING CENTER**  
**20126 BALLINGER WAY NE, PMB 151 \* SHORELINE, WA 98155-1290**  
 Or return to any KCHA Management Office

**I. Applicant Information:**      **Please Print NEATLY In Ink**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ APT. NO. \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

(      ) \_\_\_\_\_

HOME PHONE

(      ) \_\_\_\_\_

WORK / MESSAGE PHONE

PLEASE LIST ANY OTHER NAMES YOU MAY HAVE USED IN THE PAST  
 (MAIDEN NAME, ALIAS, ETC.): \_\_\_\_\_  
 \_\_\_\_\_

Primary Language: \_\_\_\_\_  
 Translation Services Needed:     YES     NO

**II. Household Information:**

1. Please list ALL HOUSEHOLD MEMBERS who will be living in the assisted unit. List the Head of Household on line #1 (list additional Members on a separate page if more space is needed):

MBR #	LAST NAME	FIRST NAME	MI	AGE	SEX	RELATION TO HEAD	BIRTH DATE	BIRTH PLACE	SOCIAL SECURITY #
1						<b>Head of Household</b>			
2									
3									
4									
5									
6									
7									
8									

2. Does anyone live with you who is not listed above or are you expecting a baby?     YES     NO  
 If YES, please list the name(s) and explain: \_\_\_\_\_

**III. Family Information:**

1) **FAMILY STATUS:** Check all that apply:  
 Head of Household or Spouse is age 62 over.  
 Head of Household or Spouse is Disabled or Handicapped  
 Other Family Member is Disabled or Handicapped  
 None of the Above

2) **RACE:** Please check one of the following:  
 Caucasian     African American     Asian     Hispanic  
 Native American/Eskimo     Hawaiian/Pacific Islander  
*This information is requested to comply with Equal Opportunity requirements and will not affect your application for housing assistance.*

3) **INCOME SOURCE(S):** Please list ALL sources of income received by ALL adult members of your household:  
 Examples: Wages, Pension, Child Support, SSI, SSA, L&I, TANF, and Regular Gifts. List additional income on a separate page if more space is needed

MBR#	Type of Income (wages, etc.)	Amount Received	(circle one)				Hrs per wk (if applicable)
		\$	per	hour	week	month	
		\$	per	hour	week	month	
		\$	per	hour	week	month	
		\$	per	hour	week	month	
		\$	per	hour	week	month	

**III. Family Information (continued):**

1. Does anyone listed on your application have a Criminal Record? Answering YES, will not automatically exclude you from housing. A Criminal History background check will be run on you and your adult family members.

YES  NO

If YES, please list any criminal history, which will appear on your records and where it occurred: \_\_\_\_\_

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2. Has anyone listed on the application served in the U.S. Armed Forces?  YES  NO

3. Has anyone listed on your application previously lived in Public Housing?

YES  NO

If YES, please list who, along with when and where they lived in Public Housing: \_\_\_\_\_

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4. Does your family require a handicapped-modified unit? (Examples: roll-in shower, wheelchair accessible, etc.)

YES  NO

5. Does any family member require a reasonable accommodation? (Example: live-in aid, etc.)

YES  NO

If YES, please complete a Reasonable Accommodation form, available from any KCHA office.

**IV. Preferences:**

***Extremely Low Income Preference (Does not apply to Section 8 New Construction applicants)***

- 1) Do you currently live in subsidized housing or receive a government rent subsidy?

YES  NO

- If you answered “YES” you do not qualify for the Extremely Low Income preference. Go to Question 3.
- If you answered “NO”, go to question 2.

- 2) Is your yearly income *at or below* the limits given for your family size on the chart below?

YES  NO

Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income
1	\$17,700	3	\$22,750	5	\$27,300	7	\$31,350	9	\$35,400	11	\$39,450
2	\$20,250	4	\$25,300	6	\$29,350	8	\$33,400	10	\$37,450		

- If you answered, “YES”, you appear to qualify for the “Extremely Low Income” preference continue onto Question 3.
- If you answered, “NO”, you may still qualify for one of KCHA’s other preferences, continue onto Question 3.

***Substandard Housing, Displaced, and Rent Burden Preferences (This Section applies to all applicants)***

- 3 a) Are you currently homeless, live in a dilapidated home or live in a home without one of the following: plumbing, toilet, tub/shower, kitchen, electricity, or heat?

YES  NO

- b) Are you currently displaced from your home by natural disaster, government action, domestic violence, or forced to move to avoid reprisal, due to hate crimes, owner action, or unit inaccessibility?

YES  NO

- c) Have you been paying more than 50% of your Gross Income (income *before* taxes are taken out) for rent and utilities for the last 90 days? Utilities do not include phone or cable.

YES  NO

- If you answered “YES” to any of the above questions (3a-c), you appear to qualify for a preference.

**PLEASE NOTE: All preferences will be verified prior to an offer of housing.**

- If you did not answer “YES”, to any of the above questions then you do not appear to qualify for a preference at this time and will be placed on our waiting list as a non-preference.

**V. Wait List Choice:** KCHA allows applicants to select the type of waiting list they would like to be on. You may be on either a Site-Based Waiting List, where you choose which of our properties (listed on back) you would like to live in, **OR** a Regional Waiting List, where you choose which of our three regions you would like to live in and are offered the first available unit *anywhere* in that region. With both lists, you have up to two choices.

*Please place my application on the waiting list indicated:*                      CHOOSE ONLY A or B

<p><b>A Site-Based Waiting Lists:</b> Using the list on the back of this page select <u>up to two (2)</u> separate public housing developments in which you wish to live and write their name(s) on the lines below. You will only be offered housing in the location(s) that you select. <b>You will be offered a unit in whichever property has a vacancy first, when your name reaches the top of the waiting list. These are not order of preference.</b></p> <p>1. _____</p> <p style="text-align: center;">OR</p> <p>2. _____</p> <div data-bbox="1015 640 1385 856" style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"><p><b>If you are selecting specific properties, please select properties that have the bedroom size to meet your needs.</b></p></div>
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**OR**

<p><b>B Regional Waiting Lists:</b> Using the list on the back of this page select <u>up to two (2)</u> regions and write their name(s) on the lines below. You will be offered the first available unit of appropriate size that becomes available in that region. Regions are large areas within King County and you must be more flexible about where you will live. You must take the first unit offered to you or risk cancellation of your application.</p> <p>1. _____</p> <p>2. _____</p>
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**VI. Signature:**

I hereby certify that the information provided in this application is true to the best of my knowledge and belief. I understand that any false statements made on this application may result in the cancellation of my application and if housed, my family will be subject to eviction. I also understand I must report any changes in the above information to the housing office in writing. Failure to report accurate information with regards to my family circumstances and any changes that may occur, may result in delays in the application process and could ultimately lead to cancellation of my application, without further notice. I certify that I have read and understand this declaration and I understand that I will be required to successfully complete a criminal background check, a credit history check, provide landlord history (does not apply to Section 8 New Construction applicants) for the past three years and update my local preference and income status, which will be verified by the Housing Authority before a final determination regarding the suitability of my application will be made. Failure to respond to any correspondence from the Housing Authority may result in delays in the application process and could ultimately lead to cancellation of my application without further notice.

Head of Household Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please see the back of this sheet for information about our properties and regions.**

## KING COUNTY HOUSING AUTHORITY PUBLIC HOUSING PROPERTIES

For detailed information about the properties, please see our website at: <http://www.kcha.org>, or any KCHA office

NORTH / EAST REGION						
Properties	Studio	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
Paramount House 1750 NE 145th, Shoreline 98155~70 Units ♦	42**	27**				
Northridge I 1540 NE 177th, Shoreline 98155~70 Units (NON-SMOKING)	42**	27**				
√ Briarwood 18026 Midvale Ave N, Shoreline 98133~70 Units		70**				
Casa Juanita 9821 NE 122nd St, Kirkland 98034~80 Units		80**				
Eastridge House 120 Sunset Way W, Issaquah 98027~40 Units		39**				
Forest Glen 8610 164th NE, Redmond 98052~40 Units		39**				
Lake House 1313 N 200th, Shoreline 98133~70 Units		69**				
√ Northridge II 1530 NE 177th, Shoreline 98155~70 Units		69**				
√ Ballinger Homes 2200 NE 201st Pl, Shoreline 98155~110 Units		10	38	41	14	6
Eastside Terrace 704 147th Pl NE, Bellevue 98007~50 Units		8	32	10		
Avondale Manor 17107 NE 80th St, Redmond 98052~20 Units			4	10	6	
Cedarwood 14415 123rd Ln NE, Kirkland 98034~25 Units			22	3		
√ College Place 1249 145th Pl SE, Bellevue 98007~51 Units			37	14		
Forest Grove 8350 167th Ave NE, Redmond 98052~25 Units			18	7		
Green Leaf 16714 68th Ave NE, Kenmore 98028~27 Units			22	5		
√ Juanita Court 9926 NE 126th St, Kirkland 98034~30 Units			25	5		
√ Juanita Trace I and II 13137 107th Pl NE, Kirkland 98034~39 Units			29	10		
Kirkwood Terrace 11925 NE 81st Circle, Kirkland 98033~28 Units			22	6		
Wells Wood 18100 142nd Ave NE, Woodinville 98072~30 Units			25	5		
Bellevue Houses Various Addresses, Bellevue ~8 Units +				8		

SOUTHWEST REGION						
Properties	Studio	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
Brittany Park 18265 1st Ave S, Normandy Park 98148~43 Units ♦		43**				
√ Boulevard Manor 12039 Roseberg Ave S, Seattle 98168~70 Units		70**				
Munro Manor 630 S 152nd, Burien 98168~60 Units ♦		60**				
Nia 815 SW 99th St, Seattle 98106~82 Units ♦ (SMOKE-FREE)		65**	17**			
√ Southridge House 30838 14th Ave S, Federal Way 98003~80 Units		80**				
Yardley Arms 1000 SW 130th St, Seattle 98146~67 Units		67**				
√ Riverton Terrace 14440 41st Ave S, Tukwila 98168~60 Units ♦		30**	18	5	5	2
Greenbridge 9839 8 <sup>th</sup> Ave. SW, Seattle 98106~116 Units ♦		62	203	85	13	3
√ Evergreen Court 33014 19th Ln S, Federal Way 98003~30 Units			22	8		
Kings Court 333rd & 22nd Ln. S, Federal Way 98003~30 Units			21	9		
Federal Way Houses Various Addresses, Federal Way ~3 Units ‡				3		
Campus Court 24510 26th Pl S, Des Moines 98198~12 Units				12		
Shoreham Apts. 22815 30th Ave S, Des Moines 98198~18 Units				18		
Victorian Woods 22418 30th Ave S, Des Moines 98198~15 Units				15		

SOUTHEAST REGION						
Properties	Studio	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
Gustaves Manor 107 W Main St, Auburn 98001~35 Units ♦	4**	31**				
Wayland Arms 307 S Division, Auburn 98001~67 Units	39**	27**				
Mardi Gras 24009 104th Ave SE, Kent 98030~61 Units ♦		60**				
Plaza Seventeen 1001 17th St SE, Auburn 98002~70 Units ♦ (NON-SMOKING)	3**	66**				
√ Birch Creek 27360 129 <sup>th</sup> Pl SE, Kent 98030~262 Units ♦		5	95	123	36	3
√ Burndale Homes 930 18th Pl NE, Auburn 98002~50 Units		3	16	21	8	2
√ Cascade Apts 20500 106th Ave SE, Kent 98031~108 Units		8	52	48		
√ Firwood Circle 313 37th St SE, Auburn 98002~50 Units		4	16	20	8	2
√ Green River Homes 1103 9th St SE, Auburn 98002~60 Units		8	30	18	4	
√ Valli Kee Homes 23401 104th Ave SE, Kent 98031~114 Units		18	26	50	20	
Glenview Heights 10405 SE 172nd, Renton 98055~10 Units			6	4		
Youngs Lake 18923 115th Ln SE, Renton 98055~28 Units ‡			4	24		
Vista Heights 18415-8419 108th Ave SE, Renton 98055~30 Units ‡				30		
Campus Court II 716 S 3rd St, Kent 98032~1 Unit				1		

SITE BASED LISTS ONLY						
Properties	Studio	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
√ Casa Madrona 3948 Martin Way E, Olympia 98506~70 Units ♦		69**				
Pickering Court 7800 Pickering Crt SE, Snoqualmie 98065~30 Units		4	17	9		

√ Locations with KCHA Management Offices

\*\* Preference for seniors and the disabled

+ Preference for homeless families

‡ Preference for current KCHA tenants

◆ Building participates in the Low Income Housing Tax Credit program. Additional restrictions may apply.

~PLEASE NOTE: Choosing a Regional List will place you in the first available apartment in the region when your name comes to the top of the waiting list. Each region contains several cities so you may be offered an apartment in any one of the buildings in any one of the cities.



# KING COUNTY HOUSING AUTHORITY

CENTRAL APPLICATION PROCESSING CENTER

20126 BALLINGER WAY NE, PMB 151 \* SHORELINE, WA 98155-1290

PHONE (206) 574-1248 FAX (206) 574-1241

## ADDITIONAL HOUSING TYPES

The Programs listed below are separate from Public Housing. Each program has its own requirements. You may apply for as many of these programs as you qualify for. Being on these waiting lists will NOT affect your status on the Public Housing waiting list.

### SECTION 8 NEW CONSTRUCTION

(Elderly (62+) Households may apply) - **1 bd units only**

**You may check as many properties as you are interested in:**

For questions about these properties, please contact the management office at the number listed below.

- Burien Park: 500 SW 148th Street, Burien, WA 98166  
Telephone #: (206) 957-1069
- The Northwood: 18128 73rd NE, Kenmore, WA 98028  
Telephone #: (206) 574-1226
- Northlake House: 18219 96th NE, Bothell, WA 98011  
Telephone #: (206) 574-1226

### LOCAL PROGRAMS

(Elderly (60+) Households may apply) - **1 bd units only** Flat rent of \$330 per month

**You may check as many properties as you are interested in, however, you must have income to support the rent of \$330 per month.**

- Campus Green: 501 S 320th Street, Federal Way, WA 98003
- Echo Cove: 19428 Aurora Avenue N, Shoreline, WA 98133
- Harbour Villa: 7217 NE 175th Street, Kenmore, WA 98028
- Slater Park: 12604 NE 119th Street, Kirkland, WA 98033

### PRESERVATION PROGRAM

The properties listed below require a **SEPARATE APPLICATION**. Please contact the Preservation Program at 206-315-4380 for more information.

Hidden Village: 14508 SE 24th Street, Bellevue, WA 98007 - **1, 2, 3, and 4 bd units**

Newport Apartments: 12646 SE 42nd Street, Bellevue, WA 98006 - **1, 2, and 3 bd units**

Parkway Apartments: 3970 W Lake Sammamish Parkway NE, Redmond, WA 98052 - **1, 2, and 3 bd units**

Spiritwood Manor: 1424 148th Avenue SE, Bellevue, WA 98007 - **1, 2, and 3 bd units**

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ANY KCHA MANAGEMENT OFFICE.**

**(OVER)**  
KCHA 236 5/15/08

## SUBSIDIZED PRIVATE HOUSING

- **King County Housing Authority contracts with Private Landlords to subsidize a limited number of units for which you can apply. These units are found in various private apartment complexes around the region. You may apply for this program along with the Public Housing Program. Rent is based on household income.**
- The private management company screens applicants for these units. There is often a screening fee for each adult household member.
- More information about these developments is available at the KCHA property management office. Please ask to see the "Private Housing Binder" for a description of the properties. You may also find additional information at our web site, [www.kcha.org](http://www.kcha.org)

### 1. Private Housing Wait List Options

**A. Any Unit in the North/East Region of King County.** *(Primarily 2, 3, & 4 bedroom units)*

Locations may include, but are not limited to: Bellevue, Kirkland, Issaquah, and Lake Forest Park. You will be offered the first available unit of appropriate size that becomes available in this region.

**B. Laurelwood Apartments located in Federal Way.** *(3 & 4 bedroom units only)*

**C. Eernisse Apartments located on Vashon Island.** *(Primarily 2 & 3 bedroom units)*

This housing is on an island and requires ferry transportation to and from Seattle. Ferry prices are at least \$14.40 per round trip for a vehicle and \$4.20 per passenger. There are limited employment opportunities on the island, and residents who work off the island have a round-trip commute which averages 3 hours each day. *Please carefully consider choosing this option.*

Using the list above, select up to two (2) options and write them on the lines below. Be sure that the lists that you choose have the bedroom size that meets your need.

1. \_\_\_\_\_

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

### 2. Head of Household Information PLEASE PRINT:

I understand that if I am not eligible for a list I have chosen, I will not be added to that list. I understand that I am required to update the information on my initial application with KCHA if any of this information changes.

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

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

SOCIAL SECURITY #: \_\_\_\_\_

**KCHA Staff Use Only:** Bedroom Size: \_\_\_\_\_

Private Housing Application Date: \_\_\_\_\_ Time: \_\_\_\_\_

 **KING COUNTY**  
**HOUSING AUTHORITY**

CENTRAL APPLICATION PROCESSING CENTER

20126 Ballinger Way NE, PMB 151, Shoreline WA 98155-1290  
PHONE (206) 574-1248 FAX (206) 574-1241

**ANNOUNCEMENT**

The King County Housing Authority is pleased to announce we now have two ways to gather information about our waiting lists.

**The Web Tool:**

The Waiting List Lookup tool is now available on our web site, [www.kcha.org](http://www.kcha.org). It can be located by clicking on "Looking For Housing" and then "Subsidized Housing". You will be taken through a few steps to choose the area or property and bedroom size you are interested in. This will then provide you the date of the application at the top of the waiting list. From this information, you can gauge how long the wait might be. Below is an example of what you will see:

**STEP 1: Please select a Property or Regional waiting list name:**

REGIONAL - NE AREA  \*\*

**STEP 2: Please select a bedroom size:**

\*

- 1 Bedroom
- 2 Bedroom
- 3 Bedroom
- 4 Bedroom
- 5 Bedroom

**Next application date to be housed:**

**10/3/2003**

**Automated Telephone Line**

The Automated Telephone Line works much like the Wait List Lookup tool. You dial the Central Applications telephone number, **(206)574-1248**, Press 4, then follow the menu items, selecting the Region and bedroom size you are interested in. The auto attendant will then list the date of the application at the top of the waiting list for the properties with the bedroom size you selected within the region you chose. If at any time you wish to start over, you will need to hang up and dial the telephone number again, press "4" again to select a different region or bedroom size. The automated telephone line is updated quarterly.

If you have questions about either of these tools, please contact the property management office nearest you for assistance.

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.