



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ www.housingforhouston.com

Housing Choice Voucher Program

ADD TO FAMILY COMPOSITION

You Must Provide The Following Documents:

If 18 years old or older the following is needed:

- Birth certificate
- Picture ID
- Social Security Card
- US Declaration of Citizenship Form
- Criminal Background Form
- Income or TEC wage printout
- Authorization For Release of Information
- Student - Enrollment Verification Form
- Letter or new lease from the Property Owner/Manager indicating approval to add family member

If under 18 years of age, the following is needed:

- Birth certificate
- Social Security Card
- US Declaration of Citizenship Form – **MUST BE COMPLETED AND SIGNED**
- Legal Guardianship Documents (ONLY COURT ORDER OR APPOINTED BY CPS)



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Add to Family Composition

(Please Print)

Client's Name: _____ Client's Entity ID: _____

SS#: _____ Email Address: _____

I would like to add the following family member to my application for housing assistance:

Name: _____

Relationship: _____

Date of Birth: _____

SSN: _____

Reason:

(Client's Signature)

(Date)



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Housing Choice Voucher Program ENROLLMENT VERIFICATION

Este es un documento importante.
Por favor traduzcalo inmediatamente.

Date: _____ Client Name: _____

To: _____ Student Name: _____

Student SS #: _____

The household member named above has applied for, or is recertifying eligibility for, housing assistance under a program of the U.S. Department of Housing and Urban Development (HUD). HUD requires us to verify all information that is used in determining the person's eligibility or level of benefits.

Your prompt return of this form to **__Houston Housing Authority__** will help to ensure timely processing of the assistance application/recertification. If you have any questions, please feel free to contact me at **__PHONE: (713) 260-0500 FAX: (713) 260-0697__**. Thank you for your cooperation.

ATTENDANCE OR ADMISSIONS OFFICE, PLEASE COMPLETE THE FOLLOWING:

This student is attending:

_____ Full-time

_____ Part-time

If attending College, University or Trade School:

Number of hours per semester _____

If attending High School: Current Grade: _____ Anticipated Date of Graduation: _____

Print Name: _____

Signature: _____

Position: _____

Phone: _____

Date: _____

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.



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CRIMINAL BACKGROUND CHECK RELEASE FORM

Federal law requires us to verify certain information regarding all members of families living in, or applying for admission to, our developments. The Houston Housing Authority (HHA) requires all applicants or participants (Head of Household and listed household members 18 and older) to submit to a criminal background screening. The background Screening may be conducted prior to admission, at any recertification, prior to moves, or at any time relating to any alleged criminal violation for the purposes of determining your initial or continuing eligibility. HHA will exercise all rights according to HUD guidelines to deny or evict any applicant or tenant who fails the background screening according to HHA policies and procedures. Federal law also requires you to cooperate by supplying information regarding the criminal activity of any adult members of your household.

*****Warning: 18 USC 1001 provides that any individual who knowingly and willfully falsifies, conceals, or covers up a material fact, or; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain and materially false, fictitious, or fraudulent statement or entry shall be fined no more than \$10,000 or imprisoned for not more than five years, or both.**

Last Name: _____ First Name: _____ Middle Initial: _____
Date Of Birth (mm/dd/yyyy) ____/____/____ SS# _____ - _____ - _____ Maiden Name: _____
DL or ID# _____ Race: _____ Gender: _____

1. Have you ever been evicted from subsidized or public housing? (☐)YES (☐)NO

2. If you answered **yes** to question **#1** please state the reason for and date of your eviction(s):

3. Have you been arrested or convicted within the past **five years** of **any misdemeanor or felony** offense, or do you have any pending criminal charges? Include any charges for which you are currently on deferred adjudication, but do not include minor traffic offenses [such as parking tickets] or moving violations [such as speeding]. (☐)YES (☐)NO

4. If you answered **yes** to Question **#3** please list the offenses:

5. Are you subject to a registration requirement under any State sex offender registration program? (☐)YES (☐)NO

6. Have you ever used any name other than the names you have listed above? (☐)YES (☐)NO

7. If you answered **yes** to Question **#6** please list any alias names you have used. _____

I certify that the above information and answers provided is true and correct. I also understand that if any of this information is found to be false, my application or lease may be terminated at any time.

Applicant Signature: _____ Date: _____

(For Office Use Only)

Client # _____

(Check all that apply) ☐PHO, ☐HCV ☐NEW APPLICANT, ☐PORT IN, ☐VASH, ☐MOVE/CHANGE ☐OTHER _____

Please return results to: Name: _____ Title: _____ Ext. _____



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Declaration of U.S. Citizenship or Non-Citizens with Eligible Immigration Status and Immigration Status Release of Evidence

I, _____, certify, under penalty of perjury, that, to the best of my knowledge, I am lawfully in the United States because:

(Check appropriate box)

- ☐ I am a citizen, naturalized or national of the United States:
- ☐ I am not a citizen or national of the United States nor do I have eligible immigration status.
- ☐ I have eligible immigration status as defined in the Immigration and Nationality Act (INA) or 1952 and have provided appropriate documents proving that status:
- ☐ Immigrant status [INA Sections 101(a) (15) or 101(a) (20)]
 - ☐ Permanent residence [INA Section 249]
 - ☐ Refugee, asylum or conditional entry status [INA Sections 207, 208, or 203]
 - ☐ Parole status [INA Section 212(d) (5)]
 - ☐ Threat of life or freedom under [INA Section 243(h)]
 - ☐ Amnesty [INA Section 249A]

I hereby grant my consent for Houston Housing Authority to release evidence of my eligible immigration status without responsibility for the further use or transmission of the evidence by the entity receiving it to:

- A. The Department of Housing and Urban Development (HUD) as required by HUD;
- B. The U.S. Citizenship and Immigration Services (USCIS) for purposes of verification of the Immigration status of the individual named on this form.

This notice is required to inform you that it is possible that the evidence of eligible immigration status may be released by HUD. Evidence of eligible immigration status shall only be released to the USCIS for purposes of establishing eligibility for financial assistance and not for any other purpose. HUD is not responsible for the further use or transmission of the evidence or other information by the Houston Housing Authority as required by HUD and the USCIS for purposes of verification on the immigration status of the individual.

Date

Signature

Signature for Minor and Relationship

For children under the age of 18, the release of evidence form must be signed by the responsible adult who will reside in the unit. WARNING: 18 USC 1001 provides that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.

AUTHORIZATION FOR RELEASE OF INFORMATION

CONSENT

I authorize and direct any federal, state or local agency, organization, business, or individual to release to the Houston Housing Authority any information or materials needed to complete and verify my application for housing assistance and/or to maintain my continued occupancy of housing furnished by or through the Housing Authority. I understand and agree that this authorization or the information obtained with its use may be given to and used by the Housing Authority in administering and enforcing program rules and policies.

I also consent for HUD or the Housing Authority to release information from my participant file related to my rental history to credit bureaus, collections agencies and/or future landlords. This includes records on my payment history, and any violations of my lease or PHA policies.

I authorize the Houston Housing Authority to release to any entity or person any information relating to me if the Houston Housing Authority determines that releasing such information might lead to additional assistance being provided to me.

INFORMATION COVERED

I understand that, depending on program policies and requirements, previous or current information regarding my household or me may be requested; this includes but is not limited to:

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

I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility and continued participation in a housing assistance program.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information (depending on program requirements) includes, but not limited to:

Previous Landlords (including Retirement/Pensions)	Veteran's Administration	
Public Housing Agencies)	Welfare Agencies	Courts and Post
Offices		
Law Enforcement Agencies	Schools and Colleges	Social Security
Support and Alimony Providers	Credit Bureaus and Providers	Administration
Utility Companies	Mortgage Companies	Lending Institutions
Medical and Child Care Providers		

COMPUTER MATCHING NOTICE AND CONSENT

I understand and agree that the Housing Authority may conduct computer-matching programs to verify the information supplied for my application or re-examination. If a computer match is done, I understand that I have a right to notification of any adverse information found and a chance to disprove incorrect information.

HUD or the Housing Authority may, in the course of its duties exchange such automated information with other federal, state, or local agencies, including but not limited to State Employment Security agencies; Department of Defense; Office of Personnel Management; U.S. Postal Services; Social Security Agency; and State Welfare and food stamp agencies.

CONDITIONS

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

<u>Signature(s)</u>	<u>Printed Name</u>	<u>Date</u>
_____	_____	_____
Head of Household		
_____	_____	_____
Spouse/Co-Head		
_____	_____	_____
Adult Member		
_____	_____	_____
Adult Member		
_____	_____	_____
Adult Member		
_____	_____	_____
Adult Member		

NOTE: This general consent may not be used to request a copy of a tax return. If a copy of a tax return is needed, IRS Form 4506, "Request for a copy of a tax form" must be prepared and signed separately.