

# **PERSONAL DECLARATION FORM**

BRING COMPLETED FORM TO YOUR RECERTIFICATION APPOINTMENT

If you or anyone in your family is a person with disabilities that requires a specific accommodation in order to complete this form and/or to fully utilize our programs and services, please contact the housing authority for assistance (see contact information below).

### IT IS YOUR OBLIGATION TO NOTIFY US WITHIN TEN (10) DAYS IF ANY OF THE FOLLOWING INFORMATION CHANGES.

Please complete this form in ink. Complete all blanks. Write the word "NONE" if the information does not apply. DO NOT SIGN UNTIL YOUR RECERTIFICATION APPOINTMENT, IN THE PRESENCE OF THE LEASING AGENT, OR YOU MUST SIGN IN THE PRESENCE OF A NOTARY.

PART I. TENANT INFORMATION

NAME:(Last)	(First)	(Middle Initial)	HOME PHONE:	
CURRENT		(initiate finitiat)		
ADDRESS:			_ WORK PHONE:	
CITY, STATE, ZIP: _			CELL PHONE: _	
MAILING ADDRESS	:			
EMAIL ADDRESS: _				
MAIDEN NAME, NIC	CKNAME OR ALIAS (if app	licable):		
	SINGLE MARRIED			
				(circle) SEPARATED DIVORCED
NAME	ADDRESS		SOCIAL SECURITY #	
NAME	ADDRESS		SOCIAL SECURITY #	(circle) SEPARATED DIVORCED
The following information	is being requested to comply with	Equal Opportunity require	rements and will not affect	t your housing:
RACE: CAUCASIAN	□ AFRICAN AMERICAN □	NATIVE AMERICAN	JASIAN 🛛 PACIFIC IS	SLANDER  HISPANIC
EMERGENCY CONTAC	CTS: Please list two individuals v	ve may contact if you are r	ot available:	
Name:		Telephone:	R	elationship.

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

#### PART II. HOUSEHOLD INFORMATION

Are you, or is anyone in your household, a Veteran? (circle) YES NO Was the Veteran Honorably or Medically discharged? (circle) YES NO

Please list <u>YOURSELF</u> and ALL PERSONS living in the assisted unit, INCLUDING ANYONE WHO SPENDS THE NIGHT MORE THAN FIFTEEN (15) NIGHTS PER YEAR.

MBR	Last Name	First Name	MI	Age	Sex	Relation to	DOB	Marital	Disability?	Social Security #
#						Head		Status	(Yes/No)	
1					Male	Head			□ Yes	
-					Female	IIcuu			□ No	
2					□ Male				□ Yes	
					Female				D No	
3					Male				□ Yes	
· ·					□ Female				D No	
4					□ Male				□ Yes	
-					□ Female				D No	
5					Male				□ Yes	
-					□ Female				D No	
6					Male				□ Yes	
Ŭ					□ Female				D No	
7					□ Male				□ Yes	
					Female				D No	
8					Male				□ Yes	
Ŭ					Female				D No	
9					Male				□ Yes	
-					Given Female				D No	
10					Male				□ Yes	
10					Given Female				□ No	

Live-in Aides must be listed in the Household Composition.

Name:

List all persons who moved out during the			anent placement in nur	rsing homes, etc.)	
Full Name	Relationship	Date of Move	Reas	on	
Please circle "YES" or "NO" to the a Do you expect anyone to move in or out of If yes, explain:	your household within the ne		YES	NO	-
Is there any member of the household who If yes, explain:		-	YES	NO	-
Has any member of the household had a ch If yes, explain:	YES	NO	-		
Have you or any household member ever u If yes, please let us know who, what the na			YES	NO	
Do you have any overnight guests that spen If yes, please list the guests' names and wh	YES	NO			
Is the Head of Household or Spouse disabled?				NO	
Is any other family member disabled? (list	names):		YES	NO	
Is a reasonable accommodation based on d	isability necessary? If so, plea	ase indicate below:	YES	NO	
Live-in Aid Additiona	l Bedroom 🛛 Rent Exc	eption	l Smoke Detector	□ Other	
Do you read, write and understand the Eng If no, please explain:			YES	NO	
Has any member of your household, include	ling adults and minors, ever u	sed a social security number o	ther than the one lawf		
If yes, please explain:			YES	NO	
Are you now living, or have you <u>ever</u> li Household or any other member of the fam		ived Section 8 assistance or a	any other form of gov YES	vernment assistance NO	(as Head of
Are you currently, or have you ever been in	n a repayment status with any	public assistance or assisted h	ousing agency? YES	NO	
Have you ever been evicted? If yes, please list who evicted you and the	lates		YES	NO	
Please list every city and state in which you	u have lived for the past sever	n years:			-
I/we understand that <u>an additional f</u> <u>been formally approved</u> by St. Peter SPHA is TRUE, ACCURATE, and <u>ten (10) days</u> . I understand the rules <u>THIS MUST BE SIGNED IN THE I</u>	sburg Housing Authority COMPLETE. I know I and regulations regardin	y (SPHA). I/we certify that am required to report, <u>in</u> ng guests/visitors and whe	t this Family Comp <u>writing,</u> any chan n I must report any	osition information ges in household	on given to size <u>within</u>
SIGNATURE, HEAD OUF HOUSEHOLD	PR	INT NAME		DATE	
SIGNATURE, OTHER ADULT	PR	INT NAME		DATE	
SIGNATURE, OTHER ADULT	PR	INT NAME		DATE	
I certify that I have reviewed the in with the Public Housing procedure.	formation on Family Co	omposition for completene	ess and accuracy a	nd am acting in a	iccordance
SIGNATURE, SPHA REPRESENTATIVE	PR	INT NAME		DATE	
	PART III.	<b>CRIMINAL HISTORY</b>			
Please note that it is important that you obtaining housing assistance. Attach add			Criminal history does	s not necessarily kee	ep you from
Please circle "YES" or "NO" to the follo Has <b>any member of your household</b> , inc. had an adjudication withheld, or had charg	luding adults and minors, eve			ivity? (circle)	ation for, <b>or</b>

		1 6	NO
If yes, who?			
When?	What was the outcome?		
In what city and state?			

In what city and state? \_\_\_\_

Has any member of your household, including adults and minors, ever engaged in, been cited, arrested, indicted, convicted, or placed on probation for, or had an adjudication withheld, or had charges dropped or nolle prossed in connection with any felony charge? (circle) YES NO If ves, who? What dates? \_ What was the outcome? \_\_\_\_ In what city and state? \_ Has any member of your household, including adults and minors, ever engaged in, been cited, arrested, indicted, convicted, or placed on probation for, or had an adjudication withheld, or had charges dropped or nolle prossed in connection with committing fraud in a federally assisted housing program or has any household member been requested to repay money for knowingly misrepresenting information for such housing programs? (circle) NO YES If yes, who? \_ What dates? What was the outcome? In what city and state? NO Has any household member used drugs or alcohol in the last five (5) years to the degree that it caused a problem? (circle) YES If yes, who? When? Is any member of your household required to register as a sex offender? (circle) YES NO If yes, who? In what city and state did the offense occur? \_ On what dates? Has any member of your household, including adults and minors, ever engaged in, been cited, arrested, indicted, convicted, or placed on probation for, or had an adjudication withheld, or had charges dropped or nolle prossed in connection with manufacturing or producing methamphetamine? (circle) YES NO If yes, who? \_ In what city and state did the offense occur? On what dates? Has any member of your household, including adults and minors, ever been on parole or probation? (circle) YES NO If yes, who? \_ When? Is any family member still on parole or probation? (circle) YES NO Who? Who is/was the probation or parole officer and what is their contact number? \_ In what state did the offense occur? What charges resulted in the parole or probation? \_ Has any member of your household, including adults and minors, ever been involved in drug court? (circle) NO YES Who? What incidents lead to their involvement with drug court? On what dates did the incidents occur? Is any household member, including adults and minors, currently involved with Department of Children and Families, mental health court, court coordinated services? (circle) YES NO Who? What incidents lead to their involvement with mental health court, court coordinated services, or DCF? On what dates did the incidents occur? I/we certify that this Criminal Background information given to the St. Petersburg Housing Authority is TRUE and ACCURATE. I understand that knowingly supplying false, incomplete, or inaccurate information is punishable under Federal or State criminal law. I understand that knowingly supplying false, incomplete, or inaccurate information is grounds for termination of housing assistance or termination of tenancy. THIS MUST BE SIGNED IN THE PRESENCE OF AN SPHA REPRESENTATIVE OR A NOTARY. SIGNATURE, HEAD OUF HOUSEHOLD PRINT NAME DATE SIGNATURE, OTHER ADULT PRINT NAME DATE

SIGNATURE, OTHER ADULT

I certify that I have reviewed the information on Criminal History for completeness and accuracy and am acting in accordance with the Public Housing procedure.

SIGNATURE, SPHA REPRESENTATIVE

PRINT NAME

PRINT NAME

DATE

DATE

3940 55<sup>th</sup> Street North, St. Petersburg, FL 33709 Phone: (727) 323-3171 • Fax: (727) 327-9110 • TDD: 1 (800) 955-8770 • TTY: 1 (800) 955-8771

#### PART IV. FAMILY DEDUCTIONS

Please circle "YES" or "NO" to the following questions.			
CHILDCARE			
Do YOU pay child care for a family member under the age of thirtee	en (13)?	YES	NO
For which child(ren)?			
Child Care Name:			
Address:			
Total Monthly Cost:	Your cost:		
Do you receive financial assistance with your child care costs from t	he State?	YES	NO
If yes, how much?			

#### HANDICAPPED ASSISTANCE EXPENSES

Do you employ a Care Attendant or supply Auxiliary Apparatus (i.e., a wheelchair) for a disabled family member in order to allow a family member, age 18 or older, including the disabled member, to become gainfully employed? YES NO

#### MEDICAL EXPENSES

If the head of household or spouse is 62 years of age or older, or a person with diabilities, you may complete this sheet to have your household medical expenses considered in the determination of your housing benefits. All members of the household age 18 and over who have medical expenses should sign this form if their medical expenses are to be considered.

#### HIPAA COMPLIANT AUTHORIZATION TO DISCLOSE HEALTH INFORMATION

By signing this form, I authorize **the health care providers listed below** to disclose any information requested concerning the cost of my medical treatment to the St. Petersburg Housing Authority (SPHA). The SPHA may use this information only for the purpose of verifying my eligibility for and/or the amount of my housing assistance.

I understand that I have the right to revoke this authorization at any time by notifying SPHA in writing at 4888 21<sup>st</sup> Avenue North, St. Petersburg, FL 33713. I understand that the revocation is only effective after it is received and logged by SPHA. I understand that any use or disclosure made prior to the revocation under this authorization will not be affected by a revocation.

In the last 12 months, have you paid any medical expenses for which YOU were totally responsible? YES NO If yes, please provide receipts for non-covered medications, or medical expenses, a pharmacy print-out showing your payment, canceled checks, OR a 12 month account statement from the provider.

#### Unless revoked in writing by me, this Authorization will expire six (6) months from the date of my signature below.

I understand that my health care providers cannot disclose the requested information without my signature on this Authorization, and that my signing or refusal to sign this authorization will not affect my ability to receive treatment from my health care providers.

I understand that I am entitled to receive a copy of this authorization.

I have the right to refuse to sign this authorization. I understand the potential exists for the information used or disclosed pursuant to this Authorization to be re-disclosed by the recipient and no longer be protected by federal law.

I have reviewed and understand this Authorization.

Signature of Head of Household

Printed Name

Date Signed

Signature of Other Adult

Printed Name

Date Signed

List all Health Care Providers whom you pay out of pocket that the SPHA may contact to verify your household's medical expenses. Do not list health care providers whose services are covered entirely by insurance, or to whom you do not owe any amount.

The second				
Type of Expense	Name of the Provider You Pay for this Expense	Complete Mailing Address	Phone/Fax Number	Amount Paid "Out of Pocket"
□ Insurance				
□ Prescriptions/Medications				
Doctor/Dental/Hospital				
□ Care of an Assistance				
Animal				
□ Other				
□ Insurance				
Prescriptions/Medications				
Doctor/Dental/Hospital				
□ Care of an Assistance				
Animal				
□ Other				
□ Insurance				
□ Prescriptions/Medications				
Doctor/Dental/Hospital				
$\Box$ Care of an Assistance				
Animal				
□ Other				
□ Prescriptions/Medications				
Doctor/Dental/Hospital				1
□ Care of an Assistance				1
Animal				1
□ Other	1			1

If you have more health care providers than you can list here, please make a copy of this sheet, or contact the SPHA for additional copies.

## PART V. FAMILY INCOME

#### Plea ext twel

ANNUITY PAYMENTS VETER. RETIREMENT PENSION PUBLIC EMPLOYMENT/WAGES SELF-E			EDUCATIONAL VETERAN'S BE PUBLIC ASSIST SELF-EMPLOYI ALIMONY	ENEFITS CANCE (TANF)		S.S.I. SOCIAL SECUR WORKMAN'S ( OTHER (INCLU UNDER THE TA	COMPENSATION
			mounts of money r	eceived by an			
Member Name		byee Wages	Unemployment	Welfare (TANF)	Child	Social Security/SSI	Other
Ivaille	\$ / hr	# hrs/week	Compensation		Support		(Explain)
yes, how much is who gives it?	given?		ny of your bills or g		-		
low often is it give	en?						
Ithough we will v	erify your e	mployment inf	ormation on anothe	r form, please	list the Emplo	oyer Information b	elow.
erson Employed:							
mployer's Name: ddress:				Address:			
City, State, Zip:				City, Sta	te, Zip:		
elephone #:				Telephor Fax #:	ne #:		
Are you currently lo When and where w			loyed?			YE	S NC
f yes, what kind of	work would	d you like to do	lors performing wor				S NO
Are you an owner of yes, what is the n			s or real estate?			YE	S NC
nd COMPLETE. hat any <u>misrepres</u>	I know I a sentation of on the	m required to n my/our part basis of fra	nation given to the report, <u>in writing</u> will result in my/ ud. THIS MUS	, any change our housing a	s in income <u>w</u> ssistance bei	rithin ten (10) day ng <u>terminated</u> , an	<u>s</u> . I/we understan d the possibility o
IGNATURE, HEAD OUF F	IOUSEHOLD		PR	INT NAME			DATE
IGNATURE, OTHER ADU	LT		PR	INT NAME			DATE
IGNATURE, OTHER ADU	LT		PR	INT NAME			DATE
	ave review		nation on Family	Income for	completenes	s and accuracy	and am acting i
certify that I h accordance with th	ne Public H	lousing proced	lure.				

List all vehicles owned **or co-owned** by all members of your household.

Make/Model	Year/Color	VIN	License Plate Number

3940 55<sup>th</sup> Street North, St. Petersburg, FL 33709 Phone: (727) 323-3171 • Fax: (727) 327-9110 • TDD: 1 (800) 955-8770 • TTY: 1 (800) 955-8771

		our eurrent statements for			
Type of Assset	Do you	Household Member	Account #	Name and complete mailing address of bank,	Value or
	have?			brokerage, or company	Balance
Checking	Yes				
	🗖 No				
Savings	□ Yes				
_	🗖 No				
Money Market	□ Yes				
·	🗖 No				
Stocks/Bonds/	□ Yes				
Annuities/CDs	🗖 No				
IRA/KEOGH/	□ Yes				
Retirement	🗖 No				
Trust	□ Yes				
	🗖 No				
Life Insurance	□ Yes				
	🗖 No				
Other	□ Yes				
(Specify)	🗖 No				
Other	□ Yes				
(Specify)	🗖 No				

#### Please circle "YES" or "NO" to the following questions.

Address:

Have you disposed of, sold, or given away any assets for less than the Fair Market Value during the past two (2) years? **YES** NO If yes, please complete the following:

1) Type of asset:	3) Amount received: \$		
2) Date of disposal:	4) Market value when dispose	sed: \$	
Do you own, or are you purchasing a house, mobile home, or a Mortgage Company:	any other form of real estate?	YES	NO

#### PART VII. EDUCATION

Do any household members 18 or older attend school or college? If YES, please list below. (circle) **YES** 

NO

Household Member	Name of School	Grade	Full or Part Time

Use additional sheets if necessary. For each student, please supply: all Financial Aid letters, proof of registration and proof of the amount of tuition from the school.

I/we certify that we understand that I/we must report all changes of criminal status, income, or family size within ten (10) days of the change. I/we understand that all changes must be reported in writing. I/we understand that no person other than those listed on the housing application may occupy an assisted unit.

I/we understand that the Housing Authority is authorized to obtain criminal arrest records from law enforcement agencies to assist them in screening applicants and family members to be admitted to or remain in the program. This authority assists the Housing Authority in complying with HUD requirements to deny or terminate assistance to applicants or participants in the program who are engaging in or have engaged in violent criminal or drug related activities. These activities are defined by HUD located within the HUD Contract.

In signing this document I/we confirm that I/we fully comprehend and I/we do hereby swear and attest that all of the above information about me/us and all members living within my/our Subsidized Housing Unit is true and correct. I also understand that any false statements made in an attempt to receive or continue to receive public assistance benefits is a crime under Florida Statute 414.39.

# WARNING! Title 18, Section 1001 of the United States Code states that a person is guilty of a felony for knowingly making false or fraudulent statements to any department or agency of the United States.

By my signature below, I do hereby swear and attest that all of the information reported on this form about me and my household is true and correct, and I have read agree to the certifications contained in this form. I also understand that all changes in household members or income must be reported to the Housing Authority in writing, immediately.

Signature of Head of Household	Date
Signature of Spouse or Other Adult	Date
Signature of Other Adult	Date
Signature of Other Adult	Date

# If any section of this document is not signed in the presence of an SPHA Representative, this document <u>must</u> be signed in the presence of a notary.

NOTARY, STATE OF FLORIDA, COUNTY OF PINELLAS				
The foregoing instrument was sworn to and subscri	ibed before me this day of	2012 by		
He/She	is personally known to me or	has produced an acceptable form of		
identification.				
SIGNATURE, NOTARY PUBLIC	PRINT NAME			
My Commissioner expires:				

# Authorization for the Release of Information/ **Privacy Act Notice**

to the U.S. Department of Housing and Urban Development (HUD) and the Housing Agency/Authority (HA)

(Full address, name of contact person, and date)

#### U.S. Department of Housing and Urban Development Office of Public and Indian Housing

OMB CONTROL NUMBER: 2501-0014

exp. 1/31/2014

PHA requesting release of information; (Cross out space if none) IHA requesting release of information: (Cross out space if none) (Full address, name of contact person, and date)

Authority: Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

**Purpose:** In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA 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. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

Uses of Information to be Obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD 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 HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA 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: 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.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

PHA-owned rental public housing Turnkey III Homeownership Opportunities Mutual Help Homeownership Opportunity Section 23 and 19(c) leased housing Section 23 Housing Assistance Payments HA-owned rental Indian housing Section 8 Rental Certificate Section 8 Rental Voucher Section 8 Moderate Rehabilitation

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 HA's grievance procedures and Section 8 informal hearing 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.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self employment information and payments of retirement income as referenced at Section 6103(l)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

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 assisted housing benefits.

Consent: I consent to allow HUD or the HA 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 HAs that receive income information under this consent form cannot use it 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		
Social Security Number (if any) of Head of Household		Other Family Member over age 18	Date
Spouse	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.** Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. 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 HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older 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.

#### Penalties for Misusing this Consent:

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully 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, the HA or the owner responsible for the unauthorized disclosure or improper use.