



HOUSING APPLICATION **IMPORTANT INSTRUCTIONS**

Please read ALL of the following:

- Use blue or black ink ONLY!
- Please complete EVERY question & explain as needed.
- DO NOT USE WHITEOUT.
- If something does not apply, please complete with an “N/A”.
- SEVEN (7) YEARS of living history is required, including landlord contact information. You may attach a separate page if needed.
- FULL SOCIAL SECURITY NUMBERS for every household member is required.
- Please pay attention to “If yes” and “If no” questions and answer the correct question.
- Submit completed application 24/7 in our secure drop box located at 316 Pine Street. Marquette, MI 49855, by mail or by fax: 906-226-8633

What to Expect next: Staff will mail a letter to the current address provided under “Applicant” within 14 days.



Name (First, Middle Initial, Last)	Maiden Name (If Applicable)	Date of Birth Or Due Date	Relationship of Head Of Household	Social Security Number
1.			Head of Household	
2.				
3.				
4.				

Unearned Income such as SSI, Child Support, Unemployment			
Name of Household Member	Type of Income	Amount	Frequency
			<input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Year
			<input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Year
			<input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Year

Employment (N/A if not employed)	
Applicant	Co-Applicant
Employer: _____	Employer: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Length of Employment: _____	Length of Employment: _____
Position Held: _____	Position Held: _____
Salary/Wage: _____ Per: _____	Salary/Wage: _____ Per: _____
Supervisor: _____	Supervisor: _____
Status: _____ Full-Time: _____ Part-Time _____	Status: _____ Full-Time: _____ Part-Time: _____
List average hours per week worked: _____	List average hours per week worked: _____

Provide asset information below: **(also include savings, checking, CD, 401(k), real estate, direct debit express, online accounts such as Venmo, Cash App, etc. etc.)**

Name of Household Member	Type of Assets	Name of Bank, Stock or Bond	Account Number	Balance/ Current Value
1.				
2.				
3.				
4.				
5.				

Have you disposed of any assets in the last two years? **Yes** or **No**

If "yes", please list asset and value received: _____

Do you or any member of your household engage in current illegal use or illegal distribution of a controlled substance or have you previously been convicted of the same? **Yes** or **No**

If you answered "yes" to the above question, have you successfully completed a controlled substance abuse program or are you presently enrolled in such a program? **Yes** or **No**

If "yes", please explain: _____

Have you or any member of your household **EVER** been convicted or pled guilty of a crime - felony, misdemeanor?

Yes or **No** If "yes", please provide the year and nature of your conviction(s) or guilty plea(s): _____

Are you or any member of your household a registered sex offender? **Yes** or **No**

Do you own a car? _____ Model/Year _____ License # _____

Do you own a second car? _____ Model/Year _____ License # _____

Do you have any pets or service/companion animals? **Yes** or **No** If yes, please list type: _____

Are you a full-time student? **Yes** or **No**

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.