

DELRAY BEACH HOUSING AUTHORITY

600 N. CONGRESS AVENUE SUITE 310-B, DELRAY BEACH, FLORIDA 33445
(561) 272-6766 – FAX :(561) 272-7352

PERSONAL DECLARATION

IF YOU REQUIRED ASSISTANCE FILLING OUT THESE FORMS, PLEASE SEE THE RECEPTIONIST

Prospective participants will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

THIS FORM MUST BE COMPLETED IN YOUR OWN HANDWRITING. YOU MUST USE THE CORRECT LEGAL NAME FOR EACH MEMBER OF YOUR HOUSEHOLD AS IT APPEARS ON THE SOCIAL SECURITY CARD. ALL ADULT MEMBERS OF THE HOUSEHOLD MUST SIGN BELOW CERTIFYING THE INFORMATION PERTAINING TO THEM. PLEASE PRINT.

SECTION A: HOUSEHOLD COMPOSITION

List all persons who will be living in your home, listing head of household First.

<u>ADULTS</u> (LEGAL NAME)	DATE OF BIRTH	RELATIONSHIP TO HEAD OF HOUSEHOLD	SOCIAL SECURITY NUMBER	INDICATE IF MARRIED(M) SEPARATED (S) DIVORCED (D)
1.				
2.				
3.				
4.				

<i>CHILDREN</i> (NAME AS IT APPEARS ON S.S. CARD AND SOCIAL SECURITY NUMBER)	DATE OF BIRTH	RELATIONSHIP TO HEAD OF HOUSEHOLD	SCHOOL NAME	ABSENT PARENTS NAME	ABSENT PARENTS ADDRESS
1. NAME SSN					
2. NAME SSN					
3. NAME SSN					
4. NAME SSN					
5. NAME SSN					
6. NAME SSN					
7. NAME SSN					
8. NAME SSN					

IF Separated or divorced, list name and address of spouse, ex-spouse as follow:

Name

Street Address

City, State, Zip Code

Social Security No. (If Known)

Name

Street Address

City, State, Zip Code

Social Security No. (If Known)

TOTAL HOUSEHOLD INCOME

List all money earned or received by everyone Living in your household. This includes money from wages, self employment, child support, contributions, Social Security, disability payments, Workman's Compensation, retirement benefits, TANF, Veterans benefits, rental property income, stock dividends, income from bank accounts, alimony, and other sources.

LIST AMOUNTS RECEIVED BELOW

HOUSEHOLD MEMBER NAME	NAME OF EMPLOYER	TOTAL WEEKLY WAGES	TANF	CHILD SUPPORT MONTHLY	SOCIAL SECURITY BENEFITS	UNEMPLOYMENT	ALL OTHERS
1.		\$	\$	\$	\$	\$	\$
2.		\$	\$	\$	\$	\$	\$
3.		\$	\$	\$	\$	\$	\$
4.		\$	\$	\$	\$	\$	\$
5.		\$	\$	\$	\$	\$	\$
6.		\$	\$	\$	\$	\$	\$

IF YOU DO NOT REPORT ALL INCOME, YOU MUST REPAY...
IT'S THE LAW!!!

U.S DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
THINGS YOU SHOULD KNOW

PURPOSE

This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.

**PENALTIES
FOR COMMITTING
FRAUD PENALTIES**

The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:

Evicted from your apartment or house

Required to repay all overpaid rental assistance you received fined up to \$10, 000.00

Imprisoned for up to 5 years and/or

Prohibited from receiving future assistance

Your State and local governments may have other laws and penalties as well

ASKING

When you sit down with the person who fills out your application, you should know what is expected of you, if you do not understand, something say so. That person can answer your questions or find out what the answer is.

QUESTIONS

**COMPLETING THE
APPLICATION**

When you give your answers to application questions, you must include the following information:

INCOME

All sources of money you and any “adult” member of your family receive (wages, welfare payments, alimony, social security, pension, etc.)

Any money you received on behalf of your children—(child support, social security for children, etc.)

Income from assets—(interest from a saving account, credit union, or certificate of deposit, dividend from stocks, etc)

ASSETS

Earnings from a second job or part time job
Any anticipated income (such as a bonus or pay raise you expect to receive)
All bank accounts, saving bonds, certificates of deposit, socks, real estate, etc., that are owned by you and any adult in your family household who will be living with you. Any business or asset you sold in the last (2) years for less than full value.

FAMILY HOUSEHOLD MEMBERS

The names of all the people (adults and children) who will actually be living with you, whether or not they are related to you.

SIGNING THE APPLICATION

Do not sign any forms unless you have read it and understand it, and are sure everything is complete and accurate.

When you sign application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.

Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal, State or a private agency to verify that it is correct.

RECERTIFICATION

You must provide updated information at least once a year. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask with you must recertify. You must report on recertification forms.

All income changes, such as pay increase or benefits, change of job, loss of job, loss of benefits, etc. for all adult family/household members.

Any household member who has moved in or out.

All assets that you or your family/household members own and any asset that was sold in the last two years for less than its full value.

**BEWARE OF
FRAUD**

You should be aware of the following fraud schemes:

Do not pay any money to file an application

Do not pay any money to move up on the waiting list

Do not pay for anything not covered by your lease

Get a receipt for any money you pay

Get a written explanation if you are required to pay any money other than rent (such as maintenance charges).

**REPORTING
ABUSE**

If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to the manager of your project and to the PHA. If you cannot report to the manager, call the local HUD Office or the HUD hotline (202) 472-4200. This is not a toll free number. You can also write to the HUD HOTLINE, room 8254,451 Seventh Street SW, Washington, DC 20410.

**DRUG FREE
COMMUNITY**

It is a violation of your lease agreement to use, sell or distribute illegal drugs on the property. You will be evicted from your dwelling unit if you violate these rules.

**TENANT
SIGNATURE**

1. _____ **DATE**_____

2. _____ **DATE**_____

3. _____ **DATE**_____

SECTION C
ASSETS

1) Do you or any household member own or have an interest in any real estate, boat, and/or mobile home? Yes _____
No _____. If yes list:

2) Have you sold any real estate in the last two years? Yes _____ No _____. If yes, list:

3) Do you own any stocks or bonds? Yes _____ No _____. If yes, list:

4) Do you have savings or checking accounts? Yes _____ No _____. If yes, give bank account numbers, and amounts.

BANK	ACCOUNT NUMBERS	AMOUNT

5) Do you own a car? Yes _____ No _____. If yes give model, year and tag number.

6) Does anyone outside of your household pay for any bills or give you money?
Yes _____ No _____. If yes explain:

7) Have you or any other adult members ever used any name(s) or Social Security number(s) other than the one you are currently using? Yes _____
No _____. If yes explain:

8) Have you or any household member lived in any assisted housing? Yes _____
No _____. If yes, list where and when below:

9) Have you or anyone in your household ever been convicted of any crime other than traffic violations? Yes _____ No _____. If yes, explain: (Applies to Applicant only)

10) Have you ever committed any fraud in a Federally assisted housing program or been requested to repay money for knowingly misrepresenting information for such housing programs? Yes _____ No _____. If yes explain below:

I do hereby swear and attest that all of the information above about me is true and correct. I also understand that all changes in the income of any member of the household as well as any changes in the household members must be reported to the Housing Authority in writing immediately.

Signature of Head of Household Date

Signature of Spouse Date

Signature of Head of Household Date

Signature of Spouse Date

THE DELRAY BEACH HOUSING AUTHORITY

SECTION 8 APPLICANTS, RESIDENTS AND PARTICIPANTS

ACKNOWLEDGE AND CONSENT FOR CRIMINAL RECORDS AND CREDIT CHECK

It is the goal of the Delray Beach Housing Authority to secure decent, safe and sanitary housing for all its residents and certificate/voucher holders. To help ensure that this goal is accomplished, the Authority does a criminal background and credit record check on all its applicants. The reason for this is to preclude admission of persons whose habits and practices may have a detrimental effect on other residents or the housing environment or may interface with the quiet enjoyment of residents and their homes.

Arrest, convictions or falsification of income will be considered in determining eligibility. Arrests or convictions involving illegal use of controlled substance, "drugs," alcohol abuse, theft, violence, child abuse, burglary, history of disorderly conduct, or history of disturbing the peace constitute grounds for immediate denial. Arrests or convictions of these crimes or any other criminal offense may serve as grounds for denial by the program Housing Specialist, if in the judgment of the interviewer the conduct represents a threat to the property, health, safety or welfare of the Authority personnel or residents. The credit record check shall be used to verify income.

Please also be advised that arrests, convictions or proof of falsification of income as described above, may be grounds for eviction or termination of eligibility for persons already admitted to Section 8 Programs.

Your application and any information obtained pursuant to a criminal information request becomes a public document and as such are available to the public upon request.

I have read the above information or had it read and explained to me, and I fully understand and consent to the same.

Signature of Applicant/Participant

Date

DELRAY BEACH HOUSING AUTHORITY

FRAUD POLICY

Any individual who knowingly makes false statement of representation, or knowingly fails to disclose a material fact, in order to obtain a lower rent for housing accommodations than the rental, shall be guilty of fraud.

Tenants found to have committed fraud as defined in Section 421.101, Florida Statutes, shall be subject to the following actions:

A. Where the amount of the fraud is less than Two Thousand Dollars (\$2,000.00), the Authority will allow the Tenant to make repayment pursuant to a repayment agreement to be developed between the Authority and the Tenant. Failure on the part of the Tenant to make repayment will result in termination of assistance.

B. Tenants found to have committed fraud in the amount of Two Thousand Dollars (2,000.00), or more will be subject to a termination of assistance, and in addition, the matter will be referred to the State Attorney for prosecution.

C. A second offense of fraud, without regard to the dollar amount, will result in termination of assistance or eviction; whichever is applicable as well as referral to the State Attorney for prosecution.

I have read the information or had it read and explained to me, and I fully understand and consent to the same.

Signature of Applicant/Participant **Date**

Witness/DBHA Official **Date**

DELRAY BEACH HOUSING AUTHORITY

ONE STRIKE, YOU'RE OUT

In accordance with Federal Regulations mandating the implementation of more stringent criminal background screening of all applicants, the One Strike, You're Out Policy was developed by the Department of Housing and Urban Development (HUD).

In response to this mandated policy, the Delray Beach Housing Authority conducts criminal history checks on all applicants (16 years of age and older) through the Delray Beach Housing Authority, through the Florida Department of Law Enforcement (FDLE) with the ability to screen an applicant, at its discretion, through the Federal Bureau of Investigation (FBI) giving special attention to those applicants with:

1. A history of arrest and/or conviction for criminal activity or eviction involving drug related activity and crimes of physical violence to persons or property, or other criminal acts which adversely affect the health, safety or welfare of other residents, including but not limited to:

- a. possession of drugs
- b. distribution of drugs
- c. gang-related activity
- d. rape
- e. child
- f. murder/attempted murder

2. A pattern of continuous or repeated arrest and/or conviction for the same activity, including but not limited to:

- a. public intoxication
- b. disturbance
- c. resisting arrest
- d. public indecency

I/We have read and understand the DBHA One Strike, You're Out Policy Statement. I/We further understand that DBHA will be conducting a criminal history check on all members of my/our household 16 years of age and older and that my/our application will be withdrawn on the basis of an unfavorable criminal history.

Head of Household

Date

Spouse/Co-Tenant

Date

Other Adult

Date

DELRAY BEACH HOUSING AUTHORITY

IMPORTANT

Chapter 409.325 of Florida Statutes makes it a crime, punishable by fine of \$50.00 to \$5,000.00, or by imprisonment for up to five (5) years, or both, if a housing applicant or tenant deliberately makes false statements about his or her income, or fails to disclose a material fact affecting income and rent.

Section 101 of Title 18 of the United States Code also makes it a crime punishable by a fine of up to \$10,000.00 or by imprisonment of up to five (5) years or both; or making any false, fictitious or fraudulent statements or representation or making or using any false writing or document in any matter with the jurisdiction of any department or agency of the United States.

This means that if you, as an applicant or tenant, knowingly give the Authority false information about your income, or fail to report your changes in your family composition or income in person within 10 days or a change, you may be charged with fraud under chapter 409.325 and/or Section 1001 of Title 18 of the United States Code.

If, as a result of committing fraud, withholding information, or making a misrepresentation to the Housing Authority, you receive any Rental Assistance or lower rent to which you are not entitled, you will be responsible for making restitution (repayment) in full to the Delray Beach Housing Authority, Florida, and will be subject to local/state and federal prosecution as well. This could also result in fine, imprisonment or both as well as the loss of your eligibility for any of this Agency's Housing Programs.

I/We certify that the information given to the Delray Beach Housing Authority on household composition, income, net family assets, and allowances and deductions is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under Federal law. I/We also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy.

I have read the above statement, or had it read and explained to me and understand the consequences of not correctly reporting my family composition or not correctly reporting my family composition and all of my income.

Signature of Applicant (Tenant)

Date

Signature of Spouse (if require)

Date

If you believe you have been discriminated against, you may call the Fair Housing and Equal Opportunity National Toll-Free Hot Line at (800) 424-5890.

CERTIFICATION

I hereby certify that I have/not made a disposition of property in a transaction other than an arm's length arrangement in the previous two (2) years.

If property was disposed of for less than market value:

Fair Market Value of Property _____

Value of Consideration Received _____

Difference _____

I/We understand that the above statements are true and complete to the best of my/our knowledge. I/We understand that false statements or information are punishable under Federal law.

Signature of Applicant

Date

DELRAY BEACH HOUSING AUTHORITY

PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME Publication/Pamphlet

This will confirm that the Delray Beach Housing Authority has provided me with a copy of the Protect Your Family from Lead in your home pamphlet.

Signature of Head of Household

Date

Signature of Spouse

Date

Signature of Other Adult Member

Date



***DELRAY BEACH HOUSING
AUTHORITY***

***FAIR HOUSING
&
YOUR RIGHTS***

For More Information Visit: fairhousingflorida.com

THE FAIR HOUSING ACT

**The Fair Housing Act prohibits
Discrimination in housing because of:**

- *Race or Color**
 - *National origin**
 - *Religion**
 - *Sex**
 - *Familial status (including children under the age of 18 living with parents or legal custodians: pregnant women and people securing custody of children under 18)**
-

What Housing Is Covered

The Fair Housing Act covers most housing. In some circumstances, the Act exempts Owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker and housing operated by organizations, private clubs that limit occupancy to members.

What Is Prohibited

In the Sale and Rental of Housing: No one may take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap:

- *Refuse to rent or sell housing**
- *Refuse to negotiate for housing**
- *Make housing unavailable**
- *Deny a dwelling**
- *Set different terms, conditions or privileges for sale or rental of a dwelling**
- *Provide different housing services or facilities**
- *Falsely deny that housing is available for inspection, sale or rental**
- *For profit, persuade owners to sell or rent (blockbusting) or**
- *Deny anyone access to or membership in a facility or service (such as a multiple listing service) related to the sale or rental of**

In Mortgage Lending: No one may take any of the following actions based on race, color national origin, religion, sex, familial status or handicap:

- *Refuse to make a mortgage loan**
- *Refuse to provide information regarding loans**
- *Impose different terms or conditions on a loan**
- *Discriminate in appraising property**
- *Refuse to purchase a loan or**
- *Set different terms or conditions for purchasing a loan.**

In Addition: It is illegal for anyone to:

- *Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right**
- *Advertise or make any statement that indicates a limitation or preference based on race, color, national origin, religion, sex, familial status or handicap. This prohibition against discriminatory advertising applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act.**

If you believe that your rights have been violated, contact the Fair Housing Center of the Greater Palm Beaches at 1-877-910-FAIR(3247), www.fairhousingflorida.com