



BURLINGTON HOUSING AUTHORITY
65 MAIN STREET
BURLINGTON, VT 05401-8408
PHONE: (802) 864-0538
FAX: (802) 658-1286
www.burlingtonhousing.org



RECERTIFICATION

APPLICATION FOR CONTINUED OCCUPANCY OR RENTAL ASSISTANCE

INTRODUCTION

Federal regulations require that recipients of federal housing assistance recertify their family composition, income, assets and deductions annually to ensure that your portion of the rent is calculated correctly.

INSTRUCTIONS

Please complete this Application for Continued Occupancy or Rental Assistance so that we can re-confirm your family's information and recalculate your rent contribution.

In addition to completing the application, you need to complete and sign the following forms:

1. BHA Authorization for Release of Information
2. HUD Authorization for Release of Information / Privacy Act Notice
Form 9886 for Section 8 and Public Housing; or
Form 9887 & 9887-A for other Managed Properties
3. Other releases as required by the assistance program

Please review the application carefully and answer all required questions fully and accurately. If you cannot fit all of the information in the space provided, add additional sheets. Incomplete applications will be returned to you. Failure to complete this form and to return the information by the due date is a violation of your lease or family responsibilities and is a basis for lease or rental assistance termination. If you have changes in your income or family members after you have completed and submitted this Application, it is very important that you notify BHA with the updated information. If we complete your Annual Recertification with inaccurate information it could result in your being charged a back rent amount at a later date, due to this unreported change. **It is your responsibility to always report any changes within ten (10) days of the change.** False statements or information are grounds for eviction or termination of rental assistance.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL OR WRITE TO: **BURLINGTON HOUSING AUTHORITY**
65 MAIN STREET
BURLINGTON, VT 05401-8408
(802) 864-0538

AFTER YOU HAVE COMPLETED THIS APPLICATION, KEEP THIS PAGE FOR FUTURE REFERENCE.

PRIVACY DISCLOSURE

All information in applicant and tenant files is considered to be confidential, except that BHA may disclose information in tenant or applicant files to other public agencies, utility companies or non-profit organizations in furtherance of the operations or business of BHA. BHA may also disclose information relating to the tenancy of former BHA tenants and program participants to landlords who are seeking references and to credit bureaus. Medical information and information concerning a disability of any tenant or applicant will not be disclosed by BHA to any person or organization without a written release from the tenant or applicant in question.

Except for disclosure of information to landlords seeking references and to credit bureaus, any tenant or applicant who wishes to limit disclosure of information by BHA as provided above must notify the Executive Director of his/her wishes in writing.

BHA will keep all information received involving domestic violence, dating violence, sexual assault or stalking confidential, unless the victim requests or consents in writing to disclosure, the information is required in an eviction proceeding or disclosure is otherwise allowed by law. In addition, BHA will comply with the provisions of confidentiality laws and regulations that apply to BHA.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION STATEMENT

The Burlington Housing Authority (BHA) will comply with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968; Section 504 of the Rehabilitation Act of 1973; Executive Order 11063; Fair Housing Amendments Act of 1988; The Americans with Disabilities Act of 1990; and with the laws of the State of Vermont prohibiting discrimination in public accommodations and in employment practices, and all related rules, regulations and requirements thereunder.

The BHA will not on account of race, color, creed, national origin, sex, sexual orientation, place of birth, age, U.S. military veteran status, familial status, marital status, disability, gender identity or gender related characteristics, deny to any person the opportunity to apply for admission, nor deny to an eligible applicant the opportunity to lease or rent a dwelling suitable for its needs. Further, in the selection of tenants, there will be no discrimination against persons otherwise eligible for admission because their income is derived in whole or in part from public assistance. BHA will not discriminate against selected tenants, and discrimination by one tenant against another is unacceptable and will not be condoned.

The information regarding race, national origin and sex designation solicited on this application is requested in order to assure the federal government that federal laws prohibiting discrimination against applicants on the basis of race, color, national origin, religion, familial status, age, and handicap are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race/national origin and sex of individual applicants on the basis of visual observation or surname.

DISCLOSURE TO APPLICANTS AND PROGRAM PARTICIPANTS WITH DISABILITIES

Burlington Housing Authority's policies and practices are designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize our housing programs and related services. BHA will consider requests for Reasonable Accommodations from persons with disabilities in order to afford them an equal opportunity to obtain the same result, to gain the same benefit or to reach the same level of achievement as those who do not have disabilities.

All of BHA's applications, forms, annual recertification questionnaires, etc. may be requested in an alternative format. Additionally, persons with disabilities may request that our annual recertification interviews, and other meetings, be held in private or at their apartment.

IF YOU NEED TO REQUEST A REASONABLE ACCOMMODATION, SUCH AS NEEDING ASSISTANCE IN COMPLETING THIS APPLICATION, PLEASE CONTACT US AT (802) 864-0538.



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RECERTIFICATION
APPLICATION FOR CONTINUED OCCUPANCY OR RENTAL ASSISTANCE

Please complete all sections. Incomplete applications will result in the application being returned to you.

HEAD OF HOUSEHOLD AND CURRENT ADDRESS				
NAME	FIRST	LAST	MIDDLE INITIAL/MAIDEN NAME	
MAILING ADDRESS	PO BOX / STREET	PHYSICAL ADDRESS	STREET ADDRESS	
	CITY/TOWN		CITY/TOWN	
	STATE/ZIP CODE		STATE/ZIP CODE	
E-MAIL ADDRESS	@			
TELEPHONE NUMBERS	HOME	WORK	PAGER/CELL PHONE	

HOUSEHOLD COMPOSITION						
List all persons who will be living in the household when you receive rental assistance. Use additional sheet if necessary.						

NAME	RELATION	SOCIAL SECURITY #	SEX	AGE	DATE OF BIRTH	PLACE OF BIRTH
1	Head					
2						
3						
4						
5						
6						

YES **No**
 Do you expect any additions to the household within the next twelve (12) months?
 NAME AND RELATIONSHIP: _____
 EXPLANATION: _____

 Do you have full custody of your child(ren)?
 EXPLANATION: _____

 Are there any absent household members who, under normal circumstances, would live with you, such as a family member away in military duty?
 EXPLANATION: _____

HOUSEHOLD INCOME

Include all income or financial benefits anticipated for the next twelve months, received by ALL household members, regardless of age. Any 'Yes' for questions 1 – 16 requires a detailed explanation in the table below

YES NO Do YOU OR ANYONE IN YOUR HOUSEHOLD RECEIVE OR EXPECT TO RECEIVE INCOME FROM:

1. Employment wages or salaries?
Including overtime, tips, bonuses, commissions and payments received in cash
-
2. Self-employment?
-
3. Regular pay as a member of the Armed Forces?
-
4. Unemployment benefits or worker's compensation?
-
5. General Assistance, Aid to Needy Families with Children (ANFC)?
-
- 6a. Child Support or alimony?
Any AWARDED amounts, collected to uncollected. We must count court-ordered support whether or not it is received, unless legal action has been taken to remedy. We must also count support that is not court-ordered, or received directly from the payor.
- | | YES | NO | HOW IS THE SUPPORT RECEIVED? | |
|-----|--------------------------|--------------------------|----------------------------------|----------------|
| 6b. | <input type="checkbox"/> | <input type="checkbox"/> | Child Support Enforcement Agency | NAME OF AGENCY |
| | <input type="checkbox"/> | <input type="checkbox"/> | Court of Law | NAME OF COURT |
| | <input type="checkbox"/> | <input type="checkbox"/> | Directly from Individual | NAME OF PERSON |
| | <input type="checkbox"/> | <input type="checkbox"/> | Other | EXPLAIN: |
- 6c. If money is not actually received, are you taking legal action to remedy? Explain:
-
7. Social Security, SSI or any other payments from the Social Security Administration?
-
8. Veteran's benefits, pensions, retirement benefits or annuities?
-
9. Severance payments?
-
10. Settlements, such as insurance settlements?
-
11. Disability, death benefits or life insurance dividends?
-
12. Regular gifts or payments from anyone outside the household?
-
13. Educational grants, scholarships, or other student benefits?
-
14. Lottery winnings or inheritances?
-
15. Payments from rental property, land contracts or other forms of real estate?
-
16. Any other income sources or types not listed, such as: food stamps, fuel assistance?
-
17. Do you or any household member expect any changes to your income in the next twelve (12) months?

QUESTION NUMBER	FAMILY MEMBER	INCOME SOURCE AND ADDRESS	AMOUNT
Ex: 1	John	XYZ Corp., 125 Main Street, Burlington, VT	\$15,000 per year

ZERO INCOME VERIFICATION

YES NO

Are YOU or any other ADULT family member claiming zero income? If yes, who:

ASSET INFORMATION

Include all assets held and the corresponding annual interest rate, dividends, and/or other income derived from the asset. An asset is defined as a lump sum amount that you hold and currently have access to.

YES NO Do YOU OR ANYONE IN YOUR HOUSEHOLD HOLD:

- 1. Checking or savings accounts?
- 2. CDs, money market accounts or treasury bills?
- 3. Stocks, bonds or other securities?
- 4. Trust funds?
- 5. Pensions, IRAs, KEOGH or other retirement accounts
- 6. Cash on hand over \$500?
- 7. Real estate, rental property, land contracts/contract for deed or other real estate holdings?
This includes your personal residence, mobile homes, vacant land, farms, vacation home or commercial property.
- 8. Personal property as an investment?
Including paintings, coin or stamp collections, artwork, collector or show cars and antiques.
- 9. A safe deposit box?

QUESTION NUMBER	FAMILY MEMBER	ASSET	ACCOUNT NUMBER	TYPE	ANNUAL INTEREST RATE	AMOUNT
Ex: 1	John	Charter One Bank	123456	Savings	1%	273.78

DISPOSITION OF ASSETS

YES NO

Have you or any family member disposed of or given away any asset(s) for **LESS** than fair market value within the past two years? If Yes:

FAMILY MEMBER:

AMOUNT:

EXPLANATION:

MEDICAL EXPENSES

If you are elderly and/or disabled and pay all or part of your medical expenses, you may be entitled to an allowance to offset your portion of the rent. Please list the pharmacies, doctors, dentists, hospitals, medical equipment suppliers and insurance providers which *you* must make payment to (which is not reimbursed by insurance), so we can verify your out of pocket expenses.

DOCTORS, DENTISTS AND HOSPITALS			
PHARMACIES			
MEDICAL EQUIPMENT SUPPLIERS			
HEALTH / MEDICAL INSURANCE		PREMIUM	MTHLY/QTRLY/YEARLY
MEDICARE MEDICAID OR BOTH			
MEDICARE ID #			
LIFELINE EMERGENCY RESPONSE			

CHILD CARE EXPENSES

List both your weekly out of pocket costs and the amount provided from other sources. Other sources can include SRS, welfare, or a parent not part of the household.

CHILD CARE PROVIDER	NAME AND ADDRESS	YOUR WEEKLY COST:
		OTHER SOURCES PAYMENT:

STUDENT INFORMATION

Yes No

If any adult (18 years of age or older) in the household currently a full-time student, or planning to be one within the next 12 months? If Yes, list the name of the student and the school.

You will need to provide verification from the school

STUDENT NAME

NAME OF SCHOOL

CRIMINAL INFORMATION

Yes No

a. Have you or any family member been charged with or convicted of a crime during the past year? If Yes, give details of the crime, when it took place and where?

FAMILY MEMBER	CRIME
WHEN	DETAILS
WHERE	

EMERGENCY CONTACT IF POSSIBLE, LIST SOMEONE IN THE AREA WHO IS NOT PART OF YOUR HOUSEHOLD	NAME	RELATIONSHIP	
	ADDRESS		
	TOWN/CITY	STATE	ZIP CODE
	PHONE NUMBER		

APPLICANT CERTIFICATION

I certify that the information given on this application is accurate and complete to the best of my knowledge and belief. I understand that false statements or information is punishable under Federal Law. I also understand that false statements or information are grounds for denial of my application or termination of my assistance.

Head of Household

Date

Co-Head of Household

Date

Other Adult

Date

Other Adult

Date