



MULTIHOUSING CREDIT CONTROL
 10125 CROSSTOWN CIRCLE, Suite #100
 EDEN PRAIRIE, MINNESOTA 55344

The following named individual has made application with:

Ely Housing Authority Acct. number # 8242
 Client/Owner Name

Please **PRINT** complete legal name:

Last	First	Middle
Sex _____		Date of Birth _____ / _____ / _____
Maiden/Former		Month Day Year
Drivers License _____	State _____	Social Security # _____
Address _____	City _____	State _____ Zip _____
Previous Address _____	City _____	State _____ Zip _____

I authorize Multihousing Credit Control to investigate my criminal history, residential, employment and income history, bank and credit history for the purpose of housing and/or employment. The source of the information may come from, but is not limited to: credit bureaus; banks and other depository institutions; current and former employers; federal or state records including State Employment Security Agency records; county or state criminal records as follows, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization.

Do you have a legal right to be in the United States?

- Yes, I am a U.S. Citizen
- Yes, I have valid documentation from the U.S. Department of Immigration and Naturalization (INS) that allows me to be in the country
- No

This authorization is for this transaction only and continues in effect for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year, allowed by law.

 Applicant's Signature Date

ADDITIONAL SERVICE REQUESTED

1. _____
 City County State
2. _____
 City County State
3. _____
 City County: State



Housing and Redevelopment Authority of Ely, Minnesota



Your application must be complete or it will be returned to you which will result in a delay of processing. Please list an address the HRA can send mail to. It is **YOUR** responsibility to report changes in your address and phone numbers to the HRA. Failure to report changes in your contact information will result in your application being removed from the waiting list.

Name _____

Race Code _____
1-White 4-Asian 7-Other
2-Black 5-Hawaiin/Pac Isl 8-Declined
3-Am Indian/Alaskan 6-Mixed

Ethnicity Code _____
1-Hispanic
2-Non-Hispanic

Address _____ Apt# _____

City _____ Zip _____ State _____

Home Phone _____ Work Phone _____

Cell Phone _____

E-mail _____

I am applying for assistance for Public Housing at the following locations (check all or one location you would like to live):

- Pioneer Apartments – **Smoke Free Building**
- Sibley Manor – **Smoke Free Building**
- Zenith Apartments – **Smoke Free Building**
- Vermilion Homes (Family Units) – **Smoke Free Building**

Please check any of the following that apply to an adult member of the household. If your circumstances change after your application is submitted, you must report those changes to the HRA.

- Currently Homeless
- Employed at least 20 hours per week or disabled
- Near Elderly Family – Between the ages of 50 and 62
- Elderly Family – 62 years of age or older
- Currently living, working promised employment or attending school in the City of Ely, MN



LIST INFORMATION FOR ALL HOUSEHOLD MEMBERS WHO WILL LIVE IN THE UNIT

Last Name	First, Middle Name	Sex	Relation to Head	Disabled Y/N	Birth Date	Social Security Number	US Citizenship Y/N
			HEAD				

Head of Household: Place of Birth (County, City, and State) _____

Spouse: Place of Birth (County, City, and State) _____

Additional adults: Place of Birth (County, City, and State) _____

Has any household member lived in any state besides Minnesota? Yes or No (circle)

If yes, list all states _____

Are you or will you be a full-time student in the next 12 months? Yes or No (circle)

Are you anticipating any change of income? Yes or No (circle) If yes, explain

Are you anticipating a change in family composition? Yes or No (circle) If yes, explain



Housing and Redevelopment Authority of Ely, Minnesota



INCOME INFORMATION

Income includes money and contributions from any and all sources paid to you or on behalf of a family member. List all sources and amounts of all income (money) expected for the coming 12 months for all household members.

Household Member Name	Income Source (Employer Name or Type of income, ex. SSI, MFIP, GA, etc.)	Gross Amount	Frequency (Circle One)	
			Weekly	Bi-weekly
			Monthly	Annual
			Weekly	Bi-weekly
			Monthly	Annual
			Weekly	Bi-weekly
			Monthly	Annual
			Weekly	Bi-weekly
			Monthly	Annual

Are you or any members of household participating in a federal, state, or local employment training program? Yes or No (circle)

If yes, which agency administers the training program

AEOA MN Workforce Center Other- please specify _____

ASSETS (Do not include personal belongings such as furniture, clothing, etc.)

Household Member Name	Type of Asset (Checking, savings, CD, Retirement Funds, Life ins, etc.)	Balance/Market Value

Did you file a Federal Income Tax Return within the last twelve (12) months? Yes or No

Have you disposed of assets for less than fair market value in the last two (2) years? Yes or No



Housing and Redevelopment Authority of Ely, Minnesota



References

Have you or any household members lived in subsidized housing? Yes or No

If yes, please list address: _____ Dates: From _____ To: _____

Do you or any household members owe money to this or any housing authority or committed any fraud in a Federally subsidized housing program?

Yes or No (circle) If yes, please explain: _____

Have you ever been required to register with law enforcement or any similar agency as a sex offender? Yes or No (circle)

Have you or any household members ever been convicted of any crime other than traffic violations? Yes or No If yes, please explain: _____

Have you or any household member been evicted or had an eviction process started against you? Yes or No

Please list the following information on your last three (3) rental units or residence:

Address of Unit	Landlord/Owner's Name	Landlord/Owner's Phone #	Dates Lived in Unit
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Authorization: I/We authorize the HRA to verify all information relating to this application through any means, including but not limited to Minnesota BCA, MCC, Local Police Department and any other federal department of criminal apprehension, consumer reporting agencies, public record resources, and other rental housing owners. You further authorize us to furnish information to consumer reporting agencies and the other rental housing owners regarding your performance of your lease obligations, including both favorable and unfavorable information about your compliance with any lease, rules, or financial obligations.

After verification by this Housing Authority, the information will be submitted to the Department of Housing and Urban Development on for HUD- 50058 (Tenant Data Summary), a computer-generated facsimile of the form or on magnetic tape.

Request for Reasonable Accommodations: Any request for reasonable accommodations under the Fair Housing Law for a disability may be made by writing to the HRA or by calling (218) 365-3900 for assistance and specify the nature of the accommodations requested. If you believe you have been discriminated against, you may call the Fair Housing and Equal Opportunity National hot line at (800) 424-8590.

Accurate Information: I/We understand that this is not a contract and does not bind either party. I/We declare that all of our statements on the accompanying application and any supplemental information are true and correct. I/We certify that all of the information given to the Housing and Redevelopment Authority of Ely, MN on this application is accurate and complete to the best of my/our knowledge. I/We understand that false



Housing and Redevelopment Authority of Ely, Minnesota



statement of information is punishable under federal law. I/We understand that false statements of information are grounds for denial of housing admission and termination of housing assistance. **Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the U.S. as to any matter within its jurisdiction.**

Application Declaration and Authorization – All Members of the Household 18 years and Older must Sign and Date

Head of Household	Date	Other Family Member over 18	Date
Other Family Member over 18	Date	Other Family Member over 18	Date
Other Family Member over 18	Date	Other Family Member over 18	Date

Please submit your Application, Supplement to Application, and Information and Privacy Notice/Tennessee Notice to:

**Ely HRA
114 N 8th Ave E #111
Ely, MN 55731**

NOTICE: It is the applicant’s responsibility to update the Ely HRA of any changes in your contact information. If the Ely HRA is not able to contact you as a result of not having your current contact information, your application will be removed from the waiting list.

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.

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.

Use of the information collected based on the form HUD 9886 is restricted to the purpose 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 subjected to a misdemeanor and fined not more than \$5,000.

DECLARATION OF SECTION 214 STATUSES

Alien Certification & Registration

Notice to applicants and tenants: In order to be eligible to receive the housing assistance sought, each applicant for, or recipient of, housing assistance, must be lawfully within the United States. Please read the Declaration statement carefully and sign. Please feel free to consult with an immigration lawyer or other immigration expert of your choosing.

I, _____ certify, under penalty of perjury, that to the best of my knowledge, I am lawfully within the United States because (Please check appropriate box):

- I am a citizen by birth, a naturalized citizen or a national of the United States.
- I have eligible immigration status and I am 62 years of age or older. Attach proof of age.¹
- I have eligible immigration status as checked below (see reverse side of this form for explanations). Attach INS document(s) evidencing eligible immigration status and signed verification consent form.
 - Immigration status under §§101(a) (15) or 101(a) (20) of the Immigration and Nationality Act (INA)ⁱⁱⁱ
 - Permanent residence under §249 of the INA^{iv}
 - Refugee, asylum or conditional entry status under §§207, 208 or 203 of the INA^v
 - Parole status under §212(d) (5) of the INA^{vi}
 - Threat to life or freedom under §§243(h) of the INA^{vii}
 - Amnesty under §A of the INA^{viii}

Signature of Family Member

Date

- Check box on left if signature is of an adult residing in the unit who is responsible for a child named on the statement above.

HA: Enter INA/SAVE Primary Verification #: _____ Date: _____

DECLARATION OF SECTION 214 STATUSES

Alien Certification & Registration

ⁱ Warning: 18 U.S.C. 100t provides, among other things, that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious, or fraudulent statements 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, imprisoned for not more than five years, or both.

The following footnotes pertain to noncitizens who declare eligible immigration status in one of the following categories:

ⁱⁱ Eligible immigration status and 62 years of age or older. For noncitizens who are 62 years of age or older or who will be 62 years of age or older and receiving assistance under a Section 214 covered program on June 19, 1995. If you are eligible and elect to select this category, you must include a document providing evidence of proof of age. No further documentation of eligible immigration status is required.

ⁱⁱⁱ Immigrant status under §101(a) (15) or 101(a) (20) of the INA. A noncitizen lawfully admitted for permanent residence, as defined by §101(1) (20) of the immigration and nationality Act (INA), as an immigrant, as defined by §101(a) (15) of the INA (8 U.S.C. 1101(a) (20) and 1101(a) (15), respectively [*immigrant status*]. This category includes a noncitizen admitted under §210 or 210A of the INA (8 U.S.C. 1160 or 1161), [*special agricultural worker status*], who has been granted lawful temporary resident status.

^{iv} Permanent resident under §249 of the INA. A noncitizen who entered the U.S. before January 1, 1972, or such later date as enacted by law, and has continuously maintained resident in the U.S. since then, and who is not eligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under §249 of the INA (8 U.S.C. 1259) [*amnesty granted under INA 249*]

^v Refugee, asylum, or conditional entry status under §§207, 208 or 203 of the INA. A noncitizen who is lawfully present in the U.S. pursuant to an admission under §207 of the INA (8 U.S.C. 1157) [*refugee status*]; pursuant to the granting of asylum (which has not been terminated) under §208 of the INA (8 U.S.C. 1158) [*asylum status*]; or as a result of being granted conditional entry under §203(a)(7) of the INA (U.S.C. 1153(a)(7)) before April 1, 1980 because of persecution or fear of persecution on account of race, religion or political opinion or because of being uprooted by catastrophic national calamity [*conditional entry status*].

^{vi} Parole status under §212(d) (5) of the INA. A non citizen who is lawfully present in the U.S. as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest under §212(d)(5) of the INA (8 U.S.C. 1182(d)(5)) [*parole status*].

^{vii} Threat of life or freedom under §243(h) of the INA. A noncitizen who is lawfully in the U.S. as a result of the Attorney General's withholding deportation under §243(h) of the INA (8 U.S.C. 1253(h)) [*Threat to life or freedom*].

^{viii} Amnesty under §245A of the INA. A noncitizen who is lawfully admitted for temporary or permanent residence under §245A of the INA (8 U.S.C. 1255a) [*Amnesty granted under INA 245A*].



Housing and Redevelopment Authority of Ely, Minnesota

Information and Privacy Notice/Tennessee Notice

THERE ARE LAWS TO PROTECT YOUR RIGHTS TO INFORMATION AND PRIVACY

Under the Minnesota Government Practices Act (M.S. 13.01 through 13.88) you have the right to know:

A. WHAT IS THE PURPOSE AND INTENDED USE OF THE INFORMATION THE HRA COLLECTS?

Within the context of the HRA's Public Housing and Section 8, and other HRA programs, the information we collect from you or about you (or from other individuals or agencies authorized by you) is collected, used and disseminated for the administration and management of legally authorized programs. The information we collect about you is classified under Minnesota law as: (1) Public – anyone can see the information; (2) Private – only you and those authorized by law or by you can see the information; or (3) Confidential – you cannot see the information although those persons authorized by law can. The Private classification applies to most of the information we collect about you.

The purposes and uses of the information are for one or more of the following reasons:

1. To help us determine whether you are eligible to participate or to continue to participate in the HRA's housing or other HRA program for which you have applied.
2. To enable us to establish the level of rent you must pay in accordance with federal law.
3. To assist the HRA in maintaining or upgrading its housing stock.
4. To enable the HRA to comply with legal requirements governing its and other agencies' legislative mandates.

Housing and Redevelopment Authority of Ely, Minnesota

114 N 8th Ave E, Suite 111

Ely, MN 55731

(218)365-3900





Housing and Redevelopment Authority of Ely, Minnesota

B. YOUR RIGHTS WHEN SUPPLYING INFORMATION (M.S. 13.04)

The information you are asked to provide to the HRA is information necessary for our determination of your eligibility for housing (or other agency) program benefits. Collection of this information is authorized by the Federal Housing Act of 1937, as amended, and by the Minnesota Housing and Redevelopment Authority Act, M.S. 462.11, et seq. While you have the right to refuse to supply the information we request, the HRA may not be able to provide you with housing or other requested assistance. If you feel that certain information we request is and unwarranted invasion of your privacy, contact the HRA's Executive Director.

C. WHO HAS ACCESS TO THE PRIVATE INFORMATION WE COLLECT ABOUT YOU?

Depending upon the housing program and as authorized by the state, local, or federal law, the information we maintain may be shared with:

1. U.S. Department of Housing and Urban Development
2. Minnesota Housing Finance Agency
3. HRA employees and contractors and HRA selected volunteer agencies serving you or your dwelling unit
4. Owner of Section 8 unit in which you reside
5. Health and Human Service Agencies
6. School Districts
7. Police, Sherriff, Fire Departments, and Paramedics when and emergency situation or investigation requires the sharing of information
8. Utility companies servicing the City of Ely and St. Louis County to insure that HRA rental units are maintained as required by the lease
9. U.S. Census Bureau
10. The City/Township and its' various departments in which you receive HRA assistance
11. Federal, State or Local auditors
12. Researchers who are granted access to the data for the purposes of preparing summary data
13. Other Local, State and Federal agencies as may be required by law

If any criminal or civil investigation is begun regarding you or your family's receipt of benefits from this Agency or any other social service agency, information may also be shared with

Housing and Redevelopment Authority of Ely, Minnesota

114 N 8th Ave E, Suite 111

Ely, MN 55731

(218)365-3900





Housing and Redevelopment Authority of Ely, Minnesota

county, state, local or federal staff members who conduct such investigations pursuant to state and federal law. Information may also be shared with appropriate judicial bodies.

We may deny parental access to private data when the minor, who is the subject of the data, requests that we deny such access. We may require the minor to submit a written request that the data be withheld. The written request shall set for the reason for denying parental access and shall be signed by the minor.

Unless otherwise authorized by statute or federal law, government agencies with whom we share private information must also treat the information as private. Other non-government agencies with which we share private information must likewise treat that information as private. When you are no longer being served by the HRA, we will keep your file only until state and federal retention requirements are met.

D. WHO HAS ACCESS TO THE CONFIDENTIAL INFORMATION WE COLLECT ABOUT YOU?

Information collected as part of the HRA's investigation in preparation for actual or potential litigation involving you is confidential information when it is contained in correspondence between the HRA and our attorney. Only the HRA and our attorney and those persons authorized by local, state, and federal law may have access to the information. You do, however, have the right to know if information about you has been classified confidential.

E. WHAT INFORMATION DO YOU HAVE ACCESS TO?

You or your authorized representative or guardian may request to be shown information about you, that is maintained by the HRA and that is classified as private. There is no cost for this service, but there may be a copy charge for copies that you would like made.

According to Minnesota law, after you have been shown private information about yourself and have been informed of its meaning, the data need not be again shown to you for six months thereafter, unless a dispute or legal action concerning your privacy rights is pending or additional data about you has been collected.

Housing and Redevelopment Authority of Ely, Minnesota

114 N 8th Ave E, Suite 111

Ely, MN 55731

(218)365-3900





Housing and Redevelopment Authority of Ely, Minnesota

F. HOW CAN YOU CONTEST THE ACCURACY OR COMPLETENESS OF INFORMATION IN YOUR FILE?

Write to us describing the nature of your disagreement. Send this information to:

Executive Director – Data Practices
Ely HRA
114 N 8th Ave E #111
Ely, MN 55731

We will act on your letter within thirty (30) days in accordance with the Minnesota Government Data Practices Act. If you have any other questions about your privacy rights, contact the HRA office at (218) 365-3900

This is to acknowledge I have been given the above information

Signature _____

Date _____

Housing and Redevelopment Authority of Ely, Minnesota
114 N 8th Ave E, Suite 111
Ely, MN 55731
(218)365-3900



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.

--	--

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.