



## GROSS INCOME / EMPLOYMENT HISTORY

### Monthly Income –

#### Head of House:

Pension \$ \_\_\_\_\_ Social Security Amount \$ \_\_\_\_\_ Social Security Disability \$ \_\_\_\_\_

SSI \$ \_\_\_\_\_ Alimony \$ \_\_\_\_\_ Public Assistance \$ \_\_\_\_\_ Other Source \$ \_\_\_\_\_

\_\_\_\_\_  
Employer \$ \_\_\_\_\_ Salary/Wage # Hours / Week Supervisor's Name

\_\_\_\_\_  
Employer's Address City State Zip Code Phone # Occupation

#### Spouse:

Pension \$ \_\_\_\_\_ Social Security Amount \$ \_\_\_\_\_ Social Security Disability \$ \_\_\_\_\_

SSI \$ \_\_\_\_\_ Alimony \$ \_\_\_\_\_ Public Assistance \$ \_\_\_\_\_ Other Source \$ \_\_\_\_\_

\_\_\_\_\_  
Employer \$ \_\_\_\_\_ Salary/Wage # Hours / Week Supervisor's Name

\_\_\_\_\_  
Employer's Address City State Zip Code Phone # Occupation

## ASSETS

### Attach additional pages if necessary –

**\*\*Effective Jan. 1, 2024 HUD no longer accepts applicants that have assets exceeding over \$100,000 for this contract type\*\***

(Examples: Checking, Savings, Trusts, IRAs, CDs, Escrows, Stocks, Interests/Dividends, Real estate, etc.)

\_\_\_\_\_  
Account Type: Company: Current Balance:

\_\_\_\_\_  
Account Type: Company: Current Balance:

\_\_\_\_\_  
Account Type: Company: Current Balance:

\_\_\_\_\_  
Account Type: Company: Current Balance:

Do you or any household member own a home, condo, trailer, or other real estate?  Yes  No

If yes, what are your plans with your real estate? Please explain: \_\_\_\_\_

\_\_\_\_\_  
Have you or any household member sold or given away any real property or other asset during the past two (2) years for less than fair market value?  Yes  No If Yes, what was disposed of? \_\_\_\_\_

## ELIGIBILITY DETERMINATIONS

\*\* If more than one applicant is applying, each household member must answer separately \*\*

- Yes     No    Do you qualify for Senior Housing (62 years of age or older)?
- Yes     No    Have you or any household member ever been evicted from a rental property?  
If yes, please explain: \_\_\_\_\_
- Yes     No    Are you, or anyone who will be occupying the unit, currently receiving rental assistance from HUD (voucher or Project Based)?
- Yes     No    Have you, or anyone who will be occupying the unit, been required to register as a sex offender?
- Yes     No    Have you, or anyone who will be occupying the unit, been evicted in the last 3 years from federally assisted housing for drug related criminal activity, such as: Use, Possession, Distribution, Trafficking or Manufacture of any illegal drug or illegal controlled substances?  
  
If yes, please explain: \_\_\_\_\_
- Yes     No    Have you or any household member ever been convicted of a crime that posed a threat to the health, safety, or the welfare of others?  
  
If yes, please explain:  
\_\_\_\_\_
- Yes     No    Are you currently an illegal user of a controlled substance?
- Yes     No    Have you ever been convicted of the illegal manufacture or distribution of a controlled substance?
- Yes     No    Has your assistance or tenancy in a subsidized housing program ever been terminated for fraud, non-payment of rent or failure to cooperate with recertification procedures?
- Yes     No    Are you currently being evicted?  
If yes, please explain: \_\_\_\_\_
- Yes     No    Are you, or anyone who will be occupying the unit, currently enrolled as a student in an institute of higher education?
- Yes     No    Have you been displaced by government action or by a presidential declared disaster?
- Yes     No    Do you require the features of an accessible unit and wish to be on the waiting list for a mobility impaired accessible unit?
- Yes     No    Do you require a unit designed for hearing or sight impaired?
- Yes     No    Will this be your primary residence?
- Yes     No    Can you live with others, tolerate their differences, and actively participate in the general community fellowship with a spirit of harmony and good will?

## ELIGIBILITY DETERMINATIONS

- Yes  No Do you have a pet?  
 Dog  Cat  Other: \_\_\_\_\_  
\*\* If you have more than one pet, please contact the Occupancy Specialist \*\*  
Is your pet under 20 pounds?  Yes  No  
Is your pet current on **all** vaccinations and rabies shots?  Yes  No  
If No, I understand that I am required before move in to get my pet up to date on **all** vaccinations and rabies shots.  Yes  No
- Yes  No Do you have a service/assistance animal?  
Can you provide proper documentation that you have a service/assistance animal?  Yes  No

Please list all states where you have resided: \_\_\_\_\_

How did you learn about us? \_\_\_\_\_

I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please Return To:

Orchard Ridge Independent Living  
ATTN: Occupancy Specialist  
702 N Highway 95  
Coeur d'Alene, ID 83814



<b><u>**Office Use Only**</u></b>

Updated: 02/2025

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 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
<p>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 614 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 apply 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 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, as 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.</p>	

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.

**Race and Ethnic Data  
Reporting Form**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing

OMB Approval No. 2502-0204  
(Exp. 06/30/2017)

Heritage Place III

Name of Property

ID16RP00001

Project No.

1205 Lincoln Way, CDA, ID 83814

Address of Property

Ann Johnson

Name of Owner/Managing Agent

Section 8 / 202

Type of Assistance or Program Title:

Name of Head of Household

Name of Household Member

Date (mm/dd/yyyy) \_\_\_\_\_

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

**\*Definitions of these categories may be found on the reverse side.**

**There is no penalty for persons who do not complete the form.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Public reporting burden** for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data source, gathering, and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents, will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

## Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

### A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."

4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.