



A Presbyterian SeniorCare  
Network Affiliate

PlumWood Apartments  
c/o SeniorCare Network  
1215 Hulton Road  
Oakmont, PA 15139  
T: 412.828.3737  
F: 412.828.5582  
PA Relay 711  
PlumWood@SrCare.org  
SrCareNetwork.org

Dear Applicant:

Thank you for your interest in Plumwood. Enclosed is an application for our apartment community. To assist us in determining your eligibility for residency at Plumwood, please complete the application in its entirety and return it to our rental office at your earliest convenience.

Once we determine your eligibility, you will be notified by mail. If you need assistance in filling out the application or have any questions, please feel free to contact me at (412) 828-3737.

I look forward to meeting with you and assisting you with your housing needs.

Sincerely,

Plumwood





**PlumWood Apartments**  
**111 Ridgemoor Field Drive**  
**Verona, PA 15147**  
**Telephone: (412) 828-3737 Fax: (412) 828-5582**

Application for Admission

This is an Application for Admission. Please answer all questions completely and truthfully. We will verify your answers. Any misrepresentation of information related to eligibility, preference for admission, allowance, rent, family composition, personal history, or prior tenant history is grounds for rejection. Enter "none" or "N/A" for those questions which you believe does not apply to you. Before offering you a unit, you will need to sign appropriate consent forms which will let us check the information you gave us. Information you provide on income and disability will be maintained as confidential. However, in accordance with program regulations, information may be released to appropriate Federal, state or local agencies.

**IF, FOR ANY REASON, YOU REQUIRE ASSISTANCE OR HAVE QUESTIONS RELATING TO THE APPLICATION OR SCREENING PROCESS, PLEASE CONTACT THE PROJECT OFFICE.  
 HOUSING INFORMATION**

<b>Applicant Name</b>	<b>Social Security #</b>	<b>Date of Birth</b>	<b>Email</b>
Do you have a senior exemption? (no social security card & 62 before 2010)	Yes	No	
<b>Current Street Address</b>	<b>City, State &amp; Zip</b>		<b>Telephone #</b>

<b>APPLICANT PRESENT AND PAST HOUSING: Provide the name, address and phone number of all your landlords for the past 7 years</b>		
Current Landlord Name: _____	Phone #: _____	
Current Landlord Address: _____		
Previous Landlord Name: _____	Phone #: _____	
Previous Landlord Address: _____		
Please list all states where all household members have lived: _____		
Have you ever been evicted from Housing? _____		
<b>Co-Applicant Name</b>	<b>Social Security #</b>	<b>Date of Birth</b>
<b>Co-Current Street Address</b>	<b>City, State &amp; Zip</b>	<b>Telephone #</b>

<b>CO-APPLICANT PRESENT AND PAST HOUSING: Provide the name, address and phone number of all your landlords for the past 7 years</b>		
Co-Applicant Current Landlord Name: _____	Phone #: _____	
Co-Applicant Current Landlord Address: _____		
Co-Applicant Previous Landlord Name: _____	Phone #: _____	
Co-Applicant Previous Landlord Address: _____		
Please list all states where all household members have lived: _____		
Have you ever been evicted from Housing? _____		

**EQUAL OPPORTUNITY HOUSING**

Our housing complies with federal and state fair housing laws and does not discriminate against any person because of race, color, religion, national origin, sex, age, familial status, sexual orientation, gender identification, marital status, or disability. This information will have no effect on your application, requested for (HUD purposes only). It is being requested for use in HUD reports.

Household Financial Information-Please provide this information for each member of the household who will live in the apartment (except proposed live-in aides). The financial information is necessary to meet the requirements of HUD and this facility's screening criteria.

ANNUAL INCOME				
Source	Applicant	Co-Applicant	Other Household Members 18 Years or Older	Total
<b>Gross</b> Social Security	\$	\$	\$	\$
SSI	\$	\$	\$	\$
SSP	\$	\$	\$	\$
<b>Gross</b> Pensions	\$	\$	\$	\$
Interest from: Savings, Certificates of Deposits, Stocks & Bonds	\$	\$	\$	\$
Other Income (specify type)	\$	\$	\$	\$

ASSETS				
Source	Applicant	Co-Applicant	Other Household Members 18 Years or Older	Total
Checking Account (avg. 6 months)	\$	\$	\$	\$
Savings Account (current balance)	\$	\$	\$	\$
Certificate of Deposit	\$	\$	\$	\$
Stocks & Bonds (Current Value)	\$	\$	\$	\$
IRA/Keogh	\$	\$	\$	\$
Real Estate (Appraised value less mortgage)	\$	\$	\$	\$
Life Insurance (Cash Surrender Value)	\$	\$	\$	\$
All other Assets	\$	\$	\$	\$
Total Assets	\$	\$	\$	\$

Have you disposed of any asset(s) valued at \$1,000 or more in the past two years for less than fair market value of the item?  Yes  No If yes, please list the asset value under the "other" column in the above listing of assets.

Are there any full-time or part-time students 18 years of age or older in your household?  
 Yes  No

Marital Status:      Single                  Married                  Divorced                  Widowed

If widowed or divorced, give date: \_\_\_\_\_

Are you currently living in Section 8 Subsidized Housing?  Yes  No

Is the Co-Applicant currently living in Section 8 Subsidized Housing?  Yes  No

Do you own an automobile?  Yes  No

Do you plan to have a pet upon move-in?      Yes      No

Have you, any proposed occupant or any proposed live-in aid in your household been convicted, pled guilty or pled no contest to, or have had any other disposition other than a non-guilty verdict for any crime involving injury or threat to another person, destruction or threat of destruction of property, the use, sale, distribution, manufacture or possession of, or the intent to sell, distribute, manufacture or possess any illegal drugs, or any other crimes that may render an applicant unsuitable for residency in our community?

**Yes No** If yes, list the dates, crimes/violations, locations, jail/prison time served, probation and/or parole status and any other information you would like us to consider: \_\_\_\_\_

Is the applicant or any member of the applicant's household subject to a state life time sex offender registration in any state?  Yes  No

List all states where you (applicant) and members of your household have resided: \_\_\_\_\_

**SPECIAL UNIT SELECTION**

Do you or any member of your household have a condition that requires:

- A barrier free unit
- Physical Modifications to a typical unit
- Unit for hearing impaired
- Unit for vision impaired

If you checked any of the above, please explain exactly what you believe is required to accommodate your situation: \_\_\_\_\_

What is the name of the family member requiring the features identified above? \_\_\_\_\_

Will you or any family member require a live-in aide to assist you?  
 Yes  No

Marketing Information

How did you learn about our community? \_\_\_\_\_

Current Resident    Friends    Newspaper    Advocate    Other

If Current Resident please list name: \_\_\_\_\_

**Applicant Certification and Release**

I/We understand the information in this application will be used to determine eligibility for a unit and understand that any false information may make me/us ineligible for a unit. I/We also understand that all adult members of the household must sign the Applicant's/Tenant's Consent to the Release of Information and HUD required Notice and Consent for the Release of Information to enable verification of our information before I/we can be offered a unit.

I/We also recognize and agree that management may obtain one or more consumer reports as defined in the Fair Credit Reporting Act, 15 U.S.C. Section 1681a(d), seeking information on my/our credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

If my/our application is approved, and move-in occurs, I/we certify that only those persons listed in this application will occupy the apartment and they will maintain no other place of residence, and that there are no other persons for whom I/we have, or expect to have, responsibility to provide housing. I/We agree to notify management in writing regarding any changes in household address, telephone numbers, income and household composition.

**SIGNATURE PAGE**

**WARNING: SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OR MISREPRESENTATIONS OF ANY MATERIAL FACT INVOLVING THE USE OF OR OBTAINING FEDERAL FUNDS.**

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse or Co-Applicant

\_\_\_\_\_  
Date

Contact Person (in the event you cannot be reached):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**IF SOMEONE OTHER THAN THE APPLICANT(S) COMPLETED THIS APPLICATION:**

\_\_\_\_\_  
Name of Preparer

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**PROGRAM ACCESSIBILITY STATEMENT**

NOTICE TO ALL APPLICANTS: Options for Applicants with Disabilities

This property is managed by SeniorCare Network, Inc. We provide affordable housing to persons with disabilities. We do not discriminate against applicants or residents on the basis of their race, color, religion, national origin, sex, age, familial status, sexual orientation, or disability. In addition, we have a legal requirement to provide a reasonable accommodations to applicants and residents if they or any member of their family have a disability.

Reasonable accommodation is some modification or change that we can make to the rules or procedures or to the structure of the property that will assist an otherwise eligible applicant or resident with a disability to take advantage of the program.

## WAITING LIST CHOICE FORM

PlumWood Apartments has 10 apartments: Five (5) one bedroom apartments with standard features, Five (5) two bedroom units, One (1) handicapped accessible apartments for the mobility impaired. Visually/hearing impaired adaptations are available upon request and verified need. Units are assigned on a first-come basis based on your place on the waiting list.

The waiting list has three categories: standard, one and two bedroom waiting list, handicapped accessible with design features for the mobility impaired waiting list, and a third waiting list they wish to be placed on –standard one-bedroom, handicapped accessible, or visual/hearing impaired.

**PLEASE INDICATE WHICH WAITING LIST YOU WISH TO BE PLACED ON:**

**PLEASE CHECK YOUR CHOICE:**

- Standard, One Bedroom
- Standard, Two Bedroom
- Designated handicapped accessible unit with design features for mobility impaired.
- Designated handicapped accessible unit with design features for visual/hearing impairment unit also contains design features for mobility impaired. To qualify, individuals only need to benefit from one design feature.

There are three unit-types available that contain different design features. Listed below Standard, one bedroom units, Unit Types A, and Unit Types B with a description of their design features. Please check the appropriate type of unit with the design features that meet your needs.

Unit will be assigned based on your place on the waiting list on a first-come, first served basis. You may choose more than one unit type due to the fact there is a limited number of each type of unit available.

- Standard, one bedroom units
  - Fully equipped kitchen with refrigerator and stove
  - Wall-to-wall carpeting
  - Individually controlled heating and air conditioning units
  - Modern bathrooms
  
- Type A- Handicapped accessible with design features for mobility impaired; Contain all of the above, plus:
  - Doorways are 32 inches wide
  - Accessible route into and through out dwelling unit
  - Light fixtures, outlets and environmental controls in accessible locations
  - Reinforced bathroom walls at tub, toilet and shower stall
  - All doorknobs and fixtures are levers
  - Usable kitchens and bathrooms that will allow for a wheelchair user to maneuver about the space
  - Knee space for wheelchair user under all bathroom sinks
  - Kitchen countertops at a height of 34 inches at the kitchen sink
  - Tub with grab bars
  - Stoves with controls located on the front
  - Peep sights in hallway doors
  - Emergency pull cords in bathrooms and bedrooms
  - Kitchen cabinets adaptable for knee space for wheelchair user under kitchen sink.
  
- Type B- Handicapped accessible with design features for mobility impaired plus design features for visually/hearing impaired and contain all the features listed in Type A plus:
  - Visual smoke detector fire alarms
  - An electrical outlet adjacent to the telephone outlet to permit use of a telecommunications device for deaf (TTD).
  - A flashing light signal tied to front door buzzer (available upon request)
  - Tactile markings will be made available for range controls (available upon request)
  - Baseboards, doors and door frames and window frames are painted to contrast with the wall and floor color.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**VERIFICATION OF DISABILITY**  
**VERIFICATION OF DISABILITY WHEN ELIGIBILITY FOR ADMISSION IS BASED ON DISABILITY**  
**FOR USE WITH SECTIONS 202 AND 811 PROGRAMS**

To: \_\_\_\_\_ From: Plumwood  
 \_\_\_\_\_ 111 Ridgemead Dr  
 \_\_\_\_\_ Verona, PA 15147-3870  
 \_\_\_\_\_ (412) 828-3737

Please have your doctor complete and return with application

RETURN THIS VERIFICATION TO THE PERSON LISTED ABOVE

Subject: Verification of Information Supplied by an Applicant for Housing Assistance.

Name : \_\_\_\_\_  
 SSN : \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

This person has applied for housing assistance under a program of the U.S. Department of Housing and Urban Development (HUD). HUD requires the housing owner to verify all information that is used in determining this person's eligibility or level of benefits.

We ask your cooperation in providing the following information and returning it to the person listed at the top of the page. Your prompt return of this information will help to assure timely processing of the application for assistance. Enclosed is a self-addressed, stamped envelope for this purpose. The applicant/tenant has consented to this release of information as shown below.

**YOU DO NOT HAVE TO SIGN THIS FORM IF EITHER THE REQUESTING ORGANIZATION OR THE ORGANIZATION SUPPLYING THE INFORMATION IS LEFT BLANK.**

**RELEASE-Applicant/Tenant:** I authorize the person identified above who represents the housing owner to verify with the third party listed above whether my disability is covered by the paragraph(s) marked with an "x".

\_\_\_\_\_  
 SIGNATURE DATE

**INFORMATION BEING REQUESTED:**

**For each numbered item below, mark an "X" in the applicable box that accurately describes the person listed above.**

- YES  NO 1) Has a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes his or her ability to live independently and is of a nature that such ability could be improved by more suitable housing conditions.
- YES  NO 2) Is a person with a developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (8)), i.e., a person with a severe chronic disability that:
  - a. Is attributable to a mental or physical impairment or combination of mental and Physical impairments;
  - b. Is manifested before the person attains age 22;
  - c. Is likely to continue indefinitely;
  - d. Results in substantial functional limitation in three or more of the following areas of major life activity;
    - (1) Self-care,
    - (2) Receptive and expressive language,
    - (3) Learning,
    - (4) Mobility,
    - (5) Self direction,
    - (6) Capacity for independent living, and
    - (7) Economic self-sufficiency; and
- YES  NO 3) Is a person with a chronic mental illness, i.e., he or she has a severe and persistent mental or emotional impairment that seriously limits his or her ability to live independently, and whose impairment could be improved by more suitable housing conditions.
- YES  NO 4) Is the above a person whose sole impairment is alcoholism or drug addiction.

Name and Title of person Verifying Disable

\_\_\_\_\_  
 Signature Phone Date

**PENALTIES FOR MISUSING THIS CONSENT:**

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. 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 or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. Section 408 (a) (6), (7) and (8). Plumwood does not discriminate on the basis of disabled status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

RELEASE OF INFORMATION FORM

Plumwood

In connection with my application for residency with you, I understand that an investigative consumer report may be requested that will include information as to my criminal history from various state, private and insurance sources along with other public records available. Worker's compensation information will only be requested in compliance with ADA.

**I voluntarily and knowingly authorize any law enforcement agency, state agency; federal agency; finance bureau/office; credit bureau; collection agency to give records or information they may have concerning my criminal history AND/OR credit history. I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. This authorization shall be valid for one year from the date signed and a photographic or faxed copy of this authorization shall be valid as the original.**

This release includes all state and federal agencies. According to the Fair Credit Reporting Act, I am entitled to know if housing is denied because of information obtained by my prospective landlord from a consumer reporting agency. If so, I will be also advised and be given the name of the agency or source of information.

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Applicant Name (please print)

---

Signature

---

Date

**CONSUMER NOTICE  
THIS IS NOT A CONTRACT**

Cassandra Law hereby states that with respect to this  
property Plumwood I am acting in the

Following capacity:

(Check one)

- (i) owner/landlord of the property;
- (ii) direct employee of the owner/landlord;
- (iii) an agent of the owner/landlord pursuant to a property  
Management or exclusive listing agreement.

I acknowledge that I have received this notice.

\_\_\_\_\_  
Consumer

\_\_\_\_\_  
Date

I certify that I have provided this notice:

Cassandra Law  
Licensee

\_\_\_\_\_  
Date



**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)

033HD012  
Project No.

Plumwood  
Name of Property

111 Ridgemead Dr  
Verona, PA 15147-3870

SeniorCare Network, Inc.  
Name of Owner/Managing Agent

Address of Property  
Section 811 PRAC - PA28Q921006  
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 next page.

**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 sources, 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.

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.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact: (Check all that apply)</b>	
<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	
<b>Commitment of Housing Authority or Owner:</b> 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.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> 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.