

This is an application for the following housing sites. All sites are managed by the Geneva Housing Authority. Applications will be placed on the waiting list in the order that they are received.

**Incomplete applications will not be accepted, but will be returned to the applicant for completion.**

If you have any questions or would like assistance completing this application, please contact the GHA main office at 315-789-8010. If you are a person with one or more disabilities and need a reasonable accommodation in order to apply for or live at any of our housing sites, please notify the Geneva Housing Authority in person, by mail, or by phone.

**Geneva Courtyard Apartments**

Geneva Courtyard Apartments is a family development located at 10 Goodman Street in Geneva, consisting of 124 townhouse-style units with from one to five bedrooms. All utilities (heat, electricity, hot water, water, sewer, and trash removal) are included in the rent. A basic cable TV package is made available to residents at a discounted price if they choose. Every apartment receives HUD project-based Section 8 assistance to help pay the rent.

**Elmcrest Apartments**

The Elmcrest Apartments consists of 75 apartments for households in which the head and/or the spouse/co-head is age 62 or older. Apartment sizes range from one to two bedrooms. All utilities (heat, electricity, hot water, water, sewer, and trash removal) are included in the rent. A basic cable TV package is made available to residents at a discounted price if they choose. Every apartment receives HUD project-based Section 8 assistance to help pay the rent.

**Annual Income Limits for Elmcrest Apts. and Geneva Courtyard Apts.:**

<b>No. of Persons in Household</b>	1	2	3	4	5	6	7	8
<b>Annual Income Limit</b>	\$28,100	\$32,100	\$36,100	\$40,100	\$43,350	\$46,550	\$49,750	\$52,950

**St. Francis Senior Housing**

A new housing site located in the former St. Francis School building at 110 Exchange Street in the city of Geneva. The site has 16 one-bedroom apartments, ten of which receive HUD project-based Section 8 assistance to help pay the rent.

In order to qualify, at least one member of the household must be 62 years of age or older and income must be within certain limits. Rents vary depending on household income. All utilities (heat, electricity, hot water, water, sewer, and trash removal) are included. Each apartment has individually controlled heating. A basic cable TV package is made available to residents at a discounted price if they choose.

**Annual Income Limits for St. Francis Senior Housing:**

	<b>Annual Household Income 1 Person</b>	<b>Annual Household Income 2 Person</b>	<b>No. of Units</b>	<b>Rent</b>
<b>Tier One (50% AMI)</b>	\$28,100	\$32,100	10 1-BR units with Rental Assistance	30% of Income
<b>Tier Two (60% AMI)</b>	\$33,720	\$38,520	6 1-BR units Without Rental Assistance	\$700



**GENEVA HOUSING AUTHORITY  
MANAGING AGENT**

**Date & Time Stamp**  
*(For Office Use Only)*

**NOTE TO APPLICANT: PLEASE PRINT CLEARLY -- This application must be filled out completely. You must answer all questions and do NOT leave any blanks. If anything doesn't apply, please write N/A.**

Initials \_\_\_\_\_ Date entered \_\_\_\_\_

An application must be submitted in order to determine eligibility. The application will be reviewed for a PRELIMINARY determination of eligibility, and the applicant will be notified. Applications are placed on the waiting list in the order of date and time received. A FINAL determination of eligibility will occur when the application reaches the top of the waiting list.

This is an application for housing at (check all that apply):	<input type="checkbox"/> Geneva Courtyard Apartments
	<input type="checkbox"/> Elmcrest Apartments (age 62 or older; 1-BR and 2-BR apts. only)
	<input type="checkbox"/> St. Francis Senior Apartments (age 62 or older; 1-BR apts. only)
Please complete this application and return to:	<p align="center"> <b>Geneva Housing Authority</b>  <b>P.O. Box 153, 41 Lewis Street</b>  <b>Geneva, NY 14456</b> </p>

**APPLICATION FOR HOUSING**

*PROVIDING FALSE INFORMATION MAY RESULT IN LOSS OF YOUR HOUSING*

Applicant Name:	Home Telephone Number: ( )	
Address:	Apt. Number:	Cell Phone Number: ( )
City, State, Zip:	Email Address if you want us to communicate with you by email:	

**HOUSEHOLD COMPOSITION**

List yourself and anyone who will live with you *within the next 12 months*. Be sure to include members temporarily away from home, including (but not limited to): dependents away at school, military persons stationed away from home that have a spouse or dependent in the home.

*Please list household members starting with Head of Household on line 1, then in order of oldest to youngest. If you have more than six total household members, please add a separate sheet of paper with the same information as below.*

	Last Name, First Name	Relationship to Head of Household	Birth Date	Age	Social Security Number	Student Status: (Includes Elementary through Higher)		
						Full Time	Part Time	N/A
1		Head						
2								
3								
4								
5								
6								

- 1) Do you anticipate any changes in the size of your household *within the next 12 months*? YES NO  
 (Examples: a future spouse, a minor entering the home through adoption, children returning from foster care, etc.)  
 If yes, please describe any changes here: \_\_\_\_\_
- 2) Will anyone under age 18 listed above live in the unit *less than* 50% of the next 12 months? N/A YES NO  
 If yes, please explain here: \_\_\_\_\_
- 3) Does any member in your household require a live-in care attendant because of a disability? YES NO
- 4) Are you currently receiving housing assistance from HUD or a Public Housing Agency? YES NO  
 If yes, please state where: \_\_\_\_\_
- 5) Are you or is any member of your household currently using marijuana or any other illegal drug? YES NO
- 6) Do you acknowledge that you are aware that the owner/agent has implemented a Smoke Free policy? YES NO  
*This means that smoking is prohibited in the unit, on unit porches, and in all indoor common areas and outdoor common areas that are within twenty-five (25) feet of the building or any outdoor common area. This includes sidewalks, hallways, elevators, etc.*

**PREFERENCES:** Please indicate if you qualify for any of the preferences indicated below by checking the box next to the appropriate preference.

<input type="checkbox"/>	<b>I currently live on this property</b> and am requesting a new unit because: <input type="checkbox"/> 1) I have a verifiable need for an accessible apartment <input type="checkbox"/> 2) I have a verifiable medical need for a different apartment <input type="checkbox"/> 3) My current apartment is too small or too large for my household <input type="checkbox"/> 4) Other (state reason):
<input type="checkbox"/>	I live in another property owned or managed by Geneva CESF Limited Partnership/Geneva Housing Authority
<input type="checkbox"/>	I am a victim of a recent presidentially declared disaster.
<input type="checkbox"/>	I have been or am being involuntarily displaced due to circumstances beyond my control ( <i>e.g. fire, flood</i> )
<input type="checkbox"/>	I live or work in the City of Geneva or the Town of Geneva

**UNIT SIZE/FEATURES:** The owner/agent will take your unit preferences/requirements in to consideration. The owner/agent's occupancy standards indicate a minimum of one person per bedroom and maximum of two people per bedroom. Please indicate unit size preferences below. Please indicate any necessary special features below.

Unit Size	Available at:	Special Features Requested
<input type="checkbox"/> 1 Bedroom Unit	<i>All Sites</i>	<input type="checkbox"/> Mobility Accessible Unit
<input type="checkbox"/> 2 Bedroom Unit	<i>Elmcrest and Courtyard</i>	<input type="checkbox"/> Communication Accessible Unit (Hearing)
<input type="checkbox"/> 3 Bedroom Unit	<i>Courtyard Apts. only</i>	<input type="checkbox"/> Communication Accessible Unit (Visual)
<input type="checkbox"/> 4 Bedroom Unit	<i>Courtyard Apts. only</i>	
<input type="checkbox"/> 5 Bedroom Unit	<i>Courtyard Apts. only</i>	<input type="checkbox"/> Special features: Please list below:



*Please read each question carefully, answer each question completely and be prepared to verify items checked yes.*

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## HOUSEHOLD HISTORY

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The questions below apply to all members of your household, including minors and those temporarily absent from the home.

**YES      NO**

Have you or anyone else named on this application filed for bankruptcy?

Please explain: \_\_\_\_\_

\_\_\_\_\_

Have you or anyone else named on the application been convicted of a drug related **or other** crime?

Please explain: \_\_\_\_\_

\_\_\_\_\_

Have you or anyone else named on the application been subject to the lifetime registration requirement under a state sex offender registration program in any state?

Please explain: \_\_\_\_\_

\_\_\_\_\_

Have you or anyone else named on the application ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally-assisted housing?

Please explain: \_\_\_\_\_

\_\_\_\_\_

Are there any special needs or accommodations the household will require, such as grab bars or a unit for mobility impaired or hearing/vision impaired?

Please explain: \_\_\_\_\_

\_\_\_\_\_



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## STUDENT ELIGIBILITY QUESTIONS

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- 7) Are **ALL** members of your household full-time students? YES    NO
- 8) Will **ALL** members of your household be full-time students during any 5 months of **this** year? YES    NO  
*(Example: a student who goes to school full-time in any parts of January, February, April, October and November)*
- 9) Will **ALL** members of your household be full-time students during any 5 months of **next** year? YES    NO
- 10) Is **ANY ADULT** member of your household a part or full time student in an institute of higher education? YES    NO  
If yes, who is enrolled? \_\_\_\_\_ Which school are they enrolled in? \_\_\_\_\_  
How do they pay for their education? \_\_\_\_\_ What is the cost of tuition per semester? \$ \_\_\_\_\_
- 11) Does **ANY ADULT** member of your household intend to become a student **within the next 12 months**? YES    NO  
If yes, who will be enrolling in school? \_\_\_\_\_ Name of School \_\_\_\_\_  
If yes, will they be enrolling as a full-time or part-time student? \_\_\_\_\_

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## ALIMONY / CHILD SUPPORT INFORMATION

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- 12) Does any member of your household have a COURT ORDER to receive Child Support or Alimony payments, even if no child support or alimony is being received? (Case ID # or #'s) \_\_\_\_\_ YES    NO
- IF "NO", SKIP TO QUESTION 12**
- a.) Name of person with court order: \_\_\_\_\_ Payment Amount: \$ \_\_\_\_\_ per \_\_\_\_\_
- b.) Name of person(s) paying support / alimony: \_\_\_\_\_
- Are the **FULL** court-ordered amount(s) being received? YES    NO
- If "**NO**", are you making efforts to collect the amounts due? YES    NO
- If "**YES**", please explain the efforts you're making here: \_\_\_\_\_
- 13) Does any member of your household receive Child Support or Alimony payments that are **NOT COURT ORDERED**? YES    NO  
(This includes help from children's father or mother for clothes, groceries, etc.)
- IF "NO", SKIP TO NEXT SECTION**
- a.) Payment Amount: \$ \_\_\_\_\_ per \_\_\_\_\_
- b.) Name of person(s) paying support / alimony: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_ for child: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_ for child: \_\_\_\_\_



Please read each question carefully, answer each question completely and be prepared to verify items checked yes.

## INCOME INFORMATION

The questions regarding household income apply to all members of your household, including minors and those temporarily absent from the home.

YES	NO	TYPE OF INCOME	INCOME AMOUNT
<b>14) Is any member of the household employed?</b>			
Job 1) Who is employed? _____			
What company? _____ Phone: _____			AMT \$ _____ PER _____
_____			
Job 2) Who is employed? _____			AMT \$ _____ PER _____
What company? _____ Phone: _____			
<b>Check if there are any additional jobs in the household</b> <input type="checkbox"/>			
(attach a separate sheet with contact information)			
<b>15) Are any household members self-employed?</b>			
Who is self-employed? _____			AMT \$ _____ PER _____
What type of work does this person do? _____			
<b>16) Are any adult members of your household unemployed?</b>			
Which adult members are unemployed? _____			
<b>17) Does any household member receive pay from the military?</b>			
Who is paid by the military? _____			
Which branch of the military? _____			AMT \$ _____ PER _____
Contact Person: _____ Phone: _____			
<b>18) Does any household member receive any payments from the Social Security Administration? Which type:</b> <input type="checkbox"/> SS <input type="checkbox"/> SSI <input type="checkbox"/> SSDI <input type="checkbox"/> Other			AMT \$ _____ PER _____
Who receives payments from the Social Security Office? _____			
<b>19) Does any household member receive severance pay or worker's compensation?</b>			
Who is receiving severance pay or worker's compensation? _____			AMT \$ _____ PER _____
What company pays them? _____			
Contact Person: _____ Phone: _____			
<b>20) Is any household member unemployed and receiving Unemployment Benefits payments?</b>			
Who is receiving unemployment benefits? _____			AMT \$ _____ PER _____
What State: _____ Contact Person: _____ Phone: _____			
<b>21) Does any household member receive Public Assistance payments such as TANF or AFDC? (Please do not include Food Stamp benefits here.)</b>			
Who is receiving TANF or AFDC benefits? _____			AMT \$ _____ PER _____
Caseworker: _____ Phone: _____			



**INCOME INFORMATION CONTINUED**

The questions regarding household income apply to all members of your household, including minors and those temporarily absent from the home.

YES NO

**TYPE OF INCOME**

**INCOME AMOUNT**

**22) Does any household member receive periodic payments from a pension, annuity or retirement benefit account?**

Please check one:  Pension  Annuity  Other Retirement

Who receives these benefits? \_\_\_\_\_

What company pays this person? \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

AMT \$ \_\_\_\_\_  
PER \_\_\_\_\_

**23) Does anyone outside of your household provide you with cash or contributions to help pay expenses that a household would normally pay, such as rent, utility payments or groceries?**

What is the name of the person that pays you? \_\_\_\_\_

What is their address? \_\_\_\_\_

Phone number? \_\_\_\_\_

AMT \$ \_\_\_\_\_  
PER \_\_\_\_\_

**24) Is there any other source of income we haven't already asked about above that you receive?**

Please Describe: \_\_\_\_\_

**25) Does your household expect any changes in their income within the next 12 months?**

Please Describe: \_\_\_\_\_

**26) Does your household receive long-term care insurance payments, in excess of \$180 per day, for a family member residing in a long-term care facility?**

Which household member is in a long-term facility? \_\_\_\_\_

Which household member are the payments made to? \_\_\_\_\_

What company pays this person? \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**27) Do any adult members of your household have zero income?**

Which adult members have zero income? \_\_\_\_\_

***Please read each question carefully, answer each question completely and be prepared to verify items checked yes.***

**ACCOUNT / ASSET INFORMATION**

The questions regarding household accounts / assets apply to all members of your household, including minors and those temporarily absent from the home.

YES NO

**ACCOUNT INFORMATION**

**28) Does any household member have a Checking, Savings, CD or Money Market account?**

Bank 1) Bank Name: \_\_\_\_\_ Name(s) on Account: \_\_\_\_\_

Account Type: Checking Savings CD Money Market

Bank 2) Bank Name: \_\_\_\_\_ Name(s) on Account: \_\_\_\_\_

Account Type: Checking Savings CD MoneyMarket

Check if there are additional accounts of the above types belonging to the household. Attach a separate piece of paper listing the bank name, account type and name(s) on all additional accounts.



*Please read each question carefully, answer each question completely and be prepared to verify items checked yes.*

## ACCOUNT / ASSET INFORMATION

The questions regarding household accounts / assets apply to all members of your household, including minors and those temporarily absent from the home.

YES NO

### ACCOUNT INFORMATION

**29) Does any household member have Stocks, Bonds, Mutual Funds, Capital Investments or a Whole Life Insurance Policy** (life insurance that you can make withdrawals from even if there isn't a death. We do not count TERM insurance)?

Institution Name: \_\_\_\_\_ Name(s) on Account: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Account Type:  Stocks  Bonds  Mutual Funds  
 Whole Life Insurance  Other: \_\_\_\_\_

**30) Does any household member have an IRA, Keogh, 401K, Annuity or similar retirement account?**

Institution Name: \_\_\_\_\_ Name(s) on Account: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Account Type:  IRA  Keogh  401K  Other: \_\_\_\_\_

**31) Does any household member have a Pension account that will pay upon retirement or termination of employment (NOT including IRA, Keogh, 401K or Annuity accounts)?**

Institution Name: \_\_\_\_\_ Name(s) on Account: \_\_\_\_\_

Contact/Phone: \_\_\_\_\_ Account Type: \_\_\_\_\_

**32) Does any household member own any Real Estate?** (Include Rental Property, Primary Residence, Vacation Property, Time-Shares, Commercial Property and Property being sold by deed of trust or Contracts for Deed)

Property Owner(s): \_\_\_\_\_ Type of Property: \_\_\_\_\_

What is the name of the bank or institution with financial interest in this property? (Mortgage Holder, Contract Owner, etc.)

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**33) Does any household member have personal property that they hold for investment purposes that they plan to sell at a later date for profit?** (Examples include: coin or stamp collections, antique cars, jewelry, etc.)

Property Type: \_\_\_\_\_ Estimated Cash Value: \$ \_\_\_\_\_

**34) Does any household member have a Trust Account?**

Institution Name: \_\_\_\_\_ Name(s) on Account: \_\_\_\_\_

Is this account a Revocable or Non-Revocable Trust Account? \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**35) Does any household member have any Treasury Bills or Government Savings Bonds?**

Which household member: \_\_\_\_\_

Series: \_\_\_\_\_ Face Value: \$ \_\_\_\_\_ Serial Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_

**36) Does any household member have cash on hand or safe deposit boxes?**

Which household member? \_\_\_\_\_ What amount is kept on hand? \$ \_\_\_\_\_

**37) Does any household member have any accounts or assets that were not described above?** (Please DO NOT include personal use vehicles, furniture, clothing, etc.)

What type of account or asset is this? \_\_\_\_\_

What is the estimated value of this asset if you were to sell it today? \$ \_\_\_\_\_

**38) In the past two years, has any household member given away any asset(s) for less than they were worth?** (Examples include property, transferring an asset account into someone else's name, charitable contributions etc.)

What was the estimated value of this asset? \$ \_\_\_\_\_

**39) Does any household member receive money which is direct-deposited and accessed by a debit card?**

(Examples are a Social Security Direct Express card, a payroll Emerald card, a card issued by DSS to access benefits or child support, etc.)

Which household member(s)? \_\_\_\_\_





## CRIMINAL BACKGROUND CHECKS

Geneva Housing Authority, as Management Agent for Geneva CESF Limited Partnership, conducts criminal background checks on all applicants when they are contacted for an apartment. Information obtained in the background check will be considered during the processing of the application for tenancy, and may result in denial of tenancy.

If tenancy is denied on the basis of a criminal background check, the applicant has the right to review, contest, and/or explain the information contained in the background check. The applicant may also present evidence of rehabilitation for consideration by management.

Please indicate each state or U.S. territory where you or any adult member of your household have lived. This disclosure is mandatory under HUD rules and criminal screening will be reviewed in each state or territory listed and via national criminal/sex offender databases. Failure to provide a complete and accurate list will result in the rejection of the application.

- |                                      |                                        |                                         |                                             |
|--------------------------------------|----------------------------------------|-----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Alabama     | <input type="checkbox"/> Iowa          | <input type="checkbox"/> New Hampshire  | <input type="checkbox"/> Texas              |
| <input type="checkbox"/> Alaska      | <input type="checkbox"/> Kansas        | <input type="checkbox"/> New Jersey     | <input type="checkbox"/> Utah               |
| <input type="checkbox"/> Arizona     | <input type="checkbox"/> Kentucky      | <input type="checkbox"/> New Mexico     | <input type="checkbox"/> Vermont            |
| <input type="checkbox"/> Arkansas    | <input type="checkbox"/> Louisiana     | <input type="checkbox"/> New York       | <input type="checkbox"/> Virginia           |
| <input type="checkbox"/> California  | <input type="checkbox"/> Maine         | <input type="checkbox"/> North Carolina | <input type="checkbox"/> West Virginia      |
| <input type="checkbox"/> Colorado    | <input type="checkbox"/> Maryland      | <input type="checkbox"/> North Dakota   | <input type="checkbox"/> Wisconsin          |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> Ohio           | <input type="checkbox"/> Wyoming            |
| <input type="checkbox"/> Delaware    | <input type="checkbox"/> Michigan      | <input type="checkbox"/> Oklahoma       | <input type="checkbox"/> Washington (State) |
| <input type="checkbox"/> Florida     | <input type="checkbox"/> Minnesota     | <input type="checkbox"/> Oregon         | <input type="checkbox"/> Washington, D.C.   |
| <input type="checkbox"/> Georgia     | <input type="checkbox"/> Mississippi   | <input type="checkbox"/> Pennsylvania   | <input type="checkbox"/> Puerto Rico        |
| <input type="checkbox"/> Hawaii      | <input type="checkbox"/> Missouri      | <input type="checkbox"/> Rhode Island   | <input type="checkbox"/> US Virgin Islands  |
| <input type="checkbox"/> Idaho       | <input type="checkbox"/> Montana       | <input type="checkbox"/> South Carolina | <input type="checkbox"/> Mariana Islands    |
| <input type="checkbox"/> Illinois    | <input type="checkbox"/> Nebraska      | <input type="checkbox"/> South Dakota   | <input type="checkbox"/> Samoa              |
| <input type="checkbox"/> Indiana     | <input type="checkbox"/> Nevada        | <input type="checkbox"/> Tennessee      | <input type="checkbox"/> Guam               |

***I certify that I have indicated above every U. S. state or territory where I, or any other adult member of my household, have lived at any time.***

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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## DEMOGRAPHIC QUESTIONS

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**Race of Head of Household (check all that apply):**      I prefer not to answer      White      Black or African American  
                                                                                 American Indian/Alaska Native      Asian/Pacific Islander

**Ethnicity of Head Household:**      Hispanic or Latino      Non-Hispanic or Latino

**What is your marital status?**      Married,      Single,      Divorced,      Separated,      Widowed

### PENALTIES FOR MISUSING THIS FORM

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, the PHA and any owner (or any employee of HUD, the PHA 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, the PHA 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. 408 (a) (6), (7) and (8).

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## HOUSEHOLD CERTIFICATION

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I understand that the information provided on this questionnaire will be used to determine my eligibility for housing at Elmcree Apartments, St. Francis Senior Apartments, and/or Geneva Courtyard Apartments. Under penalties of perjury, I certify that the information provided is true and accurate to the best of my knowledge. I also understand that false or omitted information is considered fraud and punishable according to the law and may result in the loss of my housing at this property.

By signing this application, I also grant the owner the right to obtain all information needed to determine my eligibility in accordance with the owner's Resident Selection Criteria. Resident Selection Criteria may include but is not limited to criminal history checks, credit screening, landlord references, ability to pay rent, etc. All background checks are conducted in accordance with New York State Law and New York State Homes and Community Renewal policies.

I also understand that the information provided is considered confidential and will be used solely for the purpose of determining my eligibility or continued eligibility for housing at the above-mentioned properties.

**CERTIFICATION: All household members who are 18 years of age, or will be 18 years of age within the upcoming 12 month period must sign below.**

Head of Household	Date
Other Adult Member	Date
Other Adult Member	Date
Other Adult Member	Date

**IN KEEPING WITH THE FAIR HOUSING ACT, WE DO NOT DISCRIMINATE BASED ON FAMILIAL STATUS, RACE, SEX, DISABILITY, COLOR, RELIGION OR NATIONAL ORIGIN.**

**ELMCREST APARTMENTS, ST. FRANCIS SENIOR APARTMENTS, and  
GENEVA COURTYARD APARTMENTS ARE SMOKE-FREE PROPERTIES**

Geneva CESF, Limited Partnership, Owner  
c/o Geneva Housing Authority, Managing Agent  
P.O. Box 153, 41 Lewis St.  
Geneva, New York 14456

Phone: 315-789-8010  
Toll-free: 1-800-825-1191  
Fax: 315-789-8024  
TDD: 315-789-4399

*Geneva CESF, Limited Partnership does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.*

*The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).*

Geneva Housing Authority Occupancy Administrator  
P.O. Box 153, 41 Lewis St.  
Geneva, New York 14456  
Telephone – Voice: 315-789-8010  
Telephone – TTY: 315-789-4399



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:</b> (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	
<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.