



**MUSCOGEE (CREEK) NATION
DEPARTMENT OF HOUSING**

PO Box 297, Okmulgee OK 74447 / 918-549-2500 / 1-800-482-1979

**APPLICATION
for the
NAHASDA
HOME OWNERSHIP PROGRAM**

FOR OFFICE USE ONLY				
RECEIVED			APPROVED	
Date:	Time:	Initials:	Date:	Time:

Applicant Name: _____

Tribal Affiliation: _____

County Applied For: _____

Would you be interested in a repossessed unit? (A repossessed unit is a home that the Dept. of Housing received back into inventory)	YES	NO
If yes, what city/town do you prefer?		

ORIGINAL APPLICATIONS ONLY

NO COPIES OR FACSIMILES WILL BE ACCEPTED

AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED!

(This includes signatures, dates and other documentation requested.)

APPLICATION ASSISTANCE & INFORMATION STATEMENT

If you are handicapped or disabled, or have difficulty completing this application, please advise us of your need when you receive this application, or call us to schedule assistance. If you would prefer to have a Housing staff member who speaks Creek help you complete this application, we will be glad to assist you.

Our phone number is **1-800-482-1979** or **1-918-549-2500**.
Call between the hours of **8:00 a.m.** and **5:00 p.m.**

Appropriate assistance will be provided in a confidential manner and setting.

Answer all questions on your application: Please answer all questions truthfully. We will verify your answers. Any misrepresentation of information related to eligibility, preference for admission, allowances, home payment, family composition, or prior resident history will be grounds for disapproval of this application.

Answering questions relating to handicap or disability:

Answers to questions on your application concerning handicap or disability status are *optional*. But please note that families with handicapped or disabled members may be entitled to (1) certain deductions from income that affect payment or (2) units designed to be accessible for individuals with handicaps or disabilities. This information may affect your payment or your eligibility to live in an accessible unit.

If you answer the questions relating to handicap or disability, we will need to verify that you or a family member is handicapped or disabled. We do not need to know the

nature, extent, or current condition of the handicap or disability. But we will need to know that you meet the federal definitions that apply to these terms and that you can abide by the terms of our lease.

Information you provide on handicap or disability status will be treated as confidential by management in accordance with program appropriate federal, state, or local agencies.

Housing Requirements Questionnaire:

Please complete the Housing Requirements Questionnaire that accompanies your application. This information is needed so that we may assign you a unit appropriate to any needs that exist for your family. Your answers will be verified. If, however, there are not family members with a handicap or disability, or if you do not wish to complete the document for any reason, simply indicate that choice in the space provided at the top of the document. The choice not to complete this document will not in any way affect the processing of your application for a home.

Checklist for Application

Application must be completed, dated and signed in blue/black ink
Return the application with a COPY of the following documents.

- | Applicant | Rec'd | |
|-----------|--------|--|
| A ____ | A ____ | Creek Citizenship Card for all family members, if applicable. |
| B ____ | B ____ | CDIB or Tribal Citizenship Card of a Federally recognized Indian tribe, if applicable. |
| C ____ | C ____ | Tribal Town Citizenship Card, if applicable. |
| D ____ | D ____ | Social Security cards for all family members. |
| E ____ | E ____ | Income Verification for anyone over 18 who is employed in household. (Copy of check stubs will not be accepted.) Enclose copy of SS/SSI, VA, Child Support, and all other sources of income. |
| F ____ | F ____ | Notarized unemployment statement: If a household member is over the age of 18 years and not employed, an unemployment statement is required. |
| G ____ | G ____ | Copy of complete prior year Federal income tax forms including W-2's and/or 1099's (The W-2's or 1099's are mandatory especially if self-employed) or complete the non-filing status form. (page 18) |
| H ____ | H ____ | Marriage license / Divorce decree. |

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Section A	GENERAL INFORMATION
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Applicants Name:

First Middle Last Maiden
 Nickname: _____ Age: _____
 Tribe: _____ Degree: _____
 Tribal Town _____
 Roll Number: _____
 (Provide copy of Citizenship and/or CDIB Cards)

Is the applicant a veteran? ___ Yes ___ No

Residence Address:

Address _____
 City State Zip
 Telephone Number: _____
 How long at this address? _____

Spouse/Other Name:

First Middle Last Maiden
 Nickname: _____ Age: _____
 Tribe: _____ Degree: _____
 Tribal Town _____
 Roll Number: _____
 (Provide copy of Citizenship and/or CDIB Cards)

Permanent Mailing Address:

Address _____
 City State Zip
 Message Number: _____
 Contact Person: _____

Section B	HOUSING INFORMATION
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Present Housing: Rent _____ Own/Buying _____ Living with Relatives _____

If renting or buying:

NAME OF LANDLORD OR MORTGAGE HOLDER _____
 Address _____
 City State Zip
 Telephone Number: _____

If living with Relatives:

NAME OF RELATIVE _____ (RELATION) _____
 Address _____
 City State Zip
 Telephone Number: _____

Previous Address: _____
 Address City State Zip How Long?

Landlords Name: _____ Telephone number: _____
 Address: _____ City: _____ State: _____ Zip: _____

Have you or your spouse ever owned or co-owned a Mutual Help Home (Indian home)? _____ If yes, under what name? _____ When? _____

Have you ever been housed by this or any other Housing Authority? YES NO
 If so, by whom, where & when? _____

In what County would you prefer to be placed on the Waiting List? _____

Do you own property that you wish your home to be built on? _____ If yes, please complete Section E.

<i>Section C</i>	FAMILY COMPOSITION
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Total number of persons to be living in the home: _____
 Please **PRINT** the following information.

FAMILY COMPOSITION				
NAME	RELATIONSHIP	BIRTHDATE	SOCIAL SECURITY #	PLACE OF BIRTH
	HEAD			

NOTE: If additional space is needed, attach separate sheet

<i>Section D</i>	EMPLOYMENT
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Applicant _____ Spouse/Other _____
 Employer: _____ Employer: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Hours worked ____ Pay rate \$ ____ Hourly / Monthly Hours worked ____ Pay rate \$ ____ Hourly / Monthly
 Does anyone else in the family work? _____ If so, who? _____
 Do you or any members listed above receive any other income not mentioned above? _____

FAMILY MEMBER	SOURCE	MONTHLY AMOUNT

**COMPLETE THIS SECTION ONLY IF YOU ARE
SUBMITTING DONATED PROPERTY**

Do you have land available to have a home built on? YES NO

Rural: Section _____ Township _____ Range _____

If rural, do you have access to a public road? YES NO

City: Lots _____ Block _____ Addition _____ Town _____

Do you have a deed to the property? YES NO

Do you have an abstract? YES NO

Who owns the property, if not in your name? _____

Address: _____

Telephone: _____ Relation: _____

Section F	PUBLIC DISCLOSURE
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Are you a Muscogee (Creek) Nation employee, member of the National Council/Board Member, or an immediate relative of a Muscogee (Creek) Nation employee or National Council/Board Member?

Yes _____ No _____ If yes, please circle the relationship above that applies and enter the name of relation _____

(Note: Immediate family is defined as a parent, spouse, child, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents of the employee or his/her spouse and grandchildren of the employee or “foster” or “step” situations within these relationships.)

Section G	CONTACT
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Please list three personal contact names and numbers where messages may be left in the event that housing becomes available.

	Name	Number
1.	_____	_____
	RELATION	
2.	_____	_____
	RELATION	
3.	_____	_____
	RELATION	

Section H	SIGNATURES
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I have answered all questions to the best of my ability and knowledge, and authorize the Muscogee (Creek) Nation Dept. of Housing to communicate with the above individuals and/or companies in processing my application. THIS APPLICATION IS NOT A BINDING CONTRACT AND DOES NOT BIND EITHER PARTY. The above information is true and correct and I realize falsification is automatic reason for this application to become null and void and the applicant shall be considered ineligible for the program. Punishable by Section 1001 of Title 18 of the U.S. Code which makes it a criminal offense to make willful, false statements for misrepresentations of any material fact involving the use or obtaining of federal funds.

Applicant	Spouse/other
Date	Date

Authorization for the Release of Information/ Privacy Act Notice

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

to the U.S. Department of Housing and Urban Development (HUD)
and the Housing Agency/Authority (HA)

PHA requesting release of information; (Cross out space if none) (Full address, name of contact person, and date)	IHA requesting release of information: (Cross out space if none) (Full address, name of contact person, and date)
	Muscogee (Creek) Nation Dept. of Housing P.O. Box 297 Okmulgee, Oklahoma 74447 (918) 549-2500 / 1-800-482-1979 Counselor: _____ Date: _____

Authority: Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

Purpose: In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

Uses of Information to be Obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to Has for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form.
Private owners may not request or receive information authorized by this form.

Who Must Sign the Consent Form: Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

- PHA-owned rental public housing
- Turnkey III Homeownership Opportunities
- Mutual Help Homeownership Opportunity
- Section 23 and 19(c) leased housing
- Section 23 Housing Assistance Payments
- HA-owned rental Indian housing
- Section 8 Rental Certificate
- Section 8 Rental Voucher
- Section 8 Moderate Rehabilitation

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

Sources of Information To Be Obtained

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self employment information and payments of retirement income as referenced at Section 6103(l)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted housing benefits.

Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD’s assisted housing programs. I understand that HAs that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

This consent form expires 15 months after signed.

Signatures

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

Social Security Number (if any) of Head of Household			
_____	_____	_____	_____
Spouse	Date	Other Family Member over age 18	Date
_____	_____	_____	_____
Other Family Member over age 18	Date	Other Family Member over age 18	Date
_____	_____	_____	_____
Other Family Member over age 18	Date	Other Family Member over age 18	Date

Privacy Act Notice. Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government’s financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

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.

Use of the information collected based on the form HUD 9886 is restricted to the purposes 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 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 HA or the owner responsible for the unauthorized disclosure or improper use.

Original is retained by the requesting organization. ref. Handbooks 7420.7, 7420.8, & 7465.1 form HUD-9886 (7/94)

ASSET QUESTIONNAIRE

We need to know about the "assets " that every member of your household owns - including the assets they own with someone who isn't a household member. The following is a list of items the government counts as assets for determining eligibility for federal housing assistance. Just check "yes " if a household member owns an asset or "no" if he/she doesn't. We 'll ask you to give us the details later.

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 or obtaining of federal funds.

1. **Cash**--Money held in bank accounts safety deposit boxes at home or anywhere else.
 Yes No
2. **Trusts**--Money or property held for a household member's benefit by another person who acts as a trustee. But a trust doesn't count as an asset if a. **Personal Property Held as Investments**--Such as a household member can't "control " the trust--for example can't revoke the trust arrangement make a decision on how the principal is invested, or withdraw any of the principal.
 Yes No
3. **Rental Property or Other Capital Investments**--Real estate equipment, or machinery rented to other people or held as an investment
Example: Jane Poe is farm worker. She owns a small rowboat that she rents to fishermen on weekends. The rowboat counts as an asset But don't include property that's part of a business the household member owns if that business is the person 's main occupation and not an investment. Example John Roe's main occupation is delivering produce to local groceries. He owns a delivery truck as part of this business. The delivery truck does not count as an asset.
 Yes No
4. **Securities**--Stocks bonds treasury bills certificates of deposit CD s) money market funds.
 Yes No
5. **Individual Retirement Accounts (IRA 's) Keogh Accounts**--Money for retirement that's been deposited in special accounts.
 Yes No
6. **Retirement and Pension Funds**--Money for retirement that's been deposited in funds set up by a union or employer.
 Yes No

7. **Lump Sum Receipts**--Such as inheritances capital gains from the sale of stock or other assets one-time lottery winnings or settlements on insurance and other claims.
 Yes No
8. **Personal Property Held as Investments**--Such as gems jewelry coin or stamp collections. This doesn't include items for personal use such as clothing furniture cars vehicles specially equipped for the handicapped or wedding rings and other personal jewelry.
 Yes No
9. **Assets Disposed of Within Last Two Years**--Please check "yes " if a household member has sold given away or put into trusts any of the assets listed above in items 1 through 8 within the last two years.
 Yes No

Special Circumstances--Please check "yes " if any of the above listed assets are held in a household member's name under either of the following circumstance:

- The assets and any income they earn benefit someone else (e.g. a bank account held by a household member as the guardian for a mentally impaired relative), and the other person
- The assets are not accessible and provide no income to the household member (e.g. they are controlled by an estranged spouse).
 Yes No

NOTE: The following items don 't count as assets:

- Life insurance policies
- Equity in a co-op unit occupied by the household
- Interests in Indian trust land



Applicant's Signature

Date

Notice To All Applicants: Options for Applicants with Disabilities or Handicaps

The Muscogee (Creek) Nation Dept. of Housing is not permitted to discriminate against applicants on the basis of their religion, sex, family status, disability or handicap. Compliance actions may include reasonable accommodations as well as structural modifications to the unit or premises.

A reasonable accommodation is some modification or change that we can make to the policies or procedures that will assist an otherwise eligible applicant with a disability to take advantage of the programs under which we operate. Examples of reasonable accommodations and structural modifications include, but are not limited to:

- Making reasonable alterations to a unit so it could be used by a family member with a wheelchair;
- Installing strobe type flashing-light smoke detectors in an apartment for a family with a hearing-impaired member;
- Permitting a family to have a seeing-eye dog to assist a vision-impaired family member where existing pet rules would not allow the dog;
- Making large type documents or a reader available to a vision-impaired applicant during the application process;
- Making a sign language interpreter available to a hearing-impaired applicant during the application process;

- Permitting an outside agency to assist an applicant with a disability to meet the property's applicant screening criteria.

An applicant family that has a member with a disability must still be able to meet essential obligations of homebuyership--they must be able to pay, to maintain their home in a safe and sanitary condition, to report required information to the authority, to avoid disturbing their neighbors, etc., but there is no requirement that they be able to do these things without assistance.

If you or a member of your family have a disability or handicap and think you might need or want a reasonable accommodation, you may request it at any time in the application process or after admission. This is up to you. If you would prefer not to discuss your situation with management, that is your right.

The next page of this application is a *Housing Requirements Questionnaire*. If you wish to complete the document and provide management with information regarding any family member with a handicap or disability, please do so. If no family member has a handicap or disability, or if you do not wish to complete the questionnaire for any reason, please indicate so, sign the form, and return to Counselor.

Special Needs Requirements Questionnaire

Please read the following regarding this questionnaire:

This questionnaire is administered to every Home Ownership applicant. It is used to determine whether family needs special features in their housing unit. The need for special adaptations must be verified in order to assure that the limited number of units with special features go to families that actually need the feature.

THE FORM, AND RETURN IT TO THE COUNSELOR. The choice not to complete this questionnaire will not in anyway affect the processing of your application for a home.

Completing this questionnaire is optional on your part. **IF YOU CHOOSE NOT TO COMPLETE THIS FORM, PLEASE CHECK THE BOX THAT INDICATES THAT CHOICE, SIGN AND DATE**

IF YOU CHOOSE TO COMPLETE THIS FORM, please check the box that indicates your choice to furnish this information, complete the information requested, sign and date the form, and return it to the Counselor.

Please sign, date and provide your social security number below then indicate whether or not you choose to complete the following information

Applicant's Signature

Social Security Number

Date

____ Yes, I choose to complete this questionnaire. ____ No, I do not choose to complete this questionnaire

Information relative to the housing requirements of applicant's family:

1. Do you, or any member of your family, have a condition that requires:

- | | |
|--|--|
| <input type="checkbox"/> A separate bedroom | <input type="checkbox"/> Unit for vision-impaired |
| <input type="checkbox"/> One-level home | <input type="checkbox"/> Physical modification to a typical home |
| <input type="checkbox"/> Unit for hearing-impaired | <input type="checkbox"/> Special parking space |
| <input type="checkbox"/> A barrier-free apartment | <input type="checkbox"/> Bedroom/Bath on first floor |
| <input type="checkbox"/> Other _____ | |

2. If you checked any of the above listed categories of units, please explain exactly what you need to accommodate your situation.

3. What is the name of the family member who needs the features identified above?

4. Do you or any of your family members need special features to go up and down stairs other than traditional railings? ____ Yes ____ No

5. Will you or any of your family members require a live-in aide to assist you? ____ Yes ____ No

6. Who would be contacted to verify your need for the features you have identified above (e.g., a doctor or social service agency)?

Name: _____ Telephone number: _____

Address: _____

City, State, Zip _____

MUSCOGEE (CREEK) NATION
DEPARTMENT OF HOUSING

Release for "NCIC" and "III" Check

I/We, _____,
Applicant Name (first) Middle Last Maiden

_____, hereby
Spouse/Other (first) Middle Last Maiden

give permission for the **Release of Information** concerning a **National Crime Information Center check**, and an **Interstate Information check** to the Muscogee (Creek) Nation Dept. of Housing with regard to their legal responsibilities concerning eligibility requirements for housing assistance.

Applicants Signature Social Security Number Date

Spouse/Other Signature Social Security Number Date

Household Member Signature 18 or over Social Security Number Date

Household Member Signature 18 or over Social Security Number Date

**MUSCOGEE (CREEK) NATION
DEPARTMENT OF HOUSING**

Release for Credit Check

I/We, _____,
Applicant Name (first) Middle Last Maiden

_____, hereby
Spouse/Other (first) Middle Last Maiden

give permission for the **Release of Information** concerning a **Credit Check** to the Muscogee (Creek) Nation Dept. of Housing with regard to their legal responsibilities concerning eligibility requirements for housing assistance.

Applicants Signature Social Security Number Date

Spouse/Other Signature Social Security Number Date

Household Member Signature 18 or over Social Security Number Date

Household Member Signature 18 or over Social Security Number Date

MUSCOGEE (CREEK) NATION DEPARTMENT OF HOUSING

INCOME VERIFICATION

The individual named is an applicant/tenant for housing assistance that is subsidized through the U.S. Department of Housing and Urban Development. Federal regulations require that in order for the household to be eligible, we must verify the household's income, expenses and other information, using third party written verifications. The information you provide will be used only for determining the household's eligibility for the program and will be held in strict confidence. We are required to complete our verification process in a short time period and would appreciate your prompt response to this request for information.

I, the undersigned, do hereby authorize the release of the information requested to the Muscogee Nation Department of Housing.

Applicant/Tenant Signature: _____ Date: _____

Applicant/Tenant Name (Please Print)

Employer/Company Name

Applicant/Tenant Address

Employer/Company Address

City, State, Zip

City, State, Zip

Telephone Number

Telephone Number

Applicant Social Security Number

This form should be completed and signed by a representative of the employer such as timekeeper, bookkeeper or accountant.

This form should NOT be completed by the employee.

Please use **GROSS** amounts and do not leave any section blank; enter zero "0" or "N/A"

1. Present Position/Job Title: _____
2. Presently Employed: () Yes Date first employed: _____ () No Last date of employment: _____
3. Is any overtime/bonus guaranteed: _____ If yes, please list hours and rate of pay: _____
4. Current Gross Pay: _____ () Annual () Monthly () Hourly () Weekly () Other
If hourly, state number of hours worked per week: _____

Earnings:	Year-to-Date	Prior Year
A. Base Pay	\$ _____	\$ _____
B. Overtime	\$ _____	\$ _____
C. Bonus	\$ _____	\$ _____
D. Incentive	\$ _____	\$ _____
E. Tips	\$ _____	\$ _____
F. Commission	\$ _____	\$ _____

5. If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____

Comments: _____

Authorized Representative's Signature

Date

Position/Title

Phone Number

MUSCOGEE (CREEK) NATION DEPARTMENT OF HOUSING

INCOME VERIFICATION

The individual named is an applicant/tenant for housing assistance that is subsidized through the U.S. Department of Housing and Urban Development. Federal regulations require that in order for the household to be eligible, we must verify the household's income, expenses and other information, using third party written verifications. The information you provide will be used only for determining the household's eligibility for the program and will be held in strict confidence. We are required to complete our verification process in a short time period and would appreciate your prompt response to this request for information.

I, the undersigned, do hereby authorize the release of the information requested to the Muscogee Nation Department of Housing.

Applicant/Tenant Signature: _____ Date: _____

Applicant/Tenant Name (Please Print)

Employer/Company Name

Applicant/Tenant Address

Employer/Company Address

City, State, Zip

City, State, Zip

Telephone Number

Telephone Number

Applicant Social Security Number

This form should be completed and signed by a representative of the employer such as timekeeper, bookkeeper or accountant.

This form should NOT be completed by the employee.

Please use **GROSS** amounts and do not leave any section blank; enter zero "0" or "N/A"

1. Present Position/Job Title: _____
2. Presently Employed: () Yes Date first employed: _____ () No Last date of employment: _____
3. Is any overtime/bonus guaranteed: _____ If yes, please list hours and rate of pay: _____
4. Current Gross Pay: _____ () Annual () Monthly () Hourly () Weekly () Other
If hourly, state number of hours worked per week: _____

Earnings:	Year-to-Date	Prior Year
A. Base Pay	\$ _____	\$ _____
B. Overtime	\$ _____	\$ _____
C. Bonus	\$ _____	\$ _____
D. Incentive	\$ _____	\$ _____
E. Tips	\$ _____	\$ _____
F. Commission	\$ _____	\$ _____

5. If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____

Comments: _____

Authorized Representative's Signature

Date

Position/Title

Phone Number

**MUSCOGEE (CREEK) NATION
DEPARTMENT OF HOUSING**

UNEMPLOYMENT STATEMENT

**Anyone 18 or older, not working, retired, or receiving
social security, etc. must fill out this form.**

DATE: _____

TO WHOM IT MAY CONCERN:

I, _____, hereby state that I am not presently employed or receiving any other income.

The only source of income I have is _____.

Applicant's Signature

Date

Subscribed and sworn to, before me, this _____ Day of _____ 20_____.

Notary Public

My Commission expires

**MUSCOGEE (CREEK) NATION
DEPARTMENT OF HOUSING**

NON-FILING STATUS FORM

I, hereby state that I/we did not file _____ State or Federal Income Tax due to the following reason(s):
year

PLEASE CHECK ALL THAT APPLY

Not enough income _____

Receiving Child Support _____

Receiving DHS Assistance _____

Receiving Social Security _____

Receiving VA Benefit _____

Receiving SSI _____

I/We certify that the information given is true and correct to the best of my/our knowledge. I/We understand that false statements of information are grounds for termination of Housing Assistance and termination of Residency from this agency, and is subject to a \$10,000 fine, imprisonment up to five (5) years.

Applicant's Printed Name

Spouse's Printed Name

Applicant's Signature

Date

Spouse's Signature

Date

NOTE: If this is not sufficient documentation of the income status, and we have found this statement is incorrect, the Dept. of Housing and HUD does have the right to investigate the applicant/resident.

Counselor's Signature

Date

**MUSCOGEE (CREEK) NATION
DEPARTMENT OF HOUSING**

Child Support Statement

PLEASE MARK THE STATEMENT THAT APPLIES TO YOU CONCERNING CHILD SUPPORT. THIS IS A CONFIDENTIAL STATEMENT TO BE RETAINED IN YOUR FILE. IT IS NOT A LEGAL DOCUMENT.

1. _____ I have no legal divorce through the courts as no legal ceremony was performed. I do not receive any support and have no income other than what is stated on my application. Support of the following child/children is my responsibility and is provided by me.

Name of Children:

2. _____ I have a legal divorce and divorce papers are attached.
3. _____ I have contacted Legal Aid for assistance in obtaining child support. (Attach documentation for child support)
4. _____ Child support is paid through the Court Clerk (Attach a statement from the Court Clerk's office showing the amount of child support paid and the date last paid.)

FAILURE TO PROVIDE DOCUMENTED PROOF OF CHILD SUPPORT WILL PREVENT FURTHER PROCESSING OF YOUR APPLICATION.

I certify the information given is true and correct to the best of my knowledge. I understand that false statements are punishable under federal law. I understand that false statements or information are grounds for termination of housing assistance.

Applicant's Signature Date

Spouse's Signature Date

APPLICANT CERTIFICATION

I / We certify that the information given to the Muscogee (Creek) Nation Dept. of Housing on household composition, income, and net family assets is accurate and complete to the best of my knowledge. I understand that false statements or information are punishable under federal law. I / We also understand that false statements or information are grounds for termination of housing assistance.

Applicant Signature

Spouse / Other Signature

Date

Date

If you believe you have been discriminated against, you may call the Fair Housing and Equal Opportunity National toll-free hotline at 1-800-424-8590.

**MUSCOGEE (CREEK) NATION
DEPARTMENT OF HOUSING**

Landlord Statement

Name _____ Spouse _____

S.S.# _____ S.S.# _____

DOB _____ DOB _____

This will authorize the Muscogee (Creek) Nation Dept. of Housing to obtain any information regarding my past history from previous landlords.

APPLICANT'S SIGNATURE DATE CN ADMISSIONS COUNSELOR'S SIGNATURE DATE

APPLICANT'S SPOUSE/OTHER DATE

THIS APPLICANT HAS APPLIED FOR HOMEOWNERSHIP WITH THE MUSCOGEE (CREEK) NATION DEPT. OF HOUSING. WE WOULD APPRECIATE YOUR COMPLETION OF THIS FORM.

THE APPLICANT IS/WAS YOUR TENANT AT _____
Property Address City State Zip

DOES THIS PERSON OWE A BACK BALANCE? YES _____ (IF YES \$ _____) NO _____
HOW MUCH IS THE RENT FOR THIS APARTMENT / HOUSE? \$ _____
(please circle)

PLEASE COMPLETE THE FOLLOWING INFORMATION:

	EXCELLENT	GOOD	FAIR	POOR
RENT PAYING HABITS				
HOUSEKEEPING HABITS				
ABILITY TO GET ALONG WITH NEIGHBORS				

DATES OF OCCUPANCY: FROM _____, 20__ TO _____, 20__

WOULD YOU ACCEPT THE ABOVE AS A TENANT AGAIN? YES _____ NO _____

COMMENTS: _____

LANDLORDS SIGNATURE

PHONE NUMBER

ADDRESS

CITY STATE ZIP