

# St. Matthew House Market Rate Unit APPLICATION

Please complete all sections of this affidavit and ANSWER all questions. The answers provided on this affidavit are utilized to determine your eligibility for rental assistance benefits subsidized through the U.S. Department of Housing and Urban Development (HUD). DO NOT leave any questions blank. If a question does not apply write "NO". If you do not understand a question, you may ask for an explanation at your interview or have someone else explain it to you.

**ANY** changes that take place after this form has been submitted to the Oakland Heritage, LLC. (i.e. between annual certifications) **MUST** be reported in **WRITING** within **SEVEN** days of the event occurring. Failure to do so may constitute a violation of your obligations under the rental assistance program and result in program termination and/or criminal charges being filed against you.

**WARNING: Making false statements on this affidavit is considered FRAUD and may result in TERMINATION from the program and CRIMINAL PROSECUTION.**

## HEAD OF HOUSEHOLD

Last Name	First Name	Work Phone Number (    )
Street Address	Apt Number	Cell Phone Number (    )
City	Zip Code	Email Address

**A. FAMILY HOUSEHOLD COMPOSITION**  
 • List **ALL** people living in your home.  
 List the Head of Household first followed by spouse/co-head then oldest to youngest household members.

Full Name <small>Exactly as appears on Social Security card</small>	Age	Birthdate <small>mm/dd/yr</small>	Relationship to Head of Household	Sex M/F	* Race	** Ethnicity	*** Marital Status	Social Security number	School currently attending
1)									
2)									
3)									
4)									
5)									
6)									
7)									
8)									
9)									

\*Race: 1 = White, 2 = Black, 3 = American Indian or Alaskan Native, 4 = Asian/Pacific Islander

\*\*Ethnicity: 1 = Hispanic, 2 = Not Hispanic    \*\*\*Marital Status: S = Single, M = Married, SE = Separated, D = Divorced



<b>B. SEPARATED/DIVORCED</b> Please list spouse or ex-spouse information			
Spouse/Ex-spouse Full Name	Last Known Address (If unknown, write city and/or state)	Divorced? YES/NO	Year Separated
1)			
2)			

<b>C. ABSENT PARENT(S)</b> Please list absent parent(s) information for any of the children above.			
Child Name(s)	Absent Parent Name	Last Known Address	Any contact with absent parent? YES/NO
1)			
2)			
3)			

<b>D. STUDENT STATUS</b> Please list all adult household members who are attending college or vocational school. • OFFICIAL SCHOOL TRANSCRIPTS WILL BE REQUIRED				
Student Name	Part time or Full time Student?	School Name and Address	Financial Aid Amount	Type of Degree
1)				
2)				
3)				
4)				

## SECTION II – HOUSEHOLD INCOME

Please answer each question below. You **MUST** disclose **ALL** sources of income for **all** people residing in your household.

Since completing your last housing certification, has your income or employment status changed? \_\_\_\_\_

If you answered “yes”, explain in detail including date(s) of change(s):

---



---



---

<b>A. SSI / PENSION / OTHER BENEFITS</b>			YES/NO
Do you or any household member(s) receive <b>Social Security/SSI benefits</b> ?			
Do you or any household member(s) receive <b>pension, retirement benefits, or an annuity</b> ?			
Do you or any household member(s) receive <b>unemployment benefits or disability benefits</b> ?			
Name of Household Member	Monthly/weekly amount	Name & address of Agency/Office	



<b>B. EMPLOYMENT</b>			<b>YES/NO</b>
Do you or any household member(s) receive <b>full/part-time job earnings or severance pay?</b>			
Do you or any household member(s) receive <b>cash, tips, or bonuses?</b>			
Do you or any household member(s) receive <b>military or reserve pay?</b>			
Are you or any household member(s) <b>self-employed?</b>			
Do you or any household member receive income from <b>ANY</b> other source not listed above? If yes, list below			
<b>Name of Household Member</b>	<b>Monthly Gross Pay</b>	<b>Name and Address of Employer</b>	<b>Start date</b>

<b>C. PUBLIC ASSISTANCE BENEFITS</b>			<b>YES/NO</b>
Do you or any household member(s) receive <b>cash aid, welfare, food stamps, or other public assistance?</b>			
Do you or any household member(s) receive <b>adoption or foster care payments?</b>			
Do you or any household member(s) receive <b>in-home care for another person?</b>			
Do you or any household member(s) receive <b>transportation reimbursement?</b>			
<b>Name of Household Member</b>	<b>Monthly Amount</b>	<b>Type of Benefit</b>	

<b>D. CHILD SUPPORT OR ALIMONY BENEFIT(S)</b>				<b>YES/NO</b>
Do you or any household member(s) have an open <b>child support case with a court?</b>				
Do you or any household member(s) receive <b>child support office payments?</b>				
Do you or any household member(s) receive <b>child support /alimony directly from an absent parent/spouse?</b>				
Does the absent parent purchase items for child(ren) such as <b>clothing, food, formula, diapers, etc?</b>				
<b>Name of Child</b>	<b>Absent Parent/Spouse name and Address</b>	<b>Monthly Amount</b>	<b>Cash Value of Purchases, clothing, food, formula, etc</b>	



E. CONTRIBUTIONS			YES/NO
Does <b>anyone</b> outside your household <b>give you money or pay your bills(s)</b> for you?			
Does <b>anyone</b> outside your household <b>buy you supplies such as groceries, etc?</b>			
Does <b>any</b> organization help you <b>pay a bill or expense?</b>			
If you answered yes, please explain in detail:			
F. FEDERAL INCOME TAX			YES/NO
Did you or any household member(s) file a <b>federal income tax return in the last 12 months?</b>			
Did you or any household member(s) <b>receive a W2(s) and/or 1099(s) income form but did NOT to file a tax return?</b>			
Were you or <b>any</b> household member(s) <b>claimed as a dependent on someone else's taxes?</b>			
Name of Household Member	TAX YEAR	Reason taxes not filed	Name of Person claiming family member as dependent

### SECTION III – ASSETS

Please answer each question below. If you answer “YES” please fill out information below for the household member(s) with that asset(s).

A. ACCOUNT INFORMATION			YES/NO
Do you or any household member(s) have a <b>savings or checking account?</b>			
Do you or any household member(s) have <b>stocks, bonds or certificate of deposit (CD)?</b>			
Do you or any household member(s) have a <b>money market fund/trust fund?</b>			
Do you or any household member(s) have a <b>retirement, 401K, federal thrift savings plan (TSP), IRA or Keogh account?</b>			
Name of Household member	Company/Bank Name	Type of Account	Account Number

B. PROPERTY		YES/NO
Do you or anyone in your household own or have an interest in commercial or residential real estate or mobile home?		
Have you or anyone in your household sold any real estate in the last two years?		
Name of Household member	Type of Asset	Value

C. LUMP SUM INCOME			YES/NO
Did you or any member of your household receive a large sum of money from any source within the last 12 months?			
Name of Household member	Amount	Date	Type of Income



## SECTION IV – VEHICLES AND CREDIT CARDS

Please answer each question below. If you answer “YES” please fill out information below for the household member(s).

A. VEHICLES BEING USED BY YOUR HOUSEHOLD				YES/NO
Do you or any household member have a vehicle(s) registered to him/her?				
Do you or any household member have use of <u>any</u> vehicle(s) that is not registered to him/her?				
Name of Registered Owner	Make and Model of Vehicle	Year	License Plate Number	Monthly Payment

B. CREDIT CARDS AND LOANS				YES/NO
If you need additional space to answer the question, you may use another sheet of paper and attach it to this form.				
Do you or any household member have a Visa, Master Card, Discover, or American Express?				
Do you or any household member have a department store, furniture store, or jewelry store account?				
Do you or any household member have an auto loan, bank loan, credit union loan, or personal loan?				
Name of household member	Creditor/Bank Name	Account balance	Delinquent or in collections?	Monthly payment

## SECTION V – EXPENSES

Please answer each question below. If you answer “YES” please fill out information below for the household member(s) with that expense(s).

A. CHILD CARE EXPENSES				YES/NO
Do you pay childcare for a child 12 and under to go to work or to school?				
Do you pay for care equipment for a household member with a disability for you to go to work?				
If yes, is the childcare expense paid for by an agency or by another person outside of your household?				
Name of child or disabled member	Monthly Child care	Child care providers name	Name of Agency if paid by an agency	



B. MEDICAL EXPENSES		YES/NO
Does any household member(s) anticipate having out of pocket medical expenses in the next 12 months?		
If yes, how much \$		

C. HOUSEHOLD EXPENSES					
<ul style="list-style-type: none"> <li>List the MONTHLY average amount ALL household members pay for each of the following.</li> <li>If the expense does not apply to you write NO or NONE. Do not leave any spaces blank</li> </ul>					
Rent	\$	Car payment	\$	Loan payment	\$
Gas	\$	Gasoline for car	\$	Credit cards	\$
Electricity	\$	Car insurance	\$	Life insurance	\$
Water	\$	Car maintenance	\$	Medical bills	\$
Trash & Sewer	\$	Public transportation	\$	Medical insurance	\$
Cable/Internet	\$	Childcare	\$	Groceries/Food	\$
Telephone	\$	Cell phone	\$	Other/Personal Spending	\$

TOTAL MONTHLY EXPENSES      \$

## SECTION VI – SUPPLEMENTAL INFORMATION

Please answer each question below. If you answer “YES” please fill out information below for that household member(s).

A. HOUSEHOLD INFORMATION	YES/NO
1) Is there a household member(s) claiming a disability?	
<b>If yes, please explain any requested accommodation(s):</b>	
2) Is any household member temporarily <b>absent</b> from the home? <b>Away at school or military service, etc</b>	
3) Has any household member been out of the subsidized unit for more than <b>30 consecutive days</b> in the past 12 months?	
4) Does any household member have any <b>minor children</b> that do not live in the home?	
<b>If yes, please explain:</b>	
5) Are you or anyone in your household currently or ever been on <b>parole or probation</b> ?	
6) Have you or anyone in your household <b>ever been cited, arrested, charged, or convicted of ANY crime</b> (misdemeanor and felony) other than traffic violations? <b><u>If yes, list in detail, regardless of date of offense:</u></b>	
7) Are you or anyone in your household subject to <b>registration as a sex offender</b> ? If yes, list name of registrant and complete address where currently registered:	



8) Have you or anyone in your household <b>ever</b> used any name(s) or Social Security number(s) other than the one you currently use or issued by the Social Security Administration? <b>If yes, please give name(s) and/or Social Security number(s):</b>	
9) Have you ever received or lived in any other <b>assisted housing</b> elsewhere? <b>If yes, list in detail date(s) and location(s):</b>	
10) Have you or anyone in your household ever <b>committed fraud</b> while receiving Federally Assisted Housing or been <b>required to repay money</b> for misrepresenting information on such program? <b>If yes, list date and all details:</b>	
11) Does <b>anyone</b> not listed as a household member on this affidavit receive mail at your residence or claim it as their residence on <b>ANY</b> legal document (driver's license, vehicle registration, government assistance benefits, school, probation/parole, court supervision, tax forms, police reports, work, etc.)? <b>If yes, list name of person(s) and actual address where they reside.</b>	

<b>B. CONTACTS</b> Please list information below for two relatives or friends who generally know how to contact you.			
<b>Name</b>		<b>Name</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Phone Number</b>		<b>Phone Number</b>	
<b>Address</b>		<b>Address</b>	
<b>City/State/Zip</b>		<b>City/State/Zip</b>	

## **SECTION VII – CERTIFICATION OF AFFIDAVIT**

I/We have received, read, and understood a copy of the Family Obligations. I/We hereby certify that I/we understand my/our responsibilities to Oakland Heritage, LLC. and I/we further acknowledge and understand that my/our housing assistance may be terminated and/or face criminal prosecution if I/we violate them. I/We give Oakland Heritage LLC or its agent the right to complete a back ground check on my/our criminal, credit and rental history. In addition, I/We understand that **ALL** changes in the income of **ANY** member of the household **MUST** be reported to Oakland Heritage, LLC. within twenty one (21) days of occurrence. Also I understand that Oakland Heritage, Inc. must approve ANY additional household members BEFORE they move in. The head of household must request in writing to add or to remove any member.

(ALL adult household members must initial that they have read and understand the above statements.)

**WARNING** Title 18, Section 1001 of the United States Code states that a person is **GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS** to any department or agency of the United States. **MAKING FALSE STATEMENTS IS ALSO A FELONY UNDER LAWS OF MARYLAND**

I/We hereby certify under penalty of perjury that all of the information contained in this affidavit is true and correct. I/We understand and acknowledge that making false statements on this affidavit is a crime under federal and Maryland laws, which may result in termination from the program and criminal prosecution.



Signature of Head of Household	Date	Signature of Spouse	Date
Signature of Other Adult in the Household	Date	Signature of Other Adult in the Household	Date
Signature of Other Adult in the Household	Date	Signature of Other Adult in the Household	Date

**\*\*\*\*If you have anyone outside your household helping you to complete this form, please provide their name and their relation to your family\*\*\*\***

Name	Relationship to Family	Date
		<div data-bbox="1016 552 1490 829" style="border: 1px solid black; padding: 10px;">           Management Company Date Stamp         </div>
<div data-bbox="68 779 695 814" style="border-top: 1px solid black; padding-top: 5px;"> <b>Housing Specialist signature</b> <span style="float: right;"><b>Date</b></span> </div>		

