



Housing Authority of the City of Franklin

979-828-5246



Per HUD mandate, Franklin Housing is a **SMOKE-FREE** complex.

Thank you for choosing the Housing Authority of the City of Franklin as your possible future home.

In order to process your application in a timely manner, be sure to return a complete application with all required documents.

*Complete applications will have:

1. All questions on the application fully answered
2. The application signed by everyone 18 years or older
3. Social Security numbers and Birthdates listed
4. Application properly dated (date turned in)
5. Previous residency listed (the place you used to live)
6. All information requested (copies of birth certificate, SS cards, etc) included with the application form.



If you do not have access to a copier, copies can be made for you. Call ahead to make sure that this service is available before you come, or set up an appointment. We will aid individuals with a handicap or disability to insure equal access to public housing. If you require help in completing or understanding this document, we will provide assistance. You must notify this office prior to coming to insure someone will be available to assist you.

*Documents required to process application:

1. Birth certificate for all members on the application
2. Social Security cards for every member on the application
3. Drivers license or picture I.D. for all adults on application
4. A copy of your award letter if you receive Social Security or SSI

This application must be turned in to this office in person. All adults must be present when the application is submitted. Applications will not be accepted if they are sent by mail, email, or fax.

***APPLICATIONS ARE GOOD FOR SIX (6) MONTHS. AFTER THIS TIME PERIOD, YOU MUST COME IN TO RENEW YOUR APPLICATION AND UPDATE THE INFORMATION.

***IF YOUR ADDRESS OR PHONE NUMBER CHANGES WITHIN THE SIX (6) MONTHS, YOU MUST COME IN AND UPDATE YOUR APPLICATION.

Notice: Incomplete applications will not be accepted. Applications that have been rejected or dropped can be re-submitted **after** 6 months.

***YOU DON'T NEED TO CONTACT US ABOUT THE AVAILABILITY OF A UNIT; WE WILL CALL YOU AS SOON AS AN APARTMENT COMES AVAILABLE.

THIS SECTION FOR OFFICE USE ONLY		
DATE_____	TIME_____	RECEIVED BY_____ BEDROOM SIZE_____

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FRANKLIN HOUSING AUTHORITY APPLICATION OF HOUSING ASSISTANCE

DO NOT LEAVE ANY BLANK, FILL IN EVERY QUESTION.

APPLICANT NAME: _____ SOCIAL SECURITY NUMBER _____

STREET ADDRESS: _____ MAILING ADDRESS: _____

DAYTIME PHONE: _____ WORK PHONE: _____

LIST NAME AND PHONE NUMBERS OF 2 RELATIVES OR FRIEND WHO KNOW HOW TO CONTACT YOU:

1.) _____ PHONE: _____

2.) _____ PHONE: _____

PERSONAL DECLARATION

This form must be completed IN YOU OWN HANDWRITING. You must use the correct legal name for each member of your household as it appears on the Social Security Card. All adult members of the household must sign below certifying the information pertaining to them. PLEASE PRINT.

HOUSEHOLD COMPOSITION AND CHARACTERISTICS

ADULTS FULL LEGAL NAME Last Name	First Name	MI	Relationship to You	Birth Date	Age	Sex	Social Security Number	Marital Status	Place of Birth
			HEAD						
CHILDREN'S FULL LEGAL NAME Last Name	First Name	MI	Relationship to You	Birth Date	Age	Sex	Social Security Number	Absent Parent's Name & Address	Place of Birth

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HOUSEHOLD COMPOSITION AND CHARACTERISTICS CONT.

Race of Household: () White () Spanish American () Asian () Black () American Indian

Ethnicity of Head of Household: () Hispanic () Non-Hispanic

Does anyone live with you now who is not listed above? () Yes () No. If yes, please explain: _____

Do you plan to have anyone living with you in the future who is not listed above? () Yes () NO. If yes, please explain: _____

Is the head or spouse of this household physically or mentally handicapped or disabled? () Yes () No. If yes, please explain the nature and the extent of the handicap: _____

Identify any special housing needs required as a result of the handicap: _____

Do you wish to move? () Yes () No. If yes, why? _____

CURRENT HOUSING STATUS

How many people live in your unit now? _____ How many bedrooms do you have? _____

Are you being evicted? () Yes () No. If yes, explain the circumstances: _____

Are you being displaced from your present unit? () Yes () No. If yes, explain the circumstances: _____

What is your current rent? _____ What utilities do you pay? _____

Have you ever lived in Public Housing? () Yes () No. If yes, where? _____

Have you ever participated in the Section 8 Existing Program? () Yes () NO. If yes, enter where and the date(s) of occupancy: _____

INCOME INFORMATION

Please answer each of the following questions. For each "Yes" answer provide the details in the chart below:

	Yes	No	Amount Received
Is any member of your household 18 years of age or older unemployed and/or does not receive any type of income?			
Does any member of your household expect to work for any period during the next twelve months?			
Does any member of your household work for someone who pays them cash?			
Is any member of your household on leave of absence from work due to lay-off, medical, maternity or military leave?			
Does any member of your household now receive or expect to receive unemployment benefits?			
Does any member of your household now receive or expect to receive child support?			

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INCOME INFORMATION (continued)

	Yes	No	Amount Received
Is any member of your household entitled to child support that he/she is NOT receiving?			
Does any member of your household now receive or expect to receive alimony payments?			
Is any member of your household entitled to alimony payments that he/she is NOT now receiving?			
Does any member of your household receive or expect to receive welfare assistance?			
Does any member of your household receive or expect to receive Social Security benefits?			
Does any member of your household receive or expect to receive income from a pension or annuity?			
Does any member of your household receive income from assets, including interest on checking or savings accounts, interest and dividends from certificates of deposit, stocks or bonds, income from rental property?			
Does any member of your household receive regular cash contributions from individuals not living in the unit or from any agencies?			
Does any member of your household receive or expect to receive an earned income tax credit?			
Do you receive periodic income such as:			
Retirement Funds			
Pension			
Annuities			
Insurance Policies			
Disability or Death Benefits			
Other			
Do you regularly receive monetary gifts or non-cash contributions from person outside the household?			
Current Rent			
Current Utilities			
Current Groceries			
Current Clothing			
Current Miscellaneous Household Supplies			
Current Other			
Do you receive any income through RSVP or Foster Grandparent Program?			
Are any household members temporarily absent?			
Are any household members permanently absent?			
Are there any full-time students 18 years or older in your household?			
Are there child care expenses to continue your education?			
Do you receive educational grants/scholarships to attend school?			

DOES YOUR HOUSEHOLD HAVE ANY OF THE FOLLOWING ASSETS?

Do you have any of the following? For each "Yes" answer, provide the details in the chart below.	Yes	No	
Checking Account (s)			
Savings Account (s)			
Money Market Funds			
Trusts			
If yes, is the trust irrevocable?			
IRA/Keogh Account or Other Company Retirement Accounts			
Stocks/Bonds			
Certificate of Deposits			
Equity in Rental Property or Other Capital Investments			
Personal Property held as an Investment			

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Other Accounts			
Cash Held (Safety Deposit Boxes, etc.)			
Have you received any lump sum payment such as:			
Inheritances			
Lottery Winnings			
Insurance Settlements (health, accident, workers comp.)			
Capital Gains			
Social Security Benefits, Unemployment Compensation, etc.			
Other			
Have you disposed of any assets for less than Fair Market Value in the past two years?			
Are there any assets held jointly with another person?			
Have you sold any real estate in the past two years?			
Do you or any household member have any interest in real estate, boat and/or mobile home?			
Do you have a Treasury Bill?			
Do you have a retirement or pension that you can withdraw without terminating employment?			
Have you received a lump sum retirement or pension fund at retirement or at termination of your employment?			
Do you have a life insurance policy that you can borrow against?			

TOTAL HOUSEHOLD INCOME: List all money earned or received by everyone living in your household... This includes money from wages, self-employment, child support, contributions, Social Security, disability payments (SSI), Workman’s Compensation, retirement benefits, AFDC, Veterans benefits, rental property income, stock dividends, income from bank accounts, alimony, and all other sources.

List Amounts received below:

Household Member	Amount of Income	Source of Income

List all assets (including checking and savings accounts, IRA’s, Keogh Accounts, certificate of deposits, stocks, bonds, pensions, contributions, real estate, or any other assets). YOU MUST include all assets disposed during the past 2 years.

Household Member	Name of Source or Type of Income	Account Number	Current Value or Balance

Have you or any other adult members ever used any name(s) or Social Security number(s) other than the one you are currently using? () Yes () No. If yes, explain: _____

Have you or anyone in your household ever been convicted of any crime other than traffic violations? () Yes () No. If yes, explain: _____

Have you ever committed any fraud in a Federal assistance housing program or been requested to repay money knowingly misrepresenting information for such housing program? () Yes () No. If yes, explain: _____

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Do you own a car? () Yes () No. If yes, please answer the following:

Model _____ Year _____ Tag No. _____

Do you own a second car? () Yes () No. If yes, please answer the following:

Model _____ Year _____ Tag No. _____

EXPENSES

Do you pay for child care for a child under the age of 13 which enables you or another family member to work or go to school? () Yes () No. If yes, give the name and address of child care provided, weekly cost, and name of family member enabled to work. _____

HANDICAPPED FAMILIES ONLY

Do you pay for a care attendant or for any equipment for the handicapped member(s) of the family necessary to permit that person or someone else in the family to work? () Yes () No. If yes, describe expenses: _____

HANDICAPPED AND ELDERLY FAMILIES ONLY

Do you have Medicare? () Yes () No. If yes, what is your Medicare premium: \$ _____

Do you have any other kind of medical insurance? () Yes () No. If yes, give policy number and agent's name and address: _____

Do you receive medical assistance through the welfare department? () Yes () No.

Do you have any outstanding medical bills on which you are paying? () Yes () No.

Do you expect to have any medical expenses during the next 12 months? () Yes () No.

If yes, amount of medical expenses: \$ _____

Are you aware and understand that you are applying for housing assistance at a **SMOKE FREE FACILITY**? _____, _____, _____, (please initial all household members 18 years of age and over)

APPLICANT CERTIFICATION

I/We, do hereby swear and attest that all of the information above about me/us is true and correct. I also understand that all **CHANGES** in the income of any member of the household as well as **ANY CHANGES** in the household members must be reported to the Housing Authority in **WRITING IMMEDIATELY**. I/We understand this application is good for only 6 months from the Date of Application. I/We must renew this application each 6 months thereafter if I/We desire this application to remain active.

Signature of Head of Household Date

Signature of Spouse Date

Signature of Other Adult Date

Signature of Other Adult Date

WARNING! TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, STATES THAT A PERSON IS GUILTY OF A FELON FOR KNOWINGLY AND WILLING MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES.

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Please Return This Application To: FRANKLIN HOUSING AUTHORITY
500 S Center Street #15
Franklin, Texas 77856

***NOTICE: THIS APPLICATION MUST BE RETURNED IN PERSON, NOT MAILED, EMAILED, OR FAXED

CLAIM FOR FEDERAL PREFERENCE FOR PUBLIC OR ASSISTED HOUSING

I hereby claim that I/my family am/is entitled to a Federal Preference for admission to Public Housing.

I understand that it is my responsibility to provide documentation, verification and/or certification by other agencies and/or individuals as well as other information as may be required by the Authority in order to establish my/my family's eligibility for Federal Preference.

I further understand that, if I/my family am/is determined to be eligible for Federal Preference for public/assisted housing, I will not immediately be offered housing, but will be placed on a waiting list with other applicants, who may also claim and, or are entitled to Federal Preference. The eventual extension of housing benefits will be based upon my place on the waiting list and the size of the unit for which I/my family am/is qualified.

I/we understand that I/we must provide verification that I/we am/are qualified for a Federal Preference and this must be my/our status at the time I/we am/are offered housing. I/We further understand that if I/we do not qualify for a Federal Preference at this time my/my family is offered housing, my/our preference status will be withdrawn and my/our application returned to the appropriated place on the waiting list.

I/We certify that the above statements are true to the best of my/our knowledge and believe and understand that inquiries must be made to verify them. I/We authorize the release of information to the Franklin Housing Authority, my/our employer(s), the Department of Public Social Services, the Social Security Office, and/or other business or government entities. NOTICE: ANY FALSE STATEMENTS MADE ON THIS APPLICATION WILL CAUSE ME/US TO BE INELIGIBLE AND/OR SUBJECT TO EVICTION.

I am claiming the preference checked below, and agree to provide the information and documentation necessary to establish my claim:

INVOLUNTARY DISPALCEMENT

 Fire, flood or other natural disaster. (Must be documented by letter(s) from government agency, newspaper account, etc.)

 Action by local, state or federal government. (Must be documented by a certification from the government which caused your displacement.)

 Action by your landlord which did not result from acts by you or your family or from a rent increase.

Does not include eviction for non-payment of rent or other eviction which resulted from actions by persons in your household. (Must be documented by a signed statement from your landlord which describes the reason for your displacement.)

 Displacement because of actual or threatened violence against you or another family member by a member of your household. (Must be documented by a government or private social service agency which has investigated your claim of family violence.)

SUBSTANDARD HOUSING – A unit is substandard if it:

 Is dilapidated;

 Does not have operable indoor plumbing;

 Does not have a usable flush toilet inside the unit for the exclusive use of a family;

 Does not have a usable bathtub or shower inside the unit for the exclusive use of a family;

 Does not have electricity or has inadequate or unsafe electrical service;

 Does not have a safe or adequate source of heat;

 Should, but does not have a kitchen;

 Has been declared unfit for habitation by an agency or unit or government; (Must be verified by certification by a Government Agency that one or more of the above conditions exist.)

OTHER PREFERENCES:

 I/My FAMILY AM/IS HOMELESS OR TEMPORARILY LIVE IN A SHELTER. (Must be certified by a Government Agency or a private Social Service Agency knowledgeable of your situation or providing temporary shelter to you/your family.)

 PAY MORE THAN 50% OF FAMILY-INCOME FOR RENT AND UTILITY COST. (Must be documented by rent receipts, canceled checks, lease, utility bill stubs, or other information enabling the Authority to determine the actual amount, and by verification of your total family income from all sources.)

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NOTICE: DO NOT sign any of the following Acknowledgments until you have read the Policies that apply to each acknowledgement. The ways you can get these Policies are listed below.

- 1. These Policies can be found under the DOCUMENTS heading on the homepage.**
- 2. You can make an appointment with the Franklin Housing Authority where you will be provided with these documents and your application will be reviewed to determine if it is complete and ready to be submitted.**

APPLYING FOR HUD HOUSING ASSISTANCE? IS FRAUD WORTH IT?

In order to complete this application for housing, the Franklin Housing Authority, requires me to sign an Acknowledgement that I have read and understand the document giving the Consequences of committing Fraud on my Franklin Housing Application.

(Applicant’s Signature & Date)

(Applicant’s Signature & Date)

(Applicant’s Signature & Date)

(Applicant’s Signature & Date)

EAH SECTION 214 DECLARATION FORM

I, the undersigned, have been notified and do understand that, the Franklin Housing Authority, as part of my Declaration of Citizenship must read and complete the EAH Section 214 Declaration Form included with this application. I must COMPLETE, SIGN and RETURN this document with my application. **If this document is not received, my application will be considered incomplete. I hereby certify that I have read and understand that I must complete, sign and return the Authorization for the EAH Section 214 included with this application.**

(Applicant’s Signature & Date)

(Applicant’s Signature & Date)

(Applicant’s Signature & Date)

(Applicant’s Signature & Date)

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AUTHORIZATION FOR THE RELEASE OF INFORMATION/PRIVACY ACT NOTICE ACKNOWLEDGEMENT

I, the undersigned, have been notified and do understand that, the Franklin Housing Authority, as part of the Authorization for the Release of Information/Privacy Act Notice, must approve this document giving my consent for the release of my financial information. You must COMPLETE, SIGN and RETURN this document with your application. **If this document is not received, your application will be considered incomplete.** I hereby certify that I have read and understand that I must complete, sign and return the Authorization for the Release of Information/Privacy Act Notice included with this application.

(Applicant’s Signature & Date)

(Applicant’s Signature & Date)

(Applicant’s Signature & Date)

(Applicant’s Signature & Date)

CRIMINAL SCREENING ACKNOWLEDGMENT

I, the undersigned, have been notified and do understand that the Franklin Housing Authority, as part of the **applicant screening process for assisted housing**, is authorized by the Housing Opportunity Program Extension Act of 1996 **to order a criminal history report** on me from the Texas Department of Public and/or Tenant Tracker, or any other source used by the Authority. **I hereby certify I have read and understand this policy including the Authority’s One Strike Policy.** The Housing Authority, upon my selection for housing, will again review this policy with me.

(Applicant’s Signature & Date)

(Applicant’s Signature & Date)

(Applicant’s Signature & Date)

(Applicant’s Signature & Date)

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WAITING LIST POLICY

In order to stay on the active waiting list, I must appear in person to the Housing Authority office to report any changes in family size, income, telephone number or address, etc. I also understand that if the application has been on the Waiting List for six months, it will be removed from the active Waiting List. **NOTICE: It is your responsibility to contact the office if you have not received housing at the end of six months.**

(Applicant's Signature & Date)

(Applicant's Signature & Date)

(Applicant's Signature & Date)

(Applicant's Signature & Date)

SMOKE FREE CAMPUS & FACILITY

I, the undersigned have been notified and do understand that I am applying for housing assistance with the Franklin Housing Authority, and understand that the Franklin Housing Authority is a **SMOKE FREE** campus and facility. I understand that there is no smoking of any tobacco product by applicants, residents or guest at any time on any properties owned or operated by the Franklin Housing Authority. I hereby certify that I have been informed and I understand that I am applying to reside in a Smoke Free housing program.

(Applicant's Signature & Date)

(Applicant's Signature & Date)

(Applicant's Signature & Date)

(Applicant's Signature & Date)

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COMMUNITY SERVICE REQUIREMENTS

I, the undersigned have been notified and do understand that I am applying for housing assistance with the Franklin Housing Authority. The Franklin Housing Authority under section 10 of the United States Housing Act of 1937, must implement a Community Service Policy which requires every adult resident of Public Housing that does not meet certain exemption criteria, to perform eight (8) hours per month of Community Service and/or eight (8) hours per month of participation in a Self-Sufficiency program. Participation in or exemption of the Community Service requirement shall not be determined until application is fully processed and qualified for the housing program. **I here certify that I have been informed and I understand that Franklin Housing Authority has a Community Service requirement Policy.**

 (Applicant's Signature & Date)

 (Applicant's Signature & Date)

 (Applicant's Signature & Date)

 (Applicant's Signature & Date)

SECURITY DEPOSIT AND FIRST MONTH'S RENT

At Franklin Housing Authority, all new tenants will be required to pay a Security Deposit of \$200 for any sized unit, and a prorated first month's rent in full at the time of move-in. (no partial payments will be accepted) I, the undersigned have been notified and do understand the security deposit and the first month rent agreement, I also have been notified and do understand that the Monthly rent amount will be determined based upon your household composition and income. You will be informed of your monthly rental amount at the time of call to view the unit and/or move appointment scheduled. ***(All appointments will be scheduled within five (5) business days of call. If you miss your scheduled move in time or you are a no show, your application will be moved to the bottom of the list.)***

Security Deposits:

All UNITS - \$200

I hereby certify that I have been informed and I understand that I am required to pay a Security Deposit and first month's rent in full at the time of move in.

 (Applicant's Signature & Date)

 (Applicant's Signature & Date)

 (Applicant's Signature & Date)

 (Applicant's Signature's & Date)

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