





GENEVA HOUSING AUTHORITY MANAGING AGENT

Date & Time Stamp (For Office Use Only)				
InitialsDate entered				

NOTE TO APPLICANT: <u>PLEASE PRINT CLEARLY</u> -- 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.

leave any blanks. If anything doesn't apply, please write N/A.						
An application must be submitted in orde PRELIMINARY determination of eligibilit waiting list in the order of date and time reapplication reaches the top of the waiting list	y, and the ap eceived. A F	plicant will be	e notified. Applications are placed on the			
☐ Geneva Courtyard Apartments						
This is an application for housing at (check all that apply):	Elmcrest Apartments (age 62 or older; 1-BR and 2-BR apts. only)					
	St. Francis Senior Apartments (age 62 or older; 1-BR apts. only)					
Please complete this application and	Geneva Housing Authority					
return to:	P.O. Box 15	53, 41 Lewis	Street			
	Geneva, NY	Y 14456				
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 i	f 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	Birth Date	Age	Social Security	(Include thro	dent Stat les Elemen ough Highe	tary
		Household			Number	Full Time	Part Time	N/A
1		Head						
2								
3								
4								
5								
6								

1) Do you anticipate any changes in the size of you	our household within the next 12 months?		YES	NO
(Examples: a future spouse, a minor entering	g the home through adoption, children returning fro	m foster	care, etc.)	
If yes, please describe any changes here:			_	
2) Willanyone under age 18 listed above live in t	heunit <i>less than</i> 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 If yes, please state where:			YES	NO
5) Are you or is any member of your household of	surrently using marijuana or any other illegal drug?		YES	NO
This means that smoking is prohibited in the	the owner/agent has implemented a Smoke Free per unit, on unit porches, and in all indoor commonithin twenty-fine (25) feet of the building or any alks, hallways, elevators, etc.	n	YES	NO
REFERENCES: Please indicate if you qua opropriate preference.	lify for any of the preferences indicated below	by chec	king the box	x next to the
1) I have a verifiable need 2) I have a verifiable medi	nd am requesting a new unit because: for an accessible apartment cal need for a different apartment too small or too large for my household			
I live in another property owned or r	nanaged by Geneva CESF Limited Partnership	o/Geneva	a Housing A	authority
I am a victim of a recent presidentia	lly declared disaster.			
I have been or am being involuntaril	y displaced due to circumstances beyond my c	ontrol (e	e.g. fire, floo	od)
I live or work in the City of Geneva	or the Town of Geneva			
wner/agent's occupancy standards indicate a lease indicate unit size preferences below. P	will take your unit preferences/requirements in minimum of one person per bedroom and max lease indicate any necessary special features be	kimum o		
Unit Size Available at:	Special Features Requested			
1 Bedroom Unit All Sites 2 Bedroom Unit Elmcrest and Courtvard	☐ Mobility Accessible Unit ☐ Communication Accessible Unit (Hearing)	na)		
	<u> </u>	<u>U</u>		
3 Bedroom Unit Courtyard Apts. only 4 Bedroom Unit Courtyard Apts. only	Communication Accessible Unit (Visua	1)		
	Special features: Please list below:			
5 Bedroom Unit Courtyard Apts. only	Special features. Trease list below.			







HOUSEHOLD HISTORY

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:





STUDENT ELIGIBII	LITY QUESTIONS		
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 (Example: a student who goes to school full-time in any parts of January, Febru	YES	NO	
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 If yes, who is enrolled? Which		YES	NO
How do they pay for their education?What	t is the cost of tuition per semester? \$_		
11) Does ANY ADULT member of your household intend to become a str If yes, who will be enrolling in school?		YES	NO
If yes, will they be enrolling as a full-time or part-time student?			
ALIMONY / CHILD SUPP	ORT INFORMATION		
12) Does any member of your household have a COURT ORDER to rece	ive Child Support or Alimony paymen	ts, even if no	o 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 Alimon	y payments that are NOT COURT OF	RDERED?	
(This includes help from children's father or mother for cloth IF "NO", SKIP TO NEXT SECTION	es, groceries, etc.) YES	NO	
a.) Payment Amount: \$	per		
b.) Name of person(s) paying support / alimony:			
Phone:	for child:		
Phone	for child:		







INCOME INFORMATION

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







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 or retirement benefit account?	er receive per	iodic payments	from a pe	nsion, annuity	
	Please check one: Pension	Annuity	Other Retireme	ent		
	Who receives these benefits?					
	What company pays this person?					AMT PER MONTH
	Contact Person:		Pho	ne:		
	23) Does anyone outside of your pay expenses that a household w groceries?	r household p vould normal	rovide you with ly pay, such as	cash or co cent, utility	ontributions to help y payments or	
	What is the name of the person the	at pays you? _				
	What is their address?					AMT PER MONTH
	Phone number?					
	24) Is there any other source of i receive? Please Describe:		_		-	
	25) Does your household expect Please Describe:					
	26) Does your household receive per day, for a family member re	e long-term ca siding in a lon	are insurance p ig-term care fac	ayments, i cility?	in excess of \$180	
	Which household member is in a	long-term faci	lity?			
	Which household member is in a Which household member are the					
	Which household member are the	payments mad	de to?			
		payments mad	de to?			
	Which household member are the What company pays this person?	payments mad	de to?Ph	one:		
Please rea	Which household member are the What company pays this person? Contact Person: 27) Do any adult members of your series of you	payments made	de to?Ph	one:		vitems checked yes.
Please red	Which household member are the What company pays this person? Contact Person: 27) Do any adult members of yo Which adult members have zero in add each question carefully, answered	payments made our household ncome?er each que	de to?Ph	one: me? tely and l	be prepared to verify	vitems checked yes.
The questions	Which household member are the What company pays this person? Contact Person: 27) Do any adult members of yo Which adult members have zero is ad each question carefully, answ ACC s regarding household accounts / assets apply	our household ncome? er each que COUNT / As	Ph have zero inco estion comple SSET INFOI	one: me? tely and tell	be prepared to verify	
The questions	Which household member are the What company pays this person? Contact Person: 27) Do any adult members of yo Which adult members have zero is ad each question carefully, answ ACC s regarding household accounts / assets apply	our household ncome? er each que COUNT / As	have zero inco	one: me? tely and tell	be prepared to verify	
The questions	Which household member are the What company pays this person? Contact Person: 27) Do any adult members of yo Which adult members have zero is ad each question carefully, answ ACC s regarding household accounts / assets apply	our household ncome? er each que COUNT / As to all members	Ph have zero inco stion comple SSET INFOI of your household	one: me? tely and tely and to the control of	be prepared to verify N minors and those temporari	
The questions	Which household member are the What company pays this person? Contact Person: 27) Do any adult members of yo Which adult members have zero is ad each question carefully, answ. ACC s regarding household accounts / assets apply NO 28) Does any household membe Bank 1) Bank Name:	our household ncome? er each que COUNT / As to all members ACCOUNT r have a Chec	Ph have zero inco stion comple SSET INFOI of your household INFORMA king, Savings,	one: me? tely and to continuous and country and	be prepared to verify ON minors and those temporari ney Market account?	
The questions	Which household member are the What company pays this person? Contact Person: 27) Do any adult members of yo Which adult members have zero is ad each question carefully, answ. ACC s regarding household accounts / assets apply NO 28) Does any household membe Bank 1) Bank Name:	our household ncome? er each que COUNT / As to all members	Ph have zero inco estion comple SSET INFOI of your household Γ INFORMA eking, Savings,	one: me? tely and it RMATIO d, including TION CD or Mon	be prepared to verify ON minors and those temporari ney Market account?	
The questions	Which household member are the What company pays this person? Contact Person: 27) Do any adult members of yo Which adult members have zero is ad each question carefully, answ. ACC s regarding household accounts / assets apply NO 28) Does any household membe Bank 1) Bank Name:	our household ncome? er each que COUNT / AS to all members ACCOUNT r have a Chec	Phave zero incoestion comple SSET INFOI of your household INFORMA cking, Savings, Name(s) of Savings	one: me? tely and to contact the c	be prepared to verify ON minors and those temporari ney Market account? Money Market	







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 Policy (life insurance tha	t you can make wi	ithdrawals from ever	if there is	n't a death. V	Ve do not co	ount TERM insurance)?
Institution Name: Contact Phone:		INAII	(S) OH A	D 1-	Martin	1 E J.
Contact Phone:						i runas
30) Does any household n						
Contact Phone:		Account Type:	ID A	Keogh	401K	Other:
Contact I none.		Account Type.	IIXA	Reogn	401K	Other.
31) Does any household employment (NOT included Institution Name:	ling IRA, Keogh,	,401K or Annuity a	ccounts)?	-		
Contact I none.					coodin Typ	·
32) Does any household in Time-Shares, Commercial Property Owner(s): What is the name of the bath Contact:	Property and Prop	perty being sold by d Typ rith financial interest	eed of trus be of Prope in this pro	t or Contracts erty: perty? (Mort	s for Deed) gage Holder	r, Contract Owner, etc.)
33) Does any household n at a later date for pro Property Type: 34) Does any household m	ofit? (Examples in	clude: coin or stamp	collection	is, antique car	rs, jewelry,	etc.)
Institution Name:	iember nave a 11	Nan	ne(s) on A	ecount:		
Institution Name: Is this account a Revocable	or Non-Revocabl	le Trust Account?	(5) 511 1 1	(Contact Pho	ne:
35) Does any household n	nember have any	Treasury Bills or (Governme	nt Savings B	onds?	
Which household member: Series:	Face Value: \$	Seria	l Number:		Issue	e Date:
36) Does any household rewards Which household member 37) Does any household rewards and household rewards any household rewards any household rewards any household rewards and household rewards any household rewards and	nember have cash	h on hand or safe do	eposit box	es? That amount i	s kept on ha	and? \$
personal use vehicles, furn What type of account or as						
What is the estimated val	ue of this asset if	you were to sell it t	oday? \$			
38) In the past two years, (Examples include property						
What was the estimated v	alue of this asset	? \$				
39) Does any household in (Examples are a Social Sesupport, etc.) Which household member	curity Direct Expr					







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.

Alabama	_ Iowa	New Hampshire	Texas
Alaska	_ Kansas	New Jersey	Utah
Arizona	_ Kentucky	New Mexico	Vermont
Arkansas	_ Louisiana	New York	Virginia
California	_ Maine	North Carolina	West Virginia
Colorado	_ Maryland	North Dakota	Wisconsin
Connecticut	_ Massachusetts	Ohio	Wyoming
Delaware	_ Michigan	Oklahoma	Washington (State)
Florida	_ Minnesota	Oregon	Washington, D.C.
Georgia	_ Mississippi	Pennsylvania	Puerto Rico
Hawaii	_ Missouri	Rhode Island	US Virgin Islands
Idaho	_ Montana	South Carolina	Mariana Islands
Illinois	_ Nebraska	South Dakota	Samoa
Indiana	_ Nevada	Tennessee	Guam
I certify that I have in member of my house.		_	ory where I, or any other adult
Applicant Signature			Date

DEMOGRAPHIC QUESTIONS

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

Single,

Divorced,

Separated,

Widowed

PENALTIES FOR MISUSING THIS FORM

Married,

What is your marital status?

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).

HOUSEHOLD CERTIFICATION

I understand that the information provided on this questionnaire will be used to determine my eligibility for housing at Elmcrest 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.

Applicant Name:			
Mailing Address:			
Telephone No:	Cell Phone No:		
Name of Additional Contact Person or Organization:			
Address:			
Telephone No:	Cell Phone No:		
E-Mail Address (if applicable):			
Relationship to Applicant:			
Reason for Contact: (Check all that apply) Emergency Unable to contact you Termination of rental assistance Eviction from unit Late payment of rent	Assist with Recertification P Change in lease terms Change in house rules Other:	rocess	
Commitment of Housing Authority or Owner: 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.			
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.			
Legal Notification: 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.			
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.