

HOUSING AUTHORITY

415 West Main Street, Suite 1 · Smethport, Pennsylvania 16749 T (814) 887-5563 · F (814) 887-2013

www.mckeancountyhousing.com

TO ALL HOUSING APPLICANTS REQUESTING ASSISTANCE FROM THE MCKEAN COUNTY HOUSING AUTHORITY OR A PARTNERSHIP IN HOUSING, INC

PLEAES BE ADVISED OF THE FOLLOWING INFORMATION

All of our Public Housing, East View, and Central Towers units are **smoke free**.

Please be sure to mark on the application which waiting list and the location you prefer to be housed.

You can check more than one if you desire. Your application should include documentation to verify income and preference status.

East View is available to those individuals wishing to pay market rent or for those with a Housing Choice Voucher (HCV).

When you return the attached application to the Housing Authority, you must include a copy of the original **birth certificate and social security card for every person** listed on the application.

Also, the attached **Supplement to Application for Federal Housing form** must be completed by <u>ALL</u> adults and returned with the application.

The documents are needed before any applicant can participate in any of our programs.

Please note that all rent payments for Public Housing, East View and Central Towers are required to be paid by check or money order. No cash will be accepted.

If you have any questions regarding this matter, please do not hesitate to contact our office.

Thank you.





McKEAN COUNTY HOUSING AUTHORITY & A PARTNERSHIP IN HOUSING, INC.

415 W. Main Street - P.O. Box 3366, Smethport, PA 16749

(814) 887-5563

(814) 887-2013 fax

FULL APPLICATION FOR ADMISSION

Limited English Proficience	·V·		
•	ritten information in any langua	age other than English?	P ☐ Yes ☐ No
•			
Instructions: Complete this who will reside in the same over must sign this application	form in ink in your own hands unit exactly as it appears on hon certifying the information pe section does not apply to you,	nis/her Social Security of ertaining to them is corre	card. All persons <u>age 18 and</u>
Applicant Head of Househ Applicant Name:	old:		
Current Address:			Apt. No
City:	State) :	Zip:
Home Phone #:	Work Phone #	Cell Phor	ne #:
Email address:			
Head of Household Social Social Security card?	Security Number: Is your	current legal name diff	erent than the name on your
If yes, contact the Social Se	curity office immediately to obta	ain a corrected card wit	h your current legal name.
Have you or any other adulty you are currently using?	t member ever used any name	e(s) or Social Security r	number(s) other than the one
If yes explain			
Emergency Contact:			
Name:	Re	elationship:	
Address:			
		State:	Zip:
Home Phone #:	Work Phone #	Cell Phor	ne #:

Email address:

I. HOUSEHOLD COMPOSITION (List all persons who will stay in the dwelling.)

*Applicants are not required to disclose being disabled. However, benefits for which persons with disabilities are entitled cannot be provided unless the Applicant discloses being disabled.

	A diable (40 4 - 1 - 1)			s	Race					List mos	t recent date
Last	Adults (age 18 and older)	Social Security #	Relation to Head	e x	and Ethnicity	Birth Date	Age	Disabled* Yes/No	Student Yes/No	Employed	Received TANF
			HEAD								
First	MI										
Last											
First	MI										
Last											
First	MI										

Last	Minors (Under Age 18)	Social Security #	Relation to Head	S e x	Race and Ethnicity	Birth Date	Age	Disabled* Y/N	Name/Address of Absent Parent (if applicable)
First	MI								
Last	MI								
Last	MI								
Last	MI								

Additional Family Members:

Last	Social Security #	Relation to Head	S e x	Race Ethnicity	Birth Date	Age	Disabled* Y/N	Name/Address of Absent Parent (if applicable)
First MI								
Last MI								
Last First MI								
Last								
First MI Last								
First MI Last								
First MI								
First MI								
Last First MI								
Last First MI								

I. Household Composition continued

1.	Is any household member over age 18 a full time student (other than head	
	of household or spouse of head of household)?	☐ Yes ☐ No
	If yes, list name and the school they attend:	
2.	Is the Spouse of the Head of Household temporarily absent from the home?	☐ Yes ☐ No
	If yes, where?	· · · · · · · · · · · · · · · · · · ·
	When will the person return?	
	Does absent spouse have income?	☐ Yes ☐ No
	If yes, list below:	
	a	
	b	
3.	Does anyone in your household require special accommodations due to a	
	handicap or disability?	☐ Yes ☐ No
	If yes, specify requirements:	
4.	Does any elderly or disabled household member require a Live-in Aid?	☐ Yes ☐ No
5.	How many bedrooms does your family need?	

II. INCOME AVAILABLE TO HOUSEHOLD

List **all** income earned or received by everyone living in the household regardless of age. List **gross** amounts of income (before deductions).

Income Source	Yes	No	Family Member	Source	Amount
Wages or Earnings					\$
					\$
TANF					\$
Pension or Retirement					\$
					\$
SSI					\$
					\$
Social Security					\$
					\$
Child Support					\$
					\$
Unemployment Benefits					\$
					\$
Worker's Compensation					\$
					\$
Alimony					\$
Military Income					\$
Regular Contributions or					\$
Gifts					\$

	Income Source Yes No		Family Memb	er	Source	Amount		
	Self Employed (lawn care, hair stylist, etc.)							\$
	Temp. / Sporadic Income							\$
	Cyclical or Seasonal Work Student Financial Assistance (such as) Scholarships							\$
	Grants							\$
	Work study							\$
	Lump Sum Payments							\$
	Veterans Administration							\$
	1. Does anyone outside the household help with bills on a regular basis?							□ No
m	ASSETS		Alimo	ily		∐ теѕ ф		
	Does any household meminousehold.	ber list	ed ha	ve assets or receive	income	from assets? C	heck all th	at apply to
	Type Asset					Type Asset		
	Real Estate			☐ Yes ☐ No	Checkin	g Account	☐ Ye	es 🗌 No
	Stocks			☐ Yes ☐ No	Savings	Account	☐ Ye	es 🗌 No
	Bonds			☐ Yes ☐ No	Certifica	te(s) of Deposit	☐ Ye	es 🗌 No
	Company Retirement or Pens	sion Fu	nd	☐ Yes ☐ No	Trusts		☐ Ye	es 🗌 No
	Insurance Settlements			☐ Yes ☐ No	Other		☐ Ye	es 🗌 No
2.	Has any asset been given av	vay or	sold fo	or less than its fair ma	arket valu	e in the past 2 ye	ears? [Yes No
	What was its market value	? \$_		How much	did you	receive? \$		

IV. MEDICAL AND DISABILITY ASSISTANCE

1. List all medical expenses the family anticipates paying during the next 12 months that will NOT be reimbursed by insurance or other outside source. Do NOT include life or burial insurance premiums. (Complete only if the Head of household or Spouse is disabled or is 62 years of age or older.) TYPE OF EXPENSE **AMOUNT** TYPE OF EXPENSE **AMOUNT** medical insurance(s) \$ Doctor's Visits prescription medicine(s) \$ 2. Do you pay for attendant care or auxiliary apparatus for a disabled household member in order for them or any other family member to work? ☐ Yes ☐ No If yes, Itemize: a. _____ V. CHILD CARE 1. Do you pay for Child Care for children age 12 or younger while you work, attend school, or seek employment?_____ If yes, to whom are expenses paid?_____ How much per month? _____ 2. Address of Child Care provider: 3. What amount is reimbursed? _____ Source: ____ VI. PREVIOUS HOUSING ASSISTANCE Has any household member lived in public housing or participated in the Section 8 housing assistance program after reaching the age of 18? ☐ Yes ☐ No If yes, under what name: Housing Agency/City_____ From_____ To____ Lease in Name of:_____ ☐ Yes ☐ No Were you evicted or asked to move? Were any wages disregarded in calculating your rent? ☐ Yes ☐ No **Optional Data Collection Items** VI. CRIMINAL HISTORY 1. Has any household member (regardless of age) been involved in, arrested, charged, or convicted for any of the following: ☐ Yes ☐ No Violent criminal activity? If yes, give details ☐ Yes ☐ No Domestic Violence, dating violence, or stalking? If yes, name of victim: _____ Name of perpetrator: _____

Alcohol related activity?		☐ Yes ☐ No
If yes, give details		
Manufacture of methampheta	mines?	☐ Yes ☐ No
If yes, give details		
Possession, sale, or distributi	on of illegal drugs?	Yes No
If yes, list name/date/dispositi	ion of case	
List name of any household men	nber who is required to regis	ter as a sex offender:
2. Has any household member partic	cipated in drug rehabilitation	during the past
12 months?		☐Yes ☐ No If
yes, explain 3. Has any household member been	evicted from federally assist	ted housing in the
past 3 years?	evicted from federally assis	□Yes □ No If
yes, who?		
Where?		
4. For every member of the househo	old, list all states of residency	/ :
Name of Household Member:	States	s resided in:
Name of Household Member:	States	s resided in:
Name of Household Member:	States	s resided in:
Name of Household Member:	States	s resided in:
Name of Household Member:	States	s resided in:
Name of Household Member:	States	s resided in:
Name of Household Member:	States	s resided in:
VII. RENTAL HISTORY		
Current Landlord:		
Address:		
City		
		Cell Phone #:
Email address:		
Dates of Occupancy: From		
Address of Rental Property:		
City		
Email address:		
Were you ever late in paying rent? Were you evicted or asked to move		☐ Yes ☐ No
Previous Landlord:		∐ Yes ∐ No
Address:		
City		Zip:

VI	Were you ever late in pa Were you evicted or ask	ked to move?		☐ Yes ☐ I	
1.	List three references (w ability and willingness to			age) who have knowledge of yo	ur
	Name	Phone	How	long have you know him/her?	
	Name	Phone	How	long have you know him/her?	i.
	Name	Phone	How	long have you know him/her?	
IX.	MISCELLANEOUS INF	ORMATION			
1.	List all vehicles that hou	sehold members will	park on property:		
	Make	Model	Color	License Plate #	
	Make	Model	Color	License Plate #	
	Make	Model	Color	License Plate #	<u></u>
2.	Do you have a pet?	Yes 🗌 No			
	Describe:				
3.	How did you learn abou				
	PLICANT CERTIFICAT				
	information provided on e 18 or over should revie			bject to verification. All family eness and accuracy.	members
to grasu	inderstand that I must rep the Housing Authority wi ant permission for the F	port any changes in i thin 10 days of such Housing Authority to	ncome, assets, family change for my applic verify information ne	on on this application is true and composition, address, or phonation to remain valid. By my sincessary to determine my eliginformation are grounds for den	e number gnature, I bility and
X					
Si	gnature of Head of House	ehold	_	Date	
<u>X</u>					
Si	gnature of Spouse of Hea	ad of Household or O	ther Adult	Date	
<u>X</u>					
Sig	gnature of Other Adult	OTION 4004 OF TH		Date	D001110

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.

If you believe you have been discriminated against, you may call the Fair Housing and Equal Opportunity national toll-free hot line at 1-800-669-9777.



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Dusti Dennis, Executive Director

Available Waiting Lists

South Center & Brookline Court (Located in Bradford, PA)
Central Towers (Elderly/Disabled, Located in Kane, PA)
East View (Must have HCV or pay market rent) [Smethport/Mt. Jewett]
Section 8 (HCV)

For Public Housing – Choose Location

Family Units						
Bradford						
Eldred						
Kane						
Mt. Jewett						
Port Allegany						
Smethport						
No Preference						

E	Elderly/ Disabled						
	Units						
	Eldred						
	Foster Township						
	Lewis Run						
	Port Allegany						
	Smethport						
	No Preference						

^{**}More than one list/location may be selected. You MUST check the box(s) in which you are interested in or you will **NOT** be put on the waiting list.

Do you qualify for one of our Preferences?

(check all that apply)

YN		Preference Question			
		Have you been a McKean County resident for at least 6 months?			
		Are you Elderly or Disabled?			
		Have you served, or are you currently serving in the Military?			
		Are you working at least 20 hours per week?			
		Are you a victim of Domestic Violence? (must provide letter from			
		Domestic Violence shelter and HUD form 50066 to be eligible)			





MCHRA Housing & Homeless Services (HHS) Questionnaire

Please answer the following questions before submitting your application.

1.) Are you currently living in a car, on the street, or another place not meant for human habitation?						
YES NO						
2.) Are you currently living in an emergency shelter, transitional housing, or a hotel/motel paid for by a charitable organization?						
YES NO						
3.) Are you exiting an institution, including a hospital, substance abuse or mental health treatment facility, or jail/prison, where you stayed for 90 days or less? If so, were you living in an emergency shelter or place not meant for human habitation immediately before entering that institution?						
YES NO						
4.) Are you fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions for you or a family member, including a child, that has either taken place within your family's primary nighttime residence or has made the you afraid to return to your primary nighttime residence?						
YES NO						
Only answer the following if you checked yes to question 4. Do you currently have nowhere else to live and also lack the resources or support networks, including family, friends, faith - based, or other social networks, to obtain other permanent housing?						
YES NO						
5.) If you have answered yes to one or more questions above, may we refer your name and contact information to our HHS Department for assistance?						
YES NO						
Please be aware that the McKean County Housing Authority does not offer an applicant preference for nomeless individuals. If you consented, and if you qualify for one or more of their programs, information gathered on this form will be submitted to the Housing and Homeless Services (HHS) Department for their eview. They will contact you directly if they are able to assist you.						
THIS BOX RESERVED FOR OFFICIAL OFFICE USE ONLY - LEAVE BLANK HOH Name: Date Referred:						
Mailing Address:						
Phone:						
Household Members:AdultsChildren **Pull this form prior to scanning and filing application. Send referral to HHS Coordinator**						

ATTENTION!

The following pages **MUST** be completed **for each adult** member in the household who is 18 years of age or older.

Please Submit Copies as Necessary.

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 apprarise during your tenancy or if you require any services or special issues or in providing any services or special care to you.						
Confidentiality Statement: The information provided on this fo applicant or applicable law.	rm is confidential and will not be discl	osed to anyone except as permitted by the				
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.



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REQUESTING CRIMINAL RECORD AND SEX OFFENDER CHECK FOR HOUSING

Dusti Dennis, Executive Director

APPROVAL					
LAST NAME:					
FIRST NAME:					
MIDDLE INITIAL:					
DOB:					
SS#:					
SEX:					
ADDRESS:					
MAIDEN NAME OR ALIASES:					
FOR MANAGEMENT ONLY	:				
NO CRIMINAL RECORD:					
CRIMINAL RECORD DOES	S NOT DISQUALIFY:				
CRIMINAL RECORD - DISQUALIFIES: - SEE CRIMINAL RECORD DRAWER					
- SEE CRIMINAL R.	ECORD DRAWER				
x					
APPLICANT SIGNATURE	DATE				
X AUTHORITY SIGNATURE	DATE				







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Dusti Dennis, Executive Director

I have been informed that a criminal record and sex offender check will be submitted and I authorize the McKean County Housing Authority to continue with the application process.

Signature: _	X			
Approved: _				
Date:				



