

Valley Residential Service (VRS)

Rental Housing Application

Valley Residential Services (VRS) * 1075 Check Street, Suite 102 * Wasilla, AK 99654 * Phone: (907) 357-0256 * Fax: (907) 357-0368
www.valleyres.org

Every Adult in the household over 18 must fill out an application.
If lines are left blank or not completed this may delay your application in being processed.

Must include:

- Copy of ID
- Application Fee \$25.00
(*see page 9)
(Money order or check only)

If you do not
contact VRS within
90 days of the
application, your
application is
closed.

Date Received: _____

Time: _____

Initials: _____

Fee paid (if applicable): _____

Name of Applicant: _____

First

Middle

Last

List any names you have used in the past: (maiden name, etc.) _____

Current Address: _____

City

State

Zip Code

Mailing Address: _____

City

State

Zip Code

What is the best way to contact you? _____

Home or Message Phone: _____ Work Phone: _____

Desired move-in date: _____ # of Bedroom's: _____

State ID or Driver's License#: _____ State: _____ Type ID: _____

Are you receiving any services? (Case management, service coordination, etc.) _____

If yes, please list the name and/or the agency: _____

How did you hear about Valley Residential Services (VRS)? _____

Are you a current or former tenant of Valley Residential Services? Y _____ N _____

Do you or a member of your household require a reasonable accommodation to occupy an apartment?

Y _____ N _____ If yes, please explain: _____

Are You a Veteran? Y _____ N _____



Please list all individuals who will be residing in the unit within the next twelve (12) months below.

	Name	Relationship to Head	M/F	Birth Date	Social Security No.	Student Y/N
Head						
Co-Head						

Please list all current and/or anticipated income for all household members in the next twelve (12) months below. Income includes, but is not limited to, earned and unearned income for members age 18 and older (adults, including foster adults), unearned income of minor children and foster children under the age of 18. Examples of income but not limited to are: employers, Native dividends, the State of Alaska's Permanent Fund Dividend (PFD) division, child support, Social Security, Adult Public Assistance (APA), Temporary Assistance (TANF), etc...

Name	Source of Income	Phone Number	Monthly Income



Please list all current and/or anticipated assets for all household members in the next twelve (12) months below. Assets include, but are not limited to bank accounts, trusts, stocks and bonds, insurance policies, and cash kept in safety deposit boxes or at home.

Name	Source of Asset	Phone Number	Current Amount	Interest Amount
Example: John Doe	AK USA FCU Checking Wells Fargo Savings	1-888-258-7228 1-844-879-0412	\$1075.00 \$0.00	0% .05%

Have you disposed of any assets for less than fair market value within the last two years?

Y _____ N _____ If yes, please explain: _____

Do you own any property?

Y _____ N _____ If yes, please explain: _____

Date you became an Alaskan resident: _____

Please list your current and the **last three (3) years** of rental history below (please list any additional information on the back of this page). **This must be filled out if you have questions ask VRS.**

Name of Current Landlord: _____

How long: From: _____ To: _____ Rental amount: _____

Landlord's Phone No.: _____

Current Address: _____

Why are you moving? _____

Name of Previous Landlord: _____

How long: From: _____ To: _____ Rental amount: _____

Landlord's Phone No.: _____

Prior Address: _____

Why did you move? _____



Do you receive rental assistance? Y _____ N _____ Agency _____

Have you ever been asked to leave or been evicted from where you were living?

Y _____ N _____ If yes, please explain: _____

Are you currently and/or have you engaged in any drug-related criminal behavior in the last five (5) years?

Y _____ N _____ If yes, please explain: _____

Are you a registered sex offender in any state? Y _____ N _____

Do you have a disability (including physical, mental or impairment is alcoholism/drug addiction)

Y _____ N _____

Have you been convicted in any other violent criminal activity in the last five (5) years?

Y _____ N _____ If yes, please explain: _____

Do you owe any outstanding utility charges? Y _____ N _____

Do you owe any outstanding 'Forcible Entry and Detainer' (FED) charges? Y _____ N _____

Do you have pets? Y _____ N _____ If yes, please list: _____

Please list two (2) references below:

Name: _____ Phone: _____

Relationship (not related): _____

Name: _____ Phone: _____

Relationship (not related): _____

In case of an emergency, who can we contact? (This would be someone who would be allowed in your unit if something happens to you or need animal out of unit for emergency reasons only.)

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Relationship: _____

Applicant's Signature

Date

I certify under penalties of perjury that the above information is true and complete to the best of my knowledge. I understand that false or incomplete information is a violation of the terms of my application for Valley Residential Services rental housing and may be grounds for denial. I agree further to furnish any additional income or other documentation required by VRS to document my/our application file. Additionally, I understand that it is my responsibility to update and contact VRS staff within 90 days of the signature date above to remain on the waitlist. If there is no response within this timeframe, my application will expire and will no longer remain on the waitlist.



AUTHORIZATION FOR RELEASE OF INFORMATION

Your signature on this form authorizes Valley Residential Services (VRS) to obtain information on your income, financial position and personal history to determine your eligibility for rental housing. This authorization and the information obtained may be given to any Federal, State, or local program that is enforcing applicable housing rules and regulations.

Persons and/or organizations that may be contacted include, but are not limited to: employers, financial institutions, landlords, local governments, Native corporations, the State of Alaska's Permanent Fund Dividend (PFD) Division, child support enforcement agencies, private individuals, public assistance agencies, law enforcement agencies, school authorities, the Social Security Administration, and unearned income sources. Therefore, this consent form authorizes the release of income, financial, and personal information from all of the persons and organizations described above, including directly from financial institutions, regarding any period(s) within the last 5 years.

I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for rental housing with Valley Residential Services (VRS).

COMPUTER MATCHING NOTICE AND CONSENT

I understand and agree that Valley Residential Services (VRS) may conduct computer matching programs to verify the information supplied for my application. If a computer match is done, I understand that I have a right to disprove any information that may be incorrect.

CONDITIONS

I agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file with Valley Residential Services (VRS) and will stay in effect fifteen (15) months from the date signed. I understand that I have a right to review my file and correct any information that may be incorrect.

Applicant/Resident Name (Please print)

Date

Applicant/Resident Signature

Date

PENALTIES FOR MISUSING THIS CONSENT

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felon for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD 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 verification form is restricted to the purposes cited above. Any person who knowingly or willingly 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 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 42 U.S.C. 208a (6), (7), and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408a (6), (7), and (8).



Valley Residential Services Homeless Self-Certification

Are certain number of housing units have been set-aside for households who fall within the following definitions:

Date: _____

Adult Applicant Name: _____

This is to certify that the above named individual or household is currently homeless or at-risk of homelessness, based on the following and other indicated information and the signed declaration by the applicant.

Check only one:

- ☐ I am/are currently homeless and living in a public or private place not designed for, or ordinarily used, as a regular sleeping accommodation for humans (i.e. a car, park, abandoned building, bus station, airport, or camp ground), or living in a publicly or privately operated shelter designed to provide temporary living arrangements such as shelters, transitional housing, hotel/motels paid for by charitable or governmental programs.
- ☐ I am exiting an institution where I resided for 90 days or less and resided in an emergency shelter, or place not meant for human habitation, immediately before entering that institution.
- ☐ I am the victim of domestic violence and am fleeing from abuse.
- ☐ My primary residence will be lost within 14 days of application for housing. No future residence has been found and I lack the resources or support networks (family, friends, faith-based, or other social networks) needed to obtain permanent housing.

Are you an unaccompanied youth under 25 years of age, or a family with children and youth, who do not otherwise qualify as homeless under this definition?

____ YES ____ NO

I certify that the information above and any other information I have provided regarding my homeless status is true, accurate and complete. I am aware that I may be required to provide 3rd party verification of my homeless status prior to tenancy.

Applicant Signature: _____ Date: _____



Valley Residential Services

Disability Self-Certification

A certain number of units have been set-aside for households with a household member who falls within the following definition:

Disability means:

A physical or mental impairment that substantially limits one or more of the major life activities of an individual, such as not being able to care for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, or learning.

Developmental Disability –

A person with a developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(8)), i.e., a person with a severe chronic disability that:

- (i) Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- (ii) Is manifested before the person attains age 22;
- (iii) Is likely to continue indefinitely;
- (iv) Results in substantial functional limitation in three or more of the following areas of major life activity:
 - (A) Self-care,
 - (B) Receptive and expressive language,
 - (C) Learning,
 - (D) Mobility,
 - (E) Self-direction,
 - (F) Capacity for independent living, and
 - (G) Economic self-sufficiency; and
- (v) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.

Chronic Mental Illness –

A person with a chronic mental illness, i.e., a person who has a severe and persistent mental or emotional impairment that seriously limits his or her ability to live independently, and whose impairment could be improved by more suitable housing conditions.

Do you or a member of your household fall within one of these definitions?

Yes

No

Print Name

Signature

Date





Valley Residential Services (VRS)

Valley Residential Services (VRS) * 1075 Check Street, Suite 102 * Wasilla, AK 99654 *
Phone: (907) 357-0256 * Fax: (907) 357-0368

APPLICANT INFORMATION

Last Name:	First Name:	M.I.	Date of Birth:
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I, _____, have given written authorization to run a rental history report and authorized **Valley Residential Services Inc. (VRS)**, to use this information.

I, _____, hereby give my permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed above. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed above. I am aware that a credit history, eviction search and criminal background check may be done in conjunction with my application.



Valley Residential Services

Voluntary Self-Identification

The questions in this section are voluntary. Please check below all that apply to you or any family member of the applicant household.

Please select one

- ☐ Hispanic or Latino
- ☐ Non-Hispanic

Please select one

- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Other
- ☐ American Indian / Alaska Native

Please Check

Regional Corporation: _____

Share holder

Descendant

Village Corporation: _____

Share holder

Descendant

Tribal Affiliation: _____

Share holder

Descendant

* Application Fee

	Application fee of \$25 due at time of application, if you are under these income limits there is no application fee. If you obtain income over the limits while on wait list the fee, will be included at move in. If you lose income under the income limits the fee will be credited to your account at move in. Please make sure to stay in contact, after 90 days of no contact your application will be closed.
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Valley Residential Service (VRS)

Tenant Income Questionnaire Certification Instructions

Valley Residential Services (VRS) * 1075 Check Street, Suite 102 * Wasilla, AK 99654 * Phone: (907) 357-0256 * Fax: (907) 357-0368
www.valleyres.org or email vrs@valleyres.org

When submitting your Certification Packet, please ensure that a separate Certification Packet is completed for EACH applicant 18 and over who will reside in the unit and that the following information is completed, including all requested documentation. If placed on a waitlist or you haven't from VRS then you must call within 90 days and check status if you do not your application will be closed.

Please fill in every blank line on the forms. If not applicable, please leave blank and ask VRS if applicable. Do not use white-out on any forms in this packet. Any correction must be made by drawing a line through and initialing the error. Each form must be filled out completely even if you have provided the same information on a previous form. Please provide the following, where required:

- _____ Your full name, social security number, and date of birth, and copy of State ID
- _____ Your daytime and evening telephone numbers where you can be reached, or a good message #.
- _____ List all household members who will be living in the unit,
- _____ If you anticipate any additions to your household in the next twelve (12) months, please explain.
- _____ Current employment history of all employed household members **to include past 6 weeks pay stubs**,
- _____ Employment verification must be provided by your employer via fax or mail,
- _____ Non-Employment form if applicable
- _____ Additional income specifying where the money comes from and how much you receive monthly,
- _____ Provide current documentation from agencies such as: Current year's Social Security Benefit letter (dated no more than 90 days prior to certification), Public Assistance, Unemployment, Child Support, etc.
- _____ Provide name of banking institution and checking/savings/CD's/Bonds/Stocks/other assets with account numbers,
- _____ If you check "no" on the Permanent Fund Dividend Form then you must provide verification of ineligibility or denial. Garnishment of PFD will still count toward household income,
- _____ Other general information requested.

If the forms are incomplete or incorrect when they are submitted, it will slow down the annual certification process and could result in your household being out of compliance with your housing program. This is a violation of your lease and may cause termination of your program and lease.

Failure to provide requested certification information will cause a delay in processing and could negatively affect your application or certification for housing.

For new applicants, failure to provide requested documentation could result in denial of application.

NAME: _____ <input type="checkbox"/> Initial Certification <input type="checkbox"/> Re-certification <input type="checkbox"/> Other _____	TELEPHONE # _____ OR _____ Development Name _____ Unit # _____
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EACH ADULT HOUSEHOLD MEMBER MUST COMPLETE THIS FORM
INCOME INFORMATION

YES	NO		MONTHLY GROSS INCOME
<input type="checkbox"/>	<input type="checkbox"/>	I am self employed. (List nature of self employment) _____	(use <u>net</u> income from self employment) \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have a job and receive wages, salary, overtime pay, commissions, fees, tips, bonuses, and/or other compensation: List the businesses and/or companies that pay you: <u>Name of Employer</u> 1) _____ 2) _____	\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have seasonal employment (fishing, agriculture, tourist industry, etc.): <u>Identify type of seasonal employment</u> (identify employer if applicable) 1) _____ 2) _____	\$ _____ (per season) \$ _____ (per season)
<input type="checkbox"/>	<input type="checkbox"/>	I receive cash contributions of gifts, including rent or utility payments, on an ongoing basis from persons not living with me.	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive unemployment benefits.	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive Veteran's Administration, GI Bill, or National Guard/Military benefits/income.	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive periodic Social Security payments.	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	The household receives <u>unearned</u> income from family members age 17 or under (example: Social Security, SSI, Trust Fund disbursements, etc.).	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive Supplemental Security Income (SSI).	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive disability or death benefits other than Social Security.	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive Public Assistance Income (examples: TANF, APA, ATAP, AFDC, General Assistance).	\$ _____

NAME: _____

UNIT # _____

INCOME INFORMATION CONTINUED

YES	NO		MONTHLY GROSS INCOME
<input type="checkbox"/>	<input type="checkbox"/>	I am entitled to receive child support payments.	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I am currently receiving child support payments.	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	If yes, from how many persons do you receive support? _____ I am currently making efforts to collect child support owed to me. List efforts being made to collect child support: _____ _____	
<input type="checkbox"/>	<input type="checkbox"/>	I receive alimony/spousal maintenance payments.	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive periodic payments from trusts, annuities, inheritance, retirement funds or pensions, insurance policies, or lottery winnings. If yes, list sources: 1) _____ 2) _____	\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive income from real estate or personal property.	(use <u>net</u> earned income) \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive income from Alaska Senior Care program.	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive income from Native Dividends. List sources: _____ _____	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	The household will receive the Alaska Permanent Fund Dividend. If yes, how many people will receive the dividend? _____	\$ _____

ASSET INFORMATION

YES	NO		INTEREST RATE	CASH VALUE
<input type="checkbox"/>	<input type="checkbox"/>	I have a checking account(s). If yes, list all bank(s). 1) _____ 2) _____	_____% _____%	\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have a savings account(s). If yes, list all bank(s). 1) _____ 2) _____	_____% _____%	\$ _____ \$ _____

NAME: _____

UNIT # _____

ASSET INFORMATION CONTINUED

YES	NO		INTEREST RATE	CASH VALUE
<input type="checkbox"/>	<input type="checkbox"/>	I have an online bank account(s). If yes, list all institution(s). 1) _____ 2) _____	_____% _____%	\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have a debit card(s). If yes, list type of card(s). 1) _____ 2) _____	_____% _____%	\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have a revocable trust(s). If yes, list bank(s). 1) _____	_____%	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I own real estate. If yes, provide description and location: _____		\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I own stocks, bonds, or Treasury Bills. If yes, list sources/bank names. 1) _____ 2) _____ 3) _____	_____% _____% _____%	\$ _____ \$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have Certificates of Deposit (CD) or Money Market Account(s). If yes, list sources/bank names. 1) _____ 2) _____ 3) _____	_____% _____% _____%	\$ _____ \$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have an IRA / Lump Sum Pension / Keogh Account / 401K. If yes, list bank(s). 1) _____ 2) _____	_____% _____%	\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have a <u>whole</u> life insurance policy. If yes, how many policies _____		\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have cash on hand.		\$ _____

NAME: _____

UNIT # _____

ASSET INFORMATION CONTINUED

YES	NO		INTEREST RATE	CASH VALUE
<input type="checkbox"/>	<input type="checkbox"/>	I have disposed of assets (i.e. gave away money/assets) for less than the fair market value in the past 2 years. If yes, list items and date disposed: 1) _____ 2) _____		\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have income from assets or sources other than those listed above. If yes, list type below: 1) _____ 2) _____	_____ % _____ %	\$ _____ \$ _____

UNDER PENALTIES OF PERJURY, I CERTIFY THAT THE INFORMATION PRESENTED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. THE UNDERSIGNED FURTHER UNDERSTANDS THAT PROVIDING FALSE REPRESENTATIONS HEREIN CONSTITUTES AN ACT OF FRAUD. FALSE, MISLEADING OR INCOMPLETE INFORMATION WILL RESULT IN THE DENIAL OF APPLICATION OR TERMINATION OF THE LEASE AGREEMENT.

PRINTED NAME OF APPLICANT/TENANT_____
SIGNATURE OF APPLICANT/TENANT_____
DATE

ANNUAL STUDENT CERTIFICATION

(This form must be completed by each adult household member)

NAME: _____

UNIT # _____

UNIT DESIGNATION ☐ LIHTC ☐ HOME ☐ LIHTC & HOME

Complete the following if occupying a LIHTC unit

YES NO

<input type="checkbox"/>	<input type="checkbox"/>	Will ALL of the persons in your household be or have they been full-time students (Kindergarten and higher. Examples: Elementary, High School, College/University, trade school, etc.) during five (5) calendar months of the current and/or upcoming calendar year? <i>(Please note that the five calendar months do not have to be consecutive)</i>
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If you answered NO to this question please proceed to the bottom of the questionnaire and sign and date.

If you answered YES to this question please specify which of the following exceptions your household meets.

<input type="checkbox"/>	<input type="checkbox"/>	Are you receiving assistance under Title IV of the Social Security Act (AFDC/TANF)?
<input type="checkbox"/>	<input type="checkbox"/>	Are you enrolled in a job training program receiving assistance through the Job Training Participation Act (JTPA) or other similar program?
<input type="checkbox"/>	<input type="checkbox"/>	Are you married and filing a joint tax return
<input type="checkbox"/>	<input type="checkbox"/>	Are you a single parent with a dependent child or children and neither you nor your child(ren) are dependent(s) of another individual other than a parent of such children
<input type="checkbox"/>	<input type="checkbox"/>	Are you a student who was previously under the care and placement responsibility of the state agency responsible for administering a plan under part B or part E of title IV of the Social Security Act

***If none of the above five (5) exceptions have been identified, the household does not qualify to reside in a LIHTC unit. ***

Complete the following if occupying a HOME unit

YES NO

<input type="checkbox"/>	<input type="checkbox"/>	Are you a student at an institution of higher education (including but not limited to post-secondary colleges / universities and vocational institutes)?
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If you answered NO to this question please proceed to the bottom of the questionnaire and sign and date.

If you answered YES to this question please specify which of the following exceptions your household meets.

<input type="checkbox"/>	<input type="checkbox"/>	Are you over the age of 24?
<input type="checkbox"/>	<input type="checkbox"/>	Are you a veteran of the United States military?
<input type="checkbox"/>	<input type="checkbox"/>	Are you married?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a dependent child?
<input type="checkbox"/>	<input type="checkbox"/>	Have you been independent of your parents for at least one year? <i>(emancipated minor or youth aging out of foster care)</i>

***If none of the above five (5) exceptions has been identified, the household must income qualify including the income and assets of their parents. ***

UNDER PENALTIES OF PERJURY, I CERTIFY THAT THE INFORMATION PRESENTED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. THE UNDERSIGNED FURTHER UNDERSTANDS THAT PROVIDING FALSE REPRESENTATIONS HEREIN CONSTITUTES AN ACT OF FRAUD. FALSE, MISLEADING OR INCOMPLETE INFORMATION WILL RESULT IN THE DENIAL OF APPLICATION OR TERMINATION OF THE LEASE AGREEMENT.

PRINTED NAME OF APPLICANT/TENANT_____
SIGNATURE OF APPLICANT/TENANT_____
DATE

UNDER \$5,000 ASSET CERTIFICATIONFor households whose combined net assets do not exceed \$5,000.Complete only one form per household; include assets of children.

Household Name: _____ Unit No. _____

Development Name: _____ City: _____

Complete the following:**1. Choose one:**

☐ I/we do not have any assets at this time. (if this box is checked, write N/A draw a line through the asset information below, place a zero in #3, sign and date)

OR

☐ My/our assets include: (Please complete fully. Write N/A on any blank line that does not apply)

(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income	Source	(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income	Source
\$ _____	_____	\$ _____	Savings Account	\$ _____	_____	\$ _____	Checking Account
\$ _____	_____	\$ _____	Cash on Hand	\$ _____	_____	\$ _____	Safe Deposit Box
\$ _____	_____	\$ _____	Certificates of Deposit	\$ _____	_____	\$ _____	Money market funds
\$ _____	_____	\$ _____	Stocks	\$ _____	_____	\$ _____	Bonds
\$ _____	_____	\$ _____	IRA Accounts	\$ _____	_____	\$ _____	401K Accounts
\$ _____	_____	\$ _____	Keogh Accounts	\$ _____	_____	\$ _____	Trust Funds
\$ _____	_____	\$ _____	Equity in real estate	\$ _____	_____	\$ _____	Land Contracts
\$ _____	_____	\$ _____	Lump Sum Receipts	\$ _____	_____	\$ _____	Capital investments
\$ _____	_____	\$ _____	Online Bank Account	\$ _____	_____	\$ _____	Debit/gift card
\$ _____	_____	\$ _____	Life Insurance Policies (excluding Term)				
\$ _____	_____	\$ _____	Other Retirement/Pension Funds not named above:				_____
\$ _____	_____	\$ _____	Personal property held as an investment** :				_____
\$ _____	_____	\$ _____	Other (list):				_____

PLEASE NOTE: Certain funds (e.g., Retirement, Pension, Trust) may or may not be (fully) accessible to you. Include only those amounts which are.

*Cash value is defined as market value minus the cost of converting the asset to cash, such as broker's fees, settlement costs, outstanding loans, early withdrawal penalties, etc.

**Personal property held as an investment may include, but is not limited to, gem or coin collections, art, antique cars, etc. Do not include necessary personal property such as, but not necessarily limited to, household furniture, daily-use autos, clothing, assets of an active business, or special equipment for use by the disabled.

2. Choose one:

☐ Within the past two (2) years, I/we have sold or given away assets (including cash, real estate, etc.) for more than \$1,000 below their fair market value (FMV). Those amounts* are included above and are equal to a total of: \$ _____
(*the difference between FMV and the amount received, for each asset on which this occurred).

☐ I/we have not sold or given away assets (including cash, real estate, etc.) for less than fair market value during the past two (2) years.

3. Please complete:

The net family assets (as defined in 24 CFR 813.102) above do not exceed \$5,000 and the total annual income (add all annual income columns) from the net family assets is \$ _____. This amount is included in total gross annual income.

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Applicant/Tenant Signature _____

Date _____

Applicant/Tenant Signature _____

Date _____

VERIFICATION OF ASSETS

THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT

TO: (Name & address of financial institution)

Date: _____

RE: _____

Applicant/Tenant Name

Social Security Number

Unit # (if assigned)

I hereby authorize release of my information.

Signature of Applicant/Tenant

Date

The individual named directly above is an applicant/tenant of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Project Owner/ Management Agent

MAIL OR FAX THIS FORM TO:

Valley Residential Services
1075 S Check St Ste 102
Wasilla AK 99654
(907)357-0256 Phone
(907)357-0368 Fax

THIS SECTION TO BE COMPLETED BY FINANCIAL INSTITUTION

Checking Accounts:

Account #	<i>Six (6) Month Average Balance</i>	Interest Rate

Savings Accounts / Money Market Accounts:

Account #	Current Balance	Interest Rate

Certificates of Deposit:

Account #	Cash Value	Interest Rate	Date of Maturity	Cost to Withdrawal Early

Safety Deposit Box? ☐ Yes ☐ No

Signature

Printed Name

Date

Phone #

Fax #

E-mail

NOTE: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.



Verification of Deposit Housing Assistance Agencies

**WELLS
FARGO**

For faster processing, please complete the form on your computer before printing.

This form is for housing assistance agencies requesting consumer deposit information. Please complete the form including the customer authorization signature and fax to the number noted below. Your completed request will be faxed to the return fax number provided on this form.

TYPE or complete in BLACK INK. Use only CAPITAL LETTERS

Fax Requests To.....1-844-879-0412

Online Instructions.....www.wellsfargo.com/biz/vod

Balance Confirmation Services.....1-540-563-7323

SECTION 1: REQUESTER INFORMATION

V	A	L	L	E	Y		R	E	S	I	D	E	N	T	I	A	L		S	E	R	V	I	C	E	S			
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Company Name

A	N	G	I	E		M	I	L	L	S																		
---	---	---	---	---	--	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Attention

1	0	7	5		S		C	H	E	C	K		S	T	R	E	E	T		S	U	I	T	E		1	0	2	
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Street Address

W	A	S	I	L	L	A																						
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City

State

Zip

A	N	G	I	E	@	V	A	L	L	E	Y	R	E	S	.	O	R	G										
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Requester Email (optional)

9	0	7		-	3	5	7		-	0	2	5	6	
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Requester Phone Number

9	0	7		-	3	5	7		-	0	3	6	8	
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Return Fax Number

SECTION 2: CUSTOMER INFORMATION

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Customer One Full Name (First Middle Last)

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Customer Two Full Name (First Middle Last)

				-				-						
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Customer One Social Security Number

Account Number(s) (Required)

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		/			/	2	0			
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Month

Day

Year

CUSTOMER AUTHORIZATION

I/We authorize and direct Wells Fargo Bank to release the following information to the above mentioned requestor on my deposit accounts listed above or if only a Social Security Number is provided, all open depository accounts: Account Number, Account Type, Open or Closed, Account Holder(s), Current/Closing Balance, Open/Close Date, Current Interest Rate, Previous Six Average Statement Balances and Previous Six Months Interest Paid. In addition, CDs and IRAs will include: Term, Maturity Date, Interest Payment, Interest Method and Penalty.

Signature of Account Holder

Date

Signature of Account Holder

Date

ALASKA PERMANENT FUND DIVIDEND CERTIFICATION

The Alaska Permanent Fund Dividend is available to Alaska Residents who have been a resident of the State for at least 1 calendar year (January 1st - December 31st). An Alaska Resident is defined as an individual who is physically present in the State with the intent to remain in the State indefinitely and to make a home in the State.

SECTION: I

Please complete the following information: List all members that will be living in this household & provide date of birth, eligible or not eligible to receive PFD and date of AK. Residency for each household member.

	Print Name of Household Member	Date of Birth	Eligible and / or received PFD Yes or No	Date of Alaska Residency
1				
2				
3				
4				
5				
6				
7				
8				

If all household members listed above were Eligible, & you answered "YES", received the PFD then you have completed this statement. Please sign & date in section III below.

If any household members listed above were Ineligible & you answered "NO", did not receive the PFD, please write the household member line number listed above, under appropriate reason in Section II below.

Section: II

	Did not meet Alaska residency requirement of 1-year and will not meet the requirement before they are issued again.
	Did not meet Alaska residency requirement of 1-year but will meet the requirement before they are issued again.
	Alaska State Eligible Resident & applied but, my/our application was received by PFD office after deadline date.
	Garnishment by IRS, State, Civil lawsuit, lien, child support or other.
	Other, Explain:

All Household members that answered "NO", to receiving the PFD may be required to provide additional documentation as proof of non-receipt.

Section: III

I/We certify that the above information is true and correct. Under penalty of perjury, I certify the above representations to be true and accurate to the best of my knowledge.

Applicant/Tenant Signature: _____

Date: _____

Co-Applicant/Tenant _____

Date: _____

Signature: _____

Date: _____

NON-EMPLOYED STATUS CERTIFICATION

Apartment Number: _____

Applicant / Resident Name: _____

I confirm that:

☐

- I am not currently employed in any capacity.
- I have no intention of becoming employed in the next 12 months.
- I do not receive unemployment compensation or other benefits as a result of my non-employment status.
- I am not under any other obligation to obtain employment.
- The reason I am not seeking employment is: _____

(Skip to question B below)

☐

- I am not presently employed but I anticipate becoming employed in the next 12 months.
- Based on my educational background, prior experience, and career training, I anticipate starting employment as a _____.
- I anticipate earning \$ _____ per hour working _____ hours per week.
- I anticipate starting employment on _____.

(Skip to question A below)

A: This information is supported by the attached documentation:

- _____ Previous year's tax returns
- _____ Previous job and salary history
- _____ Written confirmation from a new employer
- _____ Three current employment advertisements showing average compensation
- _____ Other _____

B: I will be using the following sources of funds to pay for rent and other necessities: _____

I understand that this certification and supporting documentation is made as part of the qualification procedure to determine eligibility for residency and that any misrepresentation herein will be considered a material breach of the lease and subjects me to immediate eviction.

Under penalty of perjury, I certify the above representations to be true and accurate to the best of my knowledge.

Applicant / Resident Signature

Date

EMPLOYMENT VERIFICATION**THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT**

TO: (Name & address of employer)

Date: _____

RE: _____
Applicant/Tenant Name

Social Security Number

Unit # (if assigned)

I hereby authorize release of my employment information.

Signature of Applicant/Tenant

Date

The individual named directly above is an applicant/tenant of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Project Owner/ Management Agent

MAIL OR FAX THIS FORM TO:

Valley Residential Services
1075 S Check St Ste 102
Wasilla AK 99654
(907)357-0256 Phone
(907)357-0368 Fax

THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: _____ Job Title: _____

Presently Employed: Yes _____ Date First Employed _____ No _____ Last Day of Employment _____

Current Wages/Salary: \$_____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other_____

Average # of regular hours per week: _____ Year-to-date earnings: \$_____ from ____/____/____ through ____/____/____

Overtime Rate: \$_____ per hour Average # of overtime hours per week: _____

Shift Differential Rate: \$_____ per hour Average # of shift differential hours per week: _____

Commissions, bonuses, tips, other: \$_____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other_____

Included in the year-to-date figure above? ☐ Yes ☐ No

List any anticipated change in the employee's rate of pay within the next 12 months: _____; Effective date: _____

Does the employee participate in a 401 (k) retirement account? ☐ Yes ☐ No Can the employee access the funds? ☐ Yes ☐ No

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

Additional remarks: _____

Employer's Signature

Employer's Printed Name

Date

Employer [Company] Name and Address

Phone #

Fax #

E-mail

NOTE: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.



This institution is an equal
opportunity provider.

9.1.23 Revised

Child Support Certification

Unit Number: _____

Applicant / Resident Name: _____

Child(ren) name(s): _____

PLEASE CHECK ALL THAT APPLY:☐ I **AM** legally entitled to receive child support and I am currently receiving support. (Attach verification of collection)☐ I **AM** legally entitled to receive child support; however, I am not currently receiving support **AND:** (check one of the following)☐ I am **ACTIVELY** in the process of seeking monies for child support through the child support enforcement agency or other legal channels. I am pursuing support for the following child/children: _____ (Attach verification of collection attempts)☐ I am **NOT ACTIVELY** in the process of seeking any monies for child support through legal channels for the following child/children: _____ (Attach copy of child support order)☐ I certify that I am **NOT** legally entitled to receive child support pursuant to any court order or other agreement for the following child/children: _____☐ Although I do not receive child support, I **do receive** the following from the non-custodial parent:

	Average value per month
Food	\$
Diapers, clothing and other household items	\$
Payment of utility, car insurance, or other monthly bill	\$
Health insurance and child care	\$
Other items not listed above	\$

(Attach verification of recurring gift)

☐ I **do not receive** support from the non-custodial parent.☐ Although child support has not been ordered at this time I **anticipate receiving** such an order in the next twelve (12) months in the amount of _____ per month starting _____.☐ Child support is not an issue for this household as both parents reside in the home.☐ I do not have children at this time.

I understand it is my responsibility to notify the landlord of any changes to the status of child support. Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Signature of Applicant/Tenant_____
Printed Name of Applicant/Tenant_____
Date

AUTHORIZATION FOR RELEASE OF INFORMATION

Your signature on this form authorizes Valley Residential Services (VRS) to obtain information on your income, financial position and personal history to determine your eligibility for rental housing. This authorization and the information obtained may be given to any Federal, State, or local program that is enforcing applicable housing rules and regulations.

Persons and/or organizations that may be contacted include, but are not limited to: employers, financial institutions, landlords, local governments, Native corporations, the State of Alaska's Permanent Fund Dividend (PFD) Division, child support enforcement agencies, private individuals, public assistance agencies, law enforcement agencies, school authorities, the Social Security Administration, and unearned income sources. Therefore, this consent form authorizes the release of income, financial, and personal information from all of the persons and organizations described above, including directly from financial institutions, regarding any period(s) within the last 5 years.

I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for rental housing with Valley Residential Services (VRS).

COMPUTER MATCHING NOTICE AND CONSENT

I understand and agree that Valley Residential Services (VRS) may conduct computer matching programs to verify the information supplied for my application. If a computer match is done, I understand that I have a right to disprove any information that may be incorrect.

CONDITIONS

I agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file with Valley Residential Services (VRS) and will stay in effect fifteen (15) months from the date signed. I understand that I have a right to review my file and correct any information that may be incorrect.

Applicant/Resident Name (Please print)

Date

Applicant/Resident Signature

Date

PENALTIES FOR MISUSING THIS CONSENT

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 and any owner (or any employee of HUD 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 verification form is restricted to the purposes cited above. Any person who knowingly or willingly 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 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 42 U.S.C. 208a (6), (7), and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408a (6), (7), and (8).