



Homeowners Rehabilitation Services (HRS) Application Checklist



All documents must be submitted with the application.

- ___ Proof of Residence (Utility Bill or Valid Oklahoma State issued ID)
- ___ Verification of disability, if applicable
- ___ Statement from Physician stating a medical necessity if applying for carpet or central heat/ air
- ___ Copy of CDIB, Tribal Membership (**Front and Back**), and Social Security Cards for **ALL** Household members
- ___ Copy of Warranty Deed
- ___ Copy of Title if work requested is for a Mobile Home
- ___ Copy of current Homeowners Insurance, if applicable
- ___ If renting, a notarized statement stating all appliances will go with you, if and when you move
- ___ Income Verification: **You must report all forms of Household income.** If you are claiming zero income, you must provide a statement of how you are paying your utilities, food, transportation, etc. If you receive money from a family member, you must provide a notarized statement from them stating what they are paying and the amount paid each month. You must submit check stubs from your employer, (30 days of pay), letters from Social Security, child support, rental assistance, or any other verification of income that you receive. If you are self employed, have a business, or farm income, you must submit your most recent tax return with **ALL** attachments that were filed. Any household member age 18 or over with no income will need to have a verification of unemployment completed by a non family member and notarized.
- ___ Separated Statement: If you are married, but separated, your spouse will have to provide a notarized statement stating they do not reside with you and verification of their current residence.
- ___ If both parents of minor children do not reside in the home, you must submit court documentation proving custody of each child and proof of child support for each child.
- ___ You must submit current driving directions to your residence. Start with a known landmark in your area.
- ___ Other

Your application will be considered incomplete and will not be processed until all items have been received by our office.

PLEASE NOTE: ALL COMPLETED APPLICATIONS ARE VALID FOR ONE (1) YEAR FROM DATE OF RECEIPT, AND MUST BE RENEWED ANNUALLY

If you have any questions, please call (800) 235-3087

Thank you for assuring your application is complete
HRS



IF YOU ARE RECERTIFYING AN EXISTING APPLICATION, YOU WILL ONLY NEED TO PROVIDE THE FOLLOWING INFORMATION:

- Current income verification
- If you have included any new household member that was not listed on your previous application, then you will have to include their income, if any, and a copy of their Social Security card, Tribal Membership and CDIB card
- Current utility bill to show proof of residence

IF YOU ARE ONLY APPLYING FOR AN AIR CONDITIONER, COOK STOVE, OR REFRIGERATOR, YOU ARE ONLY REQUIRED TO PROVIDE THE FOLLOWING ITEMS:

- Proof of Residence (current utility bill or valid state issued ID)
- Copy of CDIB, Tribal Membership and Social Security Cards for each household member
- Income Verification (30 days of check stubs, letters from social security or most recent tax return)
- Completed and notarized unemployment verification form for any household members 18 and older that are not employed
- Copy of Warranty Deed and/or title if you own your home
- Notarized Statement from your landlord stating appliances will go with you, if and when you move, if renting property

IF YOU ARE APPLYING FOR REPAIRS OR REHABILITATION TO YOUR EXISTING HOME THEN YOU WILL NEED TO INCLUDE ALL THE ITEMS REQUESTED ABOVE ALONG WITH THE FOLLOWING ADDITIONAL DOCUMENTS:

- Copy of current Homeowners Insurance Policy
- Statement from your Doctor, if you are requesting carpet, central heat & air, or any handicap accessible work. This statement will need to explain why it is medical necessary or medically required for you to have that specific request.

YOU MUST SUBMIT ALL REQUIRED DOCUMENTS BEFORE APPLICATION CAN BE PROCESSED!

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE COMPLETING THE APPLICATION, PLEASE CALL US AT

(580) 326-7521 OR (800) 235-3087



HOMEOWNERS REHABILITATION SERVICES (HRS)



207 Jim Monroe Rd ~ PO BOX G ~ HUGO, OK 74743
(580) 326-7521 // (800) 235-3087 // (580) 326-5021 fax

FIRST NAME

MIDDLE NAME

LAST NAME

MAILING ADDRESS:

ADDRESS

CITY

STATE

ZIP

PHYSICAL ADDRESS:

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER:

HOME

CELL

WORK

OTHER

DATE OF BIRTH OF APPLICANT:

SOCIAL SECURITY OF APPLICANT:

MARITAL STATUS:

MARRIED

SINGLE

DIVORCED

WIDOWED

SEPARATED

IF MARRIED BOTH SPOUSES MUST BE LISTED ON APPLICATION. IF DIVORCED, A COPY OF A DIVORCE DECREE IS REQUIRED.

IF WIDOWED, A COPY OF A DEATH CERTIFICATE MUST BE INCLUDED.

IF SEPERATED, A NOTARIZED STATEMENT FROM THE SPOUSE STATING THEY DO NOT LIVE IN THE HOME AND A COPY OF A UTILITY BILL IN THEIR NAME PROVING A DIFFERENT RESIDENCE.

ARE YOU RELATED TO ANYONE EMPLOYED AT HOUSING AUTHORITY?

YES

NO

IF YES, NAME

RELATIONSHIP

COMPLETE THE INFORMATION BELOW FOR EACH MEMBER IN HOUSEHOLD:

NAME	SOC SEC#	D/O/B	SEX	RELATIONSHIP	OCCUPATION/STUDENT

LIST BELOW THE ASSISTANCE THAT IS REQUESTED:

IF REQUESTING COOK STOVE SELECT FROM THE FOLLOWING: GAS _____ ELECTRIC _____

IF REQUESTING ELECTRIC SELECT FROM THE FOLLOWING CORDS: 3 PRONG _____ 4 PRONG _____



HOMEOWNERS REHABILITATION SERVICES (HRS)



FAMILY INCOME-COMplete the information below for each household member

HOUSEHOLD MEMBER	ANNUAL WAGES	ANNUAL SOC SEC	ANNUAL SSI	ANNUAL VETERANS	OLD AGE ASSIST	AID TO DISABLED

ADDITIONAL INCOME INFORMATION:

1. DOES ANY MEMBER OF YOUR HOUSEHOLD RECEIVE CASH CONTRIBUTIONS FROM INDIVIDUALS NOT IN THE HOME?
 YES _____ NO _____ IF YES, PLEASE EXPLAIN: _____
2. DOES ANY MEMBER OF YOUR HOUSEHOLD RECEIVE INCOME FROM ASSETS INCLUDING INTEREST ON CHECKING OR SAVINGS ACCOUNTS, INTEREST AND DIVIDENDS FROM CERTIFICATE OF DEPOSITS, STOCKS OR BONDS, INCOME FROM RENTAL PROPERTY, ETC?
 YES _____ NO _____ IF YES, SPECIFY AMOUNT: _____
3. DOES ANY MEMBER OF YOUR HOUSEHOLD RECEIVE CHILD SUPPORT? YES _____ NO _____ MONTHLY AMT _____

INFORMATION REGARDING YOUR HOME

DATE HOUSE WAS BUILT: _____ COUNTY HOME IS LOCATED: _____
 TRIBAL COUNCIL DISTRICT HOME IS LOCATED IN: _____

TOTAL NUMBER OF ROOMS:
 BEDROOMS _____ BATHROOMS _____ OTHER _____

TYPE OF HEAT:
 PROPANE _____ NATURAL GAS _____ WOOD _____ ELECTRIC _____ NO HEAT _____

TYPE OF WATER:
 CITY _____ RURAL _____ WELL _____ NO WATER _____

TYPE OF SEWER:
 CITY _____ LATERAL SYSTEM _____ NONE _____

***DO YOU HAVE HOMEOWNERS INSURANCE?** YES _____ NO _____

IF YES, PROVIDE COPY OF CURRENT POLICY



HOMEOWNERS REHABILITATION SERVICES (HRS)



I/We understand that the above information is being collected to determine eligibility for assistance. Information given will be verified and may be released to appropriate federal, state, or local agencies.

I/We certify that the information or statements given in this application are true and complete to the best of my/our knowledge and belief. I/We understand that false information or statements are grounds for termination of housing assistance and are punishable under federal, state, and local laws.

BY SIGNING BELOW I/WE HAVE READ AND AGREE TO THE ABOVE STATEMENTS.

HEAD OF HOUSEHOLD

DATE

SPOUSE

DATE



HOUSING AUTHORITY OF THE CHOCTAW NATION OF OKLAHOMA

VERIFICATION OF UNEMPLOYMENT

FILE NAME: _____ SS # _____

STATEMENT BY UNBIASED PARTY

I _____, DO HEREBY STATE THAT I KNOW
_____ AND CAN VERIFY THE FACT THAT HE/SHE IS
UNEMPLOYED.

(SIGNATURE)

(ADDRESS)

(PHONE)

(DATE)

State of _____

County of _____

THIS DOCUMENT WAS SIGNED / ATTESTED BEFORE ME ON _____ (DATE)

BY _____
(Name of person making Statement)

(Signature of Notary Officer)

(Seal/Stamp)
Title (and rank)

(My commission expires- _____)



Thank you for applying for assistance through the HRS department with the Housing Authority of the Choctaw Nation of Oklahoma. We look forward to serving you. This letter is being provided to help you understand the steps that must be taken to be able to assist you. Unfortunately, this process is not a rapid one. While the program has been streamlined as much as possible, federal funds are being utilized and the guidelines that are placed on us by the Department of Housing and Urban Development (HUD) must be followed.

On average, if you score high enough and are at the top of our waiting list, you can expect assistance in approximately 6 months. If you do not score high enough to be at the top of the waiting list, it could take substantially longer. All work is subject to the availability of funds necessary to complete the work.

The following are steps required to provide Rehabilitation assistance to our Tribal Members that have been selected for Substantial Home Rehabilitation:

- **INSPECTION**- The inspector will make an appointment with the participant to perform an inspection of the home to determine the needed repairs. All work requested may not be approved. Our purpose is to assist in making your home safe, decent, and sanitary. Due to the number of requests, it usually takes 2 to 3 weeks before the inspector can get to your house.
- **WRITE UP**- The inspector will then use the inspection to form a write up of the repairs needed to make the home safe, decent and sanitary.
- **LEAD BASE PAINT TEST**- If the home is built before 1978 a lead base paint test is a requirement of federal funds utilized. The test results could take up to 90 days, before we receive them.
- **ENVIRONMENTAL REVIEW**- An environmental review is conducted to ensure that no damage or harm will occur to the environment as a result of the work that is being proposed. 11 agencies and 5 tribes must be notified of the approved repairs. Depending on the level of review, this process could take up to 90 days or longer.
- **QUOTES**- after the 4 above mentioned tasks are completed the write up will be sent out to contractors for quotes. Normally contractors are given 10 days to respond with a quote.
- **SEND LIEN FOR HOMEOWNER'S SIGNATURE**- When federal money is being spent for rehabilitation of a house, a useful life must be determined. The term of this lien will be determined by the total amount of repairs.
- **INSURANCE VERIFICATION**- When a lien is required, you must provide current verification of insurance that is equivalent to the amount of the lien. The Housing Authority must be listed as the Loss Payee with your insurance carrier.
- **NOTICE TO PROCEED**- After the quotes, lien with homeowner's signature, and insurance verification are received we will issue a Notice to Proceed giving the selected contractor 60 days to begin construction. In certain situations an extension may be granted to the contractor if it will require less time than having to solicit for new quotes or is considered more cost effective.
- **FINAL INSPECTION**- After the repairs are performed the inspector will conduct a final inspection of the repairs. This ensures that the work was completed, not only to the homeowners' satisfaction, but also is in accordance with Housing Authority's specifications. The inspector and homeowner will sign the final inspection form if the work is complete, satisfactory and complies with specifications.



APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...
IS FRAUD WORTH IT?**

Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- Evicted from your apartment or house.
- Required to repay all overpaid rental assistance you received.
- Fined up to \$10,000.
- Imprisoned for up to five years.
- Prohibited from receiving future assistance.
- Subject to State and local government penalties.

Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees: HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to Hotline@hudoig.gov. You can write the Hotline at:



HUD OIG Hotline, GFI
451 7th Street, SW
Washington, DC 20410