

**SUPPORTIVE HOUSING MANAGEMENT SERVICES**  
**803 EAST PITTSBURGH PLAZA**  
**EAST PITTSBURGH, PA 15112**  
**(412) 829-3910**  
**1-800-238-7555**

Dear Applicant:

Supportive Housing Management Services is the property management division of ACTION Housing, Inc. Attached is a listing of the rental properties we offer.

Listed below is a chart indicating program income guidelines by family household size. Our property listings indicate which program guidelines are in effect for each site. Please note these guidelines represent Maximum income amounts. If your household income is lower than the designated program percentage, you may still qualify for occupancy, as long as the property you select does not also require a minimum household income.

**Pittsburgh Area Median Incomes for Year 2023**

<b>Program</b>	<b>1 Person</b>	<b>2 Persons</b>	<b>3 Persons</b>	<b>4 Persons</b>
<b>30%</b>	\$21,100	\$24,100	\$27,100	\$30,100
<b>50%</b>	\$35,150	\$40,200	\$45,200	\$50,200
<b>60%</b>	\$42,180	\$48,240	\$54,240	\$60,240
<b>80%</b>	\$56,250	\$64,250	\$72,300	\$80,300

Please note in reviewing our application the following sites offer admission priority to those eligible households whose family household income falls below 30% of the area median income:

- |                                 |  |
|---------------------------------|--|
| 1. Allegheny Independence House | 2. Crafton Towers                            |
| 3. Dave Wright Apartments       | 4. Independent Housing Resources East (IHRE) |
| 5. Krause Commons               | 6. Leetsdale Hi-Rise                         |

PLEASE **DO NOT** SEND ANY IMPORTANT DOCUMENTS (Original or copy: Birth Certificate, Social Security Cards, ID and income because this will be asked for when you are considered for an apartment)

Due to the multi-program nature of our portfolio, we understand you may have questions as you review this application package. Please feel free to contact us with any questions. You may reach us by calling 412.829.3910 or 1.800.238.7555. We look forward to serving you with your housing needs.

Sincerely,

*Jill Harding*

Jill Harding  
Waiting List Coordinator



**\*\*\*\*PLEASE DO NOT DETACH ANYTHING, ALL PAGES SHOULD BE RETURNED\*\*\*\***

REVISED 5/22/2023



**SUPPORTIVE HOUSING MANAGEMENT SERVICES (SHMS)  
803 EAST PITTSBURGH PLAZA, EAST PITTSBURGH, PA 15112  
(412) 829-3910 or 1-800-238-7555**

**APPLICATION**

**Instructions**

1. All \* (Asterisk) Areas need to be completed or Application will be sent back
2. All Information Must be Printed and Legible
3. If you change your Address, you MUST notify SHMS in writing as soon as possible. If we do not have a current address at all times, you may lose your position on the waiting list.
4. Applications can be mailed or faxed to address/fax # above, or emailed to shms@shms-actionhousing.org

**I. APPLICANT**

*First Name: _____	Middle: _____	Last: _____
*Address _____		City _____
* State _____	Zip _____	*Phone _____ Email _____

**II. CURRENT LANDLORD**

*Current Landlord's Name _____
*Address _____ City _____ State _____ Zip _____
Phone _____
How Long did you reside at this address: From _____ To _____

**III. HOUSEHOLD INFORMATION**

*Name of Each Household Member Who is Applying	* Social Security Number	*Relationship to Head of Household	Sex	* Date of Birth
<i>Applicant Name</i>		Head of Household	<input type="checkbox"/> Male <input type="checkbox"/> Female	
<i>Co-Applicant/Dependent</i>			<input type="checkbox"/> Male <input type="checkbox"/> Female	
<i>Dependent</i>			<input type="checkbox"/> Male <input type="checkbox"/> Female	
<i>Dependent</i>			<input type="checkbox"/> Male <input type="checkbox"/> Female	

**IV. ADDITIONAL CONTACT- List any additional responsible party with whom we should correspond, e.g., mailings, telephone (family member, agency, or caseworker)**

Contact Name _____
Address _____ City _____ State _____ Zip _____
Phone _____

**V. Accommodation**

Please list any accommodation for mobility impairment, visual impairment, or hearing impairment needed for you or a member of your household

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**\*VI. Income**

Income Source	Monthly Amount
Gross Wages, Salaries	\$
Net Business Income	\$
Gross Social Security	\$
Gross Pension	\$
Public Assistance	\$
Alimony/Child Support	\$
Unemployment/Workers Comp	\$
SSI (Supplemental Security Income)	\$
Other (insurance, IRA, etc.)	\$

**\*VII Net Family Assets**

Asset Source	Approximate Value
Checking	\$
Savings	\$
Direct Express Card	\$
CD's	\$
Money Market	\$
Other (Bonds, Annuities, etc.)	\$

**\*VIII. Additional Questions**

*Please circle Yes or No to the following questions:*

Yes No 1. Is any member of the household enrolled as a student at an Institute of Higher Education?

Yes No 2. Have you or any household member ever been convicted of a felony or drug related activity?

Yes No 3. Are you or any household member(s) subject to any State Lifetime Sex Offender Registration?

**Yes No 4. Do you currently have a Section 8 Voucher?**

List all States in which you and all household members have lived: \_\_\_\_\_

\_\_\_\_\_

If you answered Yes to any of these questions, please explain below:

\_\_\_\_\_

\_\_\_\_\_

I certify the above information is true and complete to the best of my knowledge. I understand and authorize inquiries to be made to verify I meet the tenant selection criteria and to verify the above statements. I also authorize a credit and criminal background check.

\* \_\_\_\_\_  
Applicant Signature

\* \_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Put a check mark in the “check here” box for as many properties for which you are interested**

<b>Property Name &amp; Address</b>	<b>Housing for Disability:</b>	<b>Amenities</b>	<b># of Bdrms</b>	<b>* Check Here</b>
<b>Allegheny Independence House</b> 210 Marguerite Ave. Wilmerding, PA 15148	ONLY for persons with <u>3 or more physical functional disabilities</u>	A/C, range & refrig, roll-in showers, laundry, elevator, on-site parking	1	
	<b>30% &amp; 50% Area Median Income</b>		2	
<b>Bausman Street Independent Living</b> 251, 259, 269 Bausman Street Pittsburgh, PA 15210 (Knoxville)	For persons with <u>physical, mental or developmental disabilities</u>	A/C, cook-top & refrig, roll-in showers, elevator, laundry room, , on-site parking	1	
	<b>50% Area Median Income</b>		2	
<b>Crafton Towers Apartments</b> <b>1215 Foster Avenue</b> <b>Pittsburgh, PA 15205</b> HUD has established a waiting list preference for the apartments at Crafton Towers for persons who have been displaced by a presidentially declared disaster. Are you applying for this owner preference?: <u>YES</u> <u>NO</u>	ONLY for persons with <u>mobility impairment or legally blind</u>	A/C, range & refrig, laundry, community room, elevator, on-site parking	1	
	<b>30%, 50%, 80% Area Median Income</b>			
<b>Darlington Road Apartments</b> 5841 Darlington Rd. Pittsburgh, PA 15217	Only for Persons with <u>developmental disabilities</u>	A/C, Range & Refrig, elevator, laundry, street parking, community room	1	
<b>Dave Wright Apartments</b> 1842 Washington Street Heidelberg, PA 15106 <i>Non-Smoking</i>	ONLY for persons who have been diagnosed as being on the Autism Spectrum Spectrum <b>30%, 50% Area Median Income</b>	Equipped kitchen, laundry room, parking, on bus line, A/C, Elevator.	1	
			2	
<b>Dravosburg Apartments</b> 100 Third Street Dravosburg, PA 15034	ONLY for persons with <u>physical disabilities</u>	A/C, Range & Refrig, Roll-in shower, Laundry, On site parking	1	
	<b>50% Area Median Income</b>		2	
<b>Independent Hs. Resources East</b> 5657 Stanton Avenue, 15206 117 N. Winebiddle St., 15224 2533-43 S. Braddock Avenue, 15218 606 Swissvale Avenue, 15221	ONLY for persons with <u>physical or mental health disabilities</u>	Four locations, A/C, range and refrigerator, and on-site parking	1	
	<b>30% &amp; 50% Area Median Income</b>		2	
<b>Krause Commons</b> 2615 Murray Ave Pittsburgh, PA 15217 <i>Non-Smoking</i>	ONLY for persons with intellectual/mental health disability	Equipped kitchen, laundry room, parking, on bus line, A/C, Elevator.	1	
	<b>30%, 50% Area Median Income</b>		2	
<b>Landmark Court</b> 326 Olivia Street McKees Rocks, PA 15136	ONLY for persons with <u>mobility impairment</u>	A/C, range & refrig, roll in showers, laundry room, community room, on-site parking	1	
<b>Leetsdale Manor</b> 27 Spencer Street Leetsdale, PA 15056	Persons <u>62 yrs. or older or with disabilities</u>	A/C, range & refrig, laundry room, elevator, community /computer room and on-site parking	1	

Subsidized Housing for PERSONS WITH DISABILITIES

**\*The properties listed above require a HUD verification of a disability form, which will be processed once your application is submitted. Head of Household must be person with qualifying disability**

**\*\*This section continued on next page**

**Put a check mark in the “check here” box for as many properties for which you are interested**

<b>Munhall Road Apartments</b> 5680 Munhall Road Pittsburgh, PA 15218	Only for Persons with <u>developmental disabilities</u> <b>50% Area Median Income</b>	A/C, range & refrig, laundry, 3 story walk-up, street parking, comm. room	1	
<b>Pitcairn Apartments</b> 408 Broadway Avenue Pitcairn, PA 15140	ONLY for persons with <u>physical disabilities</u> <b>50% Area Median Income</b>	A/C, range & refrig, roll-in showers, laundry room, elevator, on-site parking	1 2	
<b>Towne Place Apartments (Uptown)</b> 1600 Colwell Street Pittsburgh, PA 15219	ONLY for persons with <u>mental health disabilities</u> <b>50% Area Median Income</b>	A/C, range & refrig, elevator, laundry, community room, on-site parking	1	
<b>White Street Apartments</b> 502 White Street McKeesport, PA 15132	ONLY for persons with <u>mental health disabilities</u> <b>50% Area Median Income</b>	A/C, range/ refrigerator, 3- story walk up, laundry, community room, parking	1 2	

**\*The properties listed above require a HUD verification of a disability form, which will be processed once your application is submitted. Head of Household must be person with qualifying disability**

**SINGLE & FAMILY SUBSIDIZED HOUSING**

<b>Property Name &amp; Address</b>	<b>Housing for:</b>	<b>Amenities</b>	<b># of Bdrms</b>	<b>* Check Here</b>
<b>Charles Street Apartments</b> 333 Charles Street Turtle Creek, PA 15145 <i>Allegheny County</i>	<b>30% - 50% Area Median Income</b>	Three Story walk-up, laundry, parking, refrig & range, storage shed	1	
2				

**Put a check mark in the “check here” box for as many properties for which you are interested**

<b>Property Name &amp; Address</b>	<b>Housing for:</b>	<b>Amenities</b>	<b># of Bdrms</b>	<b>* Check Here</b>
<b>Bessemer Manor</b> 850 Main Street, East Pittsburgh, PA 15112	ONLY for persons <u>62 yrs. or older</u>  <b>50% Area Median Income</b>	A/C, range & refrig, laundry, community room, elevator, on-site parking	1	
<b>Center Township</b> 3671 Brodhead Rd. Monaca, PA 15061	ONLY for persons <u>62 yrs. or older</u>  <b>50% Area Median Income</b>	A/C, range & refrig, laundry, community room, elevator, on-site parking	1	
<b>Crafton Towers Apartments</b> 1215 Foster Avenue Pittsburgh, PA 15205  HUD has established a waiting list preference for the apartments at Crafton Towers for persons who have been displaced by a presidentially declared disaster. Are you applying for this preference?: <u>      </u> YES <u>      </u> NO	ONLY for persons <u>62 yrs. or older</u>  <b>30 %, 50% &amp; 80% Area Median Income</b>	A/C, range & refrig, laundry, community room, elevator, on-site parking	1	
<b>Dormont Place</b> 2900 Belrose Avenue Dormont, PA 15216	ONLY for persons <u>62 yrs. or older</u>  <b>50% Area Median Income</b>	A/C, range & refrig, laundry, community room, elevator, on-site parking	1	
<b>Forest Hills Senior Apartments</b> 2111 Ardmore Blvd. Forest Hills, PA 15221	ONLY for persons <u>62 yrs. or older</u>  <b>50% Area Median Income</b>	A/C, range & Refrig, laundry, community room,elevator,	1	
<b>Greenfield Terrace (Greenfield)</b> 3909 Raff Street Pittsburgh, PA 15207	ONLY for persons <u>62 yrs. or older</u>  <b>50% Area Median Income</b>	A/C, range & refrig, laundry, community room, elevator, on-site parking	1	
<b>Leetsdale Manor</b> 27 Spencer Street Leetsdale, PA 15056	ONLY for persons <u>62 yrs. or older or person with disability</u>  <b>30%, 50% Area Median Income</b>	A/C, range & refrig, laundry, elevator, comm. room, on-site parking	1	
<b>Miller Avenue Senior Apartments</b> 16 Miller Avenue Duquesne, PA 15110	ONLY for persons <u>62 yrs. or older</u>  <b>50% Area Median Income</b>	A/C, range & refrig, elevator, laundry, comm. room, on-site parking	1	
<b>Northside Coalition Senior Apts</b> 1500 Brighton Place Pittsburgh, PA 15212	ONLY for persons <u>62 yrs. or older</u>  <b>50% Area Median Income</b>	A/C, range & refrig, elevator, laundry, comm. room, on-site parking	1	
<b>Ormsby Manor (Mt. Oliver)</b> 113 Ormsby Avenue Pittsburgh, PA 15210	ONLY for persons <u>62 yrs. or older</u>  <b>50% Area Median Income</b>	A/C, range & refrig, laundry, community room, elevator, on-site parking	1	
<b>Second Baptist Senior Apts</b> 128 W. 12 <sup>th</sup> Avenue Homestead, PA 15120	ONLY for persons <u>62 yrs. or older</u>  <b>50% Area Median Income</b>	A/C, range & refrig, laundry, community room, elevator, on-site parking	1	
<b>Sylvania Place (Beltzhoover)</b> 29 Sylvania Avenue Pittsburgh, PA 15210	ONLY for persons <u>62 yrs. or older</u>  <b>50% Area Median Income</b>	A/C, range & refrig, laundry, community room, elevator, on-site parking	1	
<b>Westlake Apartments (Elliot)</b> 1015 Crucible Street Pittsburgh, PA 15220	ONLY for persons <u>62 yrs. or older</u>  <b>50% Area Median Income</b>	A/C, range & refrig, laundry, community room, elevator, on-site parking	1	

**Subsidized Housing for SENIOR CITIZENS**

**UNSUBSIDIZED HOUSING APPLICATION- Section 8 Voucher Welcome**  
**MINIMUM HOUSEHOLD INCOME APPLIES (2.5 x rent amount)**

Do you have a Section 8 Voucher? \_\_\_Yes \_\_\_No

Are you a U.S. Armed Services Veteran? \_\_\_ Yes \_\_\_No

**FAMILY NON-SUBSIDIZED HOUSING- Section 8 Voucher Welcome**

Property Name & Address	Housing for:	Amenities	# of Bdrms	* Check Here
<b>Ardmore Apartments</b> 2104 Ardmore Blvd. Forest Hills, PA 15221	1 Bedroom \$585	A/C, range and refrigerator, on-site parking, on bus line. No pets, 2-Story Walk-up.	1	
	2 Bedroom \$700		2	
	Studio \$535		Studio	
	Plus Electric and Gas <b>80% Area Median Income</b>			
<b>Dave Wright Apartments</b> 1842 Washington Street Heidelberg, PA 15106 <i>Non-Smoking</i>	1 Bedroom Starting \$575	Equipped kitchen, laundry room, parking, on bus line, A/C, Elevator.	1	
	2 Bedroom Starting \$675		2	
	Plus Electric <b>50%, 60% Area Median Income</b>			
Owner has established waiting list preference for half the apartments at Dave Wright Apartments for persons who have been diagnosed as being on the Autism Spectrum. Are you applying for this owner preference: ___YES ___NO				
<b>Forest Hills Veterans and Seniors</b> 1844 Ardmore Blvd. Pittsburgh, PA 15221 <i>Non-Smoking</i>	1 Bedroom Starting \$585	Equipped kitchen, laundry room, parking, on bus line, A/C, Elevator.	1	
	2 Bedroom Starting \$688		2	
	Plus Electric <b>50%, 60% Area Median Income</b>			
Owner has established waiting list preference for half the apartments at Forest Hills Veterans and Senior Housing for US Military Veterans. Are you applying for this owner preference: ___YES ___NO				
<b>Krause Commons</b> 2615 Murray Ave Pittsburgh, PA 15217 <i>Non-Smoking</i>	1 Bedroom Starting \$588	Equipped kitchen, laundry room, parking, on bus line, A/C, Elevator.	1	
	2 Bedroom Starting \$833		2	
	Plus Electric <b>50%, 60% Area Median Income</b>			
Owner has established waiting list preference for half the apartments at Krause Commons for persons with an intellectual and/or mental health disability. Are you applying for this owner preference: ___YES ___NO				
<b>Mackey Lofts</b> 1819 Forbes Ave Pittsburgh, PA 15219 <i>Non-Smoking</i>	1 Bedroom \$625	Equipped kitchen, laundry room, parking, on bus line, A/C, Elevator.	1	
	2 Bedroom \$745		2	
	All Utilities Included <b>50%, 60% Area Median Income</b>			
<b>15 Miller Avenue Apartments</b> 15 Miller Avenue Duquesne, PA 15110	1 Bedroom \$445 Plus Electric  <b>50%, 60% Area Median Income</b>	Newly remodeled, equipped kitchen, wall-to-wall carpet, laundry room, elevator, community room, parking, on bus line, A/C	1	
<b>Sixth Ward Flats</b> 207 34th St. & 3350 Penn Ave. Pittsburgh, PA 15201	1 Bedroom starting at \$715, 2 Bedroom \$1,065, 3 Bedroom \$1,235.	Equipped kitchen, laundry room, parking, on bus line, A/C, Elevator.	1	
	Plus Electric		2	
	<b>50%, 60% Area Median Income</b>		3	
Owner has established waiting list preference for 8 apartments at Sixth Ward Flats for persons with disabilities. Are you applying for this owner preference: ___YES ___NO				

MARKET RENT - NON-SUBSIDIZED HOUSING



**MARKET RENT - UNSUBSIDIZED HOUSING APPLICATION- Section 8 Voucher Welcome**  
**MINIMUM HOUSEHOLD INCOME APPLIES (2.5 x rent amount)**

MARKET RENT - NON-SUBSIDIZED HOUSING

**NON-SUBSIDIZED HOUSING- Persons 62 and Older- Section 8 Voucher Welcome**

<b>Property Name &amp; Address</b>	<b>Housing for:</b>	<b>Amenities</b>	<b># of Bdrms</b>	<b>* Check Here</b>
<b>Crafton Towers Apartments</b> 1215 Foster Avenue Pittsburgh, PA 15205 HUD has established waiting a list preference for the apartments at Crafton Towers for persons who have been displaced by a presidentially declared disaster. Are you applying for this owner preference: ____YES ____NO	<b>Only persons <u>62 years or Older</u></b> Rent fixed \$718 (3 units only) <b>80% Area Median Income</b>	A/C, range & refrig, laundry, community room, elevator, on-site parking	1	

*Note: You will receive a letter once your application is processed*

APPLICATIONS CAN BE MAILED TO:

**SUPPORTIVE HOUSING MANAGEMENT SERVICES**  
**803 EAST PITTSBURGH PLAZA**  
**EAST PITTSBURGH, PA 15112**



**Race and Ethnic Data Reporting Form**

**U.S. Department of Housing and Urban Development**  
Office of Housing

OMB Approval No. 2502-0204  
(Exp. 06/30/2017)

**Name of Head of Household**

**Name of Household Member**

**Date (mm/dd/yyyy):** \_\_\_\_\_

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

**\*Definitions of these categories may be found on the reverse side.**

**There is no penalty for persons who do not complete the form.**

**Signature**

**Date**

**Public reporting burden** for this collection is estimated to average 10 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. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the form as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

## Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

### A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You may mark one or more.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

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.

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

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**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.