

WAITING LIST REQUEST (PRE-APPLICATION)  
**Senior Affordable & Duplex/Triplex  
Housing Properties**

**Return Application to:**

**Senior Affordable Housing & Duplex-Triplex Properties**

Salem Housing Authority  
360 Church Street SE  
Salem, OR 97303-3707

**Note: Your household will be placed on all bedroom size waiting lists for which you applied.**

Please select one or more family property:

Englewood East Apts. for Persons with Disabilities  
**Income based rent\***  
Bedroom Sizes:  1  2

Southview Terrace Apts. for Seniors/Elderly Age 62+  
**Fixed rent\***  
Bedroom Size"  1

Englewood East Apts. for Seniors/Elderly Age 62+  
**Income based rent\***  
Bedroom Sizes:  1  2

Duplex/Triplexes  
**Fixed rent\***  
Bedroom Sizes:  3  4

Englewood West Apts. for Seniors/Elderly Age 62+  
**Fixed rent\***  
Bedroom Size:  1

**\*Rent definitions: For income based units, households pay rent based on monthly income. For fixed rate units, household income must be 2 times the rent charged for the unit, unless household has a Housing Choice Voucher. Contact the Affordable Housing Office if you have questions or need clarification before applying.**

(INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.)

Last Name	First	MI	Relation to Head	Sex M/F	*Ethnicity **Race Circle one each	Student PT/FT	Birth Date	Age	Assigned Social Security Number	Disability Y/N
H					1 2 1 2 3 4 5 6 7					
2					1 2 1 2 3 4 5 6 7					
3					1 2 1 2 3 4 5 6 7					
4					1 2 1 2 3 4 5 6 7					
5					1 2 1 2 3 4 5 6 7					
6					1 2 1 2 3 4 5 6 7					

**Use a separate sheet for additional household members if necessary.**

\*Ethnicity: (1) Hispanic or Latino (2) Not Hispanic or Latino

\*\*Race (choose one): (1) White (2) Black/African American (3) American Indian/Alaska Native (4) Asian (5) Native Hawaiian/Other (6) Pacific Islander (7) Other  Check here if you do not wish to disclose this information.

Mailing Address (include city, state and zip code):

Phone numbers:

Home:  
Message:  
E-mail:

Indicate if any member of your household is: <input type="checkbox"/> a person with disability; or <input type="checkbox"/> pregnant.	Specify name(s): _____
	If pregnant, indicate approximate due date: _____
Household's total gross monthly income: \$ _____	Income Source(s) _____
Is an accessible unit needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, specify: <input type="checkbox"/> Hearing <input type="checkbox"/> Mobility <input type="checkbox"/> Vision <input type="checkbox"/> Other If hearing, do you require an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your primary language? <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____	If English is not your primary language, can you speak or read English fluently? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check one or both: <input type="checkbox"/> Speak <input type="checkbox"/> Read
Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, specify language: _____
Are you homeless? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you live with others? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify: <input type="checkbox"/> Relatives <input type="checkbox"/> Friends <input type="checkbox"/> Other
Current marital status (Head only) <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single	Do you have dependent children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	How did you learn about Salem Housing Authority's affordable housing properties and programs? Select all that apply: <input type="checkbox"/> Friends <input type="checkbox"/> Family <input type="checkbox"/> Community Resources <input type="checkbox"/> Craigs List <input type="checkbox"/> City of Salem/SHA Website <input type="checkbox"/> Other (specify): _____

**The U.S. Department of Housing & Urban Development authorizes SHA to complete criminal background checks on all applicants prior to providing housing assistance.**

I hereby authorize representatives of Salem Housing Authority to contact any agency offices, groups, organizations, and/or individuals necessary to obtain information needed to determine my household's eligibility to be placed on a Salem Housing Authority program waiting list. I/we understand that this is a request for placement on a waiting list and that eligibility for any SHA program may not be determined until my name comes to the top of the list. I understand that placing my name on a program waiting list does not constitute eligibility for that program.

Signature of Head of Household \_\_\_\_\_

Date \_\_\_\_\_

**NOTE: Screening criteria for all programs is available for review at the following locations:**

- All Programs: SHA Main Office – 360 Church St SE, Salem, Phone: 503-588-6368
- SHA Homes & Robert Lindsey Tower: 370 Church St. SE, Salem, Phone: 503-588-6458
- East-West Properties (Brush College, Glen Creek, Northgate, Livingston, Shelton, Meadowlark Apts): 3557 Hawthorne Rd NE, Salem, Phone: 503-362-3339
- Affordable Housing Properties (Parkway, Southfair, Englewood East, Englewood West, Southview Terrace, Duplex-Triplex-Hawthorne House): 360 Church St. SE, Salem – Phone: 503-588-6368

**Office Use Only (check only those bedroom sizes selected by Applicant, within Occupancy Standards)**

Englewood East Apartments Pers w/Disabilities	<input type="checkbox"/> 1	<input type="checkbox"/> 2
Englewood East Apartments Senior & Elderly	<input type="checkbox"/> 1	<input type="checkbox"/> 2
Englewood West Apartments Senior & Elderly	<input type="checkbox"/> 1	
Southview Terrace Apts.	<input type="checkbox"/> 1	
Duplex-Triplex	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<input type="checkbox"/> Student Rule requirements have been reviewed. Additional notes:		
Application screened by:		Date:
Application(s) input by:		Date:
Imaged/Scanned by:		Date:

Admin/shared/Website/Apply/Sr Affordable Hsg EE EW SVT DT WL Request. 10-2011 LG



# IMPORTANT NOTICES

## REASONABLE ACCOMMODATION

If you or anyone in your family is a person with disabilities and you require a specific accommodation in order to fully utilize SHA programs and services, please contact SHA to obtain a Reasonable Accommodation Request form at 503-588-6368.

## 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, the PHA and any owner (or any employee of HUD, the PHA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor or fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief as may be appropriate against the officer or employee of HUD, the PHA or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security numbers are contained in the Social Security Act at 42 U.S.C. 408 (f) (g) and (h). Violations of these provisions are cited as violations of 42 U.S.C. 408 (f) (g) and (h).

## HOUSING AUTHORITY OF THE CITY OF SALEM STATEMENT OF NONDISCRIMINATION

The Housing Authority of the City of Salem does not discriminate against any person because of disability, race, color, religion, sex, marital status, familial status, national origin, sexual orientation, gender identity, source of income, and/or domestic partnership in accessing, applying for or receiving assistance, or in treatment or employment in any of its programs and activities. All public meetings are held in accessible locations. Appropriate aids (TDD, interpreters, readers, assistance filling out forms, etc.) will be provided upon request. Complaints regarding accessibility of the Authority's programs to individuals with disabilities should be submitted in writing to Terry Frazier, Salem Housing Authority, P.O. Box 808, Salem OR, 97308-0808. Questions or comments may be made by phone at 503-588-6368, or TDD, 503-588-6447. Requests for aid may be directed to a Housing Assistance Representative, Occupancy Coordinator or other appropriate employee. The Fair Housing Act prohibits discrimination in the sale, rental or financing of housing on the basis of race, color, religion, sex, disability, familial status, or national origin. Federal law also prohibits discrimination on the basis of age. Complaints of discrimination may be forwarded to the Administrator, Office of Fair Housing and Equal Opportunity, U.S. Department of Housing & Urban Development (HUD), Washington, D.C. 20410.

## PRIVACY ACT NOTICE

Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

## SUPPLEMENTAL AND OPTIONAL CONTACT INFORMATION FORM

To complete your application the **Supplemental and Optional Contact Information Form** on the next page must be submitted even if you choose not to list any contact information.

SUPPLEMENTAL AND OPTIONAL CONTACT INFORMATION FOR

NON-FEDERAL PROGRAM APPLICANTS/TENANTS

**Instructions: Optional Contact Person or Organization:** You have the right to provide to Salem Housing Authority, 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/Tenant Head of Household 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:</b> This information will be kept as part of your application/tenant file. If issues arise while you are waiting for housing; during the eligibility determination process, or 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.	

Check this box if you choose not to provide the contact information.

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**Signature of Head of Household  
Applicant/Tenant**

**Date**