

KENAITZE SALAMATOF *Housing*

Please check the appropriate box:

- Safe Home
- Emergency Housing
- Rental Assistance
- Buy-Down

We will need the following documents in order to process your application

- ___ Application form **completely filled out and signed**
- ___ Past three years signed income tax forms that were submitted to the IRS
- ___ Income verification
- ___ Pay stubs for the last 2 pay periods
- ___ Certificate of Indian Blood or proof of Tribal Membership
- ___ Copy of Photo I.D.'s for all adults
- ___ Copy of Birth Certificates for all minors
- ___ Copy of Social Security Cards

Additional Information-

If you are applying for Rental Assistance please provide:

- ___ Rental Agreement
- ___ Verification of previous Landlord

If you are applying for Emergency Housing:

- ___ Rental Agreement
- ___ Verification of previous Landlord
- ___ Mortgage Schedule-if applicable

If you are applying for the Safe Home Program:

- ___ Borough Assessment
- ___ Proof of Home Ownership
- ___ Proof of Homeowners Insurance

GENERAL INFORMATION

Primary applicant first name			MI	Last		Home phone: Work phone:		
Co-Applicant first name			MI	Last		Work phone:		
Current physical address				City		State	Zip	
Mailing address				City		State	Zip	
Please list all persons who will be living in your home:								
Name		SSN		Marital Status		Gender	Age	Relationship
Applicant								
Co-Applicant								
Do you currently:		Own _____		Rent _____		Other: _____		

EMPLOYMENT

Applicant's current employer			Date of hire		
Employer's Address			City		State Zip
Co-applicant's current employer			Date of hire		
Employer's address			City		State Zip

INCOME

You must list all income earned or received by everyone listed on your application, including Native Corporation income. This includes all income from wages, self-employment, child support, social security, disability, longevity bonus, retirement income, worker’s compensation, etc. List gross amounts received and attach verification for all income.

(Note: If you are self-employed, your income can be verified through your tax returns.)

Family member	Source of Income	Gross monthly income	Yearly income	Verification attached
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

ASSETS

Land (Actual Cash Value) \$ _____

Location _____

Block _____

Lot# _____

Building (include the value and location of all houses you own)

Location _____ \$ _____

Total assets \$ _____

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Signature Authorization Form

To whom it may concern:

I hereby authorize Kenaitze/Salamatof Housing to verify my past and present employment earnings.

I also authorize the Social Security Administration or any other State or Government agency to release verification of my income, date of birth, the type of benefits, the effective date and the length of time the benefit will be received to Kenaitze/Salamatof TDHE Housing.

The information the Kenaitze/Salamatof TDHE Housing obtains is only to be used in the processing of my application for Kenaitze/Salamatof Housing Assistance.

Applicant

Date

Co-applicant

Date

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SAFE HOME APPLICATION

Provide the location of the house to be repaired, renovated or weatherized. Please draw a map below.

Please provide a brief description of the problems you are experiencing with your house.

Do you (circle one): Own house Rent	Is electricity available? Yes No
What type of sewer system? City Septic	What is your water source? Well City

KENAITZE SALAMATOF *Housing* Safe Homes Program

Kenaitze/Salamatof Housing has established a program targeted for repairs and upgrades of homes for qualified low and moderate-income Alaska/Natives/American Indians. Policies and procedures have been made to allow Kenaitze/Salamatof Housing to provide the following services; ensuring homes are handicapped accessible; ensure that health and safety issues are repaired; work to improve upgrades; and general repairs to include weatherization, as necessary.

Basic guidelines are as follows:

1. Kenaitze/Salamatof Tribal member
2. Alaska Native/American Indian
3. Meet income limits
4. Need established
5. Applicant must own home, or have a signed two year lease as primary residence
6. Must remain primary residence
7. Pay back to Kenaitze/Salamatof Housing if not maintained as primary place of residence on a prorated scale.

The following is a set guideline of funding through our grant system:

\$0 - \$5,000	Maximum monies for mobile homes
\$0 - \$14,000	No lien/no-payment will be expected from the participant unless house is sold within two (2) years of weatherization/modernization. Payback will be required if not maintained as primary place of residence. Fire insurance is a requirement.
\$0 - \$14,500	Only Elders qualify.

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Safe Homes Program Agreement

I understand and agree that, by participating in the Kenaitze/Salamatof TDHE Safe Home Program, I will not sell my home for a period of two (2) years. If I should have to sell my home, for some unforeseen reason, I agree to repay the full amount of the funding expended on the rehabilitation of my residence to the Kenaitze/Salamatof TDHE. The total cost will include, but not be limited to, all monies spent on inspections, labor, material, independent contractors, and administrative fees incurred.

In the event of the death of the program participant, the payback of funding won't be necessary provided the home stays in the possession of the immediate family. If the home is sold, the rehabilitation funding will have to be repaid.

A Deed of Trust will be recorded at the time of rehabilitation for the amount of funding necessary to complete the project.

Before any work begins on the participant's home, Project Supervisor and contractor will review the scope of work and a cost estimate will be made for your home.

I have read the above agreement and understand all the terms and conditions made by KIT/STC.

Applicant signature

Date

Co-Applicant signature

Date

Things you should know

Purpose: This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.

Penalties for committing fraud: The United States Department of Housing and Urban Development places high priority on preventing fraud. If your application forms contain false or incomplete information, you may be:

1. Evicted from your house
2. Required to repay all overpaid housing assistance you received
3. Fined up to \$10,000.00
4. Imprisoned for up to five years
5. Prohibited from receiving future assistance

Your state and local government may have other laws as well.

Completing the application: When you give your answers to application questions, you must include the following information:

1. All sources of money you and any adult member of your family receive
2. Any money you receive on behalf of your children
3. Income from assets
4. Earnings from second job or part time job
5. Any anticipated income
6. All bank accounts, savings, bonds, certificates of deposit, stocks, estate that are owned by you and any adult member of your family who will be living with you
7. Any business or assets you sold in the last two years for less than its value, such as your home
8. The names of all the people who will actually be living with you, whether or not they are related to you

Signing the application: Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate. When you sign application forms, you are claiming that they are complete to the best of your knowledge and/or misleading information. Information you give on your application will be verified by your Housing Agency. In addition, HUD may do computer matches of the income you report with various Federal, State, or private agencies to verify that it is correct.

Beware of fraud: You should be aware of the following fraud schemes:

1. Do not pay any money to file application
2. Do not pay any money to move up on the application list
3. Do not pay anything not covered by your lease
4. Get a receipt for any money you pay
5. Get a written explanation if you are required to pay any money other than what your contract covers

Additional Information:

As part of the process of determining your eligibility for Kenaitze/Salamatof TDHE Housing Assistance, a Criminal Background Check will be conducted. The results of this Background Check could result in a denial of assistance.

I have read and understand this bulletin:

Signature

Date

Signature

Date

Kenai Peninsula Borough, AK

Income Limit	1- person	2- person	3- person	4- person	5- person	6- person	7- person	8- person
FINAL FY2010 Low- Income Limits	\$40,250	\$46,000	\$51,750	\$57,500	\$62,100	\$66,700	\$71,300	\$75,900