

INTERIOR REGIONAL HOUSING AUTHORITY

828 27th Avenue • Fairbanks, Alaska 99701

Phone: (907) 452-8315 • Fax: (907) 452-8324



HomeOwnership Program (HOP)

Applicant Name: _____ Date of Application: ____/____/____

Please bring copies of the following items with your application. Failure to provide the necessary copies will delay the processing of your application.

- Application form completely filled out and signed.
- Tribal Enrollment or a Certificate of Indian Blood (CIB) card (you can obtain that card at the Bureau of Indian Affairs.) For every household member.

Most recent Bank Statement

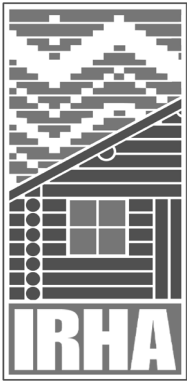
- Criminal History from AK State Troopers for everyone 18 & older that is in the household
Per Policy if you or any member in the household are convicted of drug related or crimes of physical violence in the last 5 years to be eligible you must verify successful completion of a certifiable program.
- Must Complete AHFC Homebuyers Course (Provide AHFC Certificate)
1-800-478-2432
- Picture ID for each adult.
- Income verification:
 - Pay stubs for the last 2 pay periods.
 - Verification of all other income
 - Last 3 years Federal Tax Returns for each Applicant

If you are qualified for our program here at IRHA, you need to know the following:

- 1 The homebuyer must pay a \$1,500 down payment and processing fee.
2. Buyer must occupy the property.
3. Must not own a home.

NOTICE TO ALL APPLICANTS

IRHA will not be accepting incomplete application. You must have all the required documents with the application when you turn it in, or we will return your application and this will delay your application process. If you are related to an IRHA Employee and/or IRHA Board Member you will be required to sign a "Conflict of Interest" Form. This form will also be posted in IRHA for five (5) days and a copy sent to the HUD Office.



Interior Regional Housing Authority

APPLICATION

Please read and completely fill-out ALL questions to enable IRHA to process your application. Use additional paper if necessary. PRINT or TYPE.

Applicant Name: _____ Home Phone: _____

Work Phone: _____

E-Mail: _____

Co-Applicant: _____ Work Phone: _____

Other Names Used: _____

Current Address: _____

City: _____, State _____ Zip Code _____

Mailing Address (if different): _____

Do you currently:
Rent _____
Own _____
Other _____

Please list all persons who will be living in your home

NAME	SS NUMBER <small>(if available)</small>	Marital Status	GENDER	Birth Date	RELATIONSHIP
Applicant:					
Co-Applicant:					

Have you ever been evicted or suspended from any HUD housing program. Yes No

Have you been a homebuyer or homeowner in the last three years? Yes No

Do you have Certificate of Indian Blood card. Yes No

Are you American Indian or Alaska Native? Yes No

Please list assets of all adult household members.

ASSETS:	AMOUNT/VALUE	CURRENT MONTHLY EXPENSES:	AMOUNT
Cash in Savings:	\$ _____	Rent:	\$ _____
	\$ _____	Utilities:	\$ _____
Stocks / Bonds:	\$ _____	Student Loans:	\$ _____
Life Ins. Cash Value:	\$ _____	Debt Payments:	_____
Real Estate*			\$ _____
Mobile Home:	\$ _____		\$ _____
House:	\$ _____	Insurance:	\$ _____
Land:	\$ _____	Telephone:	\$ _____
Automobiles:	\$ _____	Child Care:	\$ _____
Other Assets:	\$ _____	Car Payments:	\$ _____
	\$ _____	Other:	\$ _____
	\$ _____		\$ _____
TOTAL ASSETS:	\$ _____	TOTAL MONTHLY EXPENSES:	\$ _____

*List address of all real estate owned: _____

Interior Regional Housing Authority requests information concerning your Tribal affiliation, if applicable. Please list your Regional and Village Corporation below. This information is helpful to Interior Regional Housing Authority when applying for future funds.

Regional Corporation _____

Village Corporation _____

American Indian Tribe _____

_____ Date: ___ / ___ / ___
 Applicant Signature

_____ Date: ___ / ___ / ___
 Co-Applicant Signature

APPLICANT(S) CERTIFICATION FORM

I hereby swear and attest that all of the information provided on this application is true and correct. I understand that this is not a contract and does not bind either party. If any information is found to false or misleading, I understand that I will be disqualified from the program or other actions may be taken against me. I also understand that this program is **FEDERALLY** funded through Interior Regional Housing Authority

Giving True and Complete Information

I certify that all the information provided on household composition, income, family assets and items for allowances and deductions, is accurate and complete to the best of my knowledge. I have reviewed the application form and the HUD Form "Things You Should Know" and certify that the information on my/our application form is true and correct.

Reporting on Prior Housing Assistance

I certify that I have disclosed where I received any previous Federal housing assistance and whether or not any money is owed. I certify that we did not commit any fraud, knowingly misrepresent any information, or vacate the unit in violation of the lease in any previous Federal assistance.

Owner-Occupancy Property

I certify that the house will be my principal residence. I will not live anywhere else without notifying IRHA immediately in writing. I will not sublease the property unless it has been approved by IRHA.

Cooperation

I know that I am required to cooperate in supplying all information needed to determine my eligibility. I understand failure or refusal to do so may result in delays or termination of this case for eligibility determination.

Criminal and Administrative Actions for False Information

I understand that knowingly supplying false, incomplete or inaccurate information is punishable under Federal or State criminal law and is grounds for termination from the program.

Documentation

IRHA will determine eligibility when my application is complete. All documentation and information required must be completed and returned to IRHA within thirty (30) days of the receipt of my application form. I understand that funds will be expended on a *"first come, first served"* basis, and that if complete documentation is not received within thirty (30) days, IRHA will not be able to process my application.

Signature and Date of All Household Adults

Signature Date ____/____/____

Co-Applicant Signature Date ____/____/____



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Things You Should Know

Don't risk your chances for Federally Assisted housing by providing false, incomplete, or inaccurate information on your application and recertification forms.

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 (HUD) places a high Priority on preventing fraud. If your application or recertification forms contain false or Incomplete information, you may 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 5 years; and/or
- Prohibited from receiving future assistance.

You're State and local governments may have other laws and penalties as well.

Asking Questions When you sit down with the person who fills out your application, you should know what is expected of you. If you do not understand something, say so. That person can answer Your question or find out what the answer is.

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

Income

- All sources of money you and any "adult" member of family receives (wages, welfare payments, alimony, social security, pension, etc.).

- Income from assets (interest from a savings account, credit union, or certificate of deposit, dividends from stocks, etc.);
- Earnings from second job or part time job;
- Any anticipated income (such as a bonus or pay raise you expect to receive).

Assets

- All bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc. that are owned by you and any adult member of your family/household who will be living with you.
- Any business or asset you sold in the last 2 years for less than its full value, such as your home to your children.

Family/Household Members

- The names of all of the people (adults and children) who will actually be living with you whether or not they are related to you.

Signing the

- Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate.

Application

- When you sign application and certification forms you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false 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 are correct.

Recertifications

You must provide updated information when you have income changes or your family composition changes. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask when you must recertify. You must report on recertification forms:

- All income changes, such as pay increases or benefits, change of job, loss of job, loss of benefits, etc. for all adult family/household members.
- Any family/household member who has moved in or out.
- All assets that you or your family/household members own and any asset that was sold in the last 2 years for less than its' full value.

Beware of Fraud

You should be aware of the following fraud schemes:

- Do not pay any money to file an application.
- Do not pay any money to move up on the waiting list.
- Do not pay for anything not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay any money other than rent (such as maintenance charges).

Reporting Abuse

If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to the manager of your project or PHA. If you cannot report to the manager, call the local HUD office or the HUD Hotline on (202) 472-4200.

This is not a toll free number. You can also write to the HUD HOTLINE, Room 8254, 451 Seventh Street, S.W., Washington, DC 20410.

I HAVE READ AND UNDERSTAND THIS BULLETIN:

SIGNED: _____ DATE: ____/____/____

Co-Applicant Signature DATE: ____/____/____