

Please attach the application – include pre-application and all attachments

Project Name: _____ Project Number: _____

Project Type: Elderly/Disabled: _____ Fam: _____ Disabled Only: _____ Eld. Only (62+): _____

Revision Date of Application: _____ Revision Date of Waitlist Format: _____

Reviewed By: _____ Date: _____

MaineHousing Asset Manager

Application Required Topics/Provisions (Chapter 4 Section 14)

	Citation	Y	N	Comments
Application must include a signature line certifying the accuracy and completeness of information.	Ch. 4 Section 4-14 A.2			
The application must include the HUD-92006 as an attachment.	Ch. 4 Section 4-14 A.3 &B.3			
The applicant provides self-certification of their race and ethnicity for data collection by using form HUD-27061-H . Completing this form is optional and there is no penalty for not completing it. If the applicant chooses not to self-certify race or ethnicity, a notation that the applicant chose not to provide the race and ethnicity certification *may* be placed in their file.	Ch. 4 Section 4-14 A.4			
The application requests whether the applicant or any member of the applicant's household, is subject to State lifetime sex offender registration in any state.	Ch. 4 Section 4-14 B.2a			
The application requests a listing of states where the applicant and members of the applicant's household have resided.	Ch. 4 Section 4-14 B.2b			
The application requests disclosure of SSNs for the applicant and for all members of the applicant's household, except those household members who do not contend eligible immigration status.	Ch. 4 Section 4-14 B.2c			
The application requests information from applicants who were age 62 or older as of January 31, 2010, and who do not have a SSN, if they were receiving HUD rental assistance at another location on January 31, 2010. This information is needed in order for the owner to verify whether the applicant qualifies for the exemption from disclosing and providing verification of a SSN.	Ch. 4 Section 4-14 B.2d			

**Application Recommended Topics/Provisions
(Chapter 4 Section 14)**

	Citation	Y	N	Comments
Household characteristics of each household member. Name, age and disability status (only where necessary to establish eligibility) of each household member.	Ch. 4 Section 4-14 B.1a			
Contact information for the household-address phone number	Ch. 4 Section 4-14 B.1b			
Identification of the approved preferences if applicable.	Ch. 4 Section 4-14 B.1c			
Sources and estimates of household's anticipated annual income and assets.	Ch. 4 Section 4-14 B.1d			
Citizenship declaration and verification consent forms. (This is not required for 221(d)(3) BMIR (without Section 8 or any other assistance), 202 (without Section 8), 202 PAC, 202 PRAC, and 811 PRAC properties that have no other subsidy);	Ch. 4 Section 4-14 B.1e			
Marketing information to understand how the applicant heard about the property.	Ch. 4 Section 4-14 B.1f			

NOTE: Pursuant to Chapter 2, Sec. 2-9 of HUD Handbook 4350.3, REV-1, Chg. 4 and the *"Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons"* which was published in the Federal Register on January 22, 2007, housing owners must take reasonable steps to ensure meaningful access to the information and services they provide for persons with limited English proficiency. This may include interpreter services and/or written materials translated into other languages.

See Figure 4-5 for a sample waitlist

Waitlist Required Topics/Provisions (4-16 D.3.)

	Y	N	Comments
Does the waitlist include the date & time the application was received?			
Does the waitlist include the name of the head of household?			
Does the waitlist provide the income level of the household?			
Does the waitlist identify the need for an accessible unit? NOTE: (An owner must not skip over a family that has reached the top of the list and has indicated a need for certain unit accommodations because of a disability. If separate waiting lists are used for persons with disabilities, they must also be placed on the general waiting list and given the option of the next available unit if they come to the top of the list.)			
Does the waitlist identify the preference status of applicants?			
Does the waitlist identify the unit size applied for?			
Did MaineHousing retain a copy of the waitlist?		N	MaineHousing's policy is to not retain documents that contain PII.