

## REQUEST FOR INFORMATION

**PLEASE COMPLETE EACH QUESTION.**

Address of Household \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**HOUSEHOLD COMPOSITION:** (List ALL Current Household Members)

Name	Relation To Head	Birth Date	Are you A High School Student? Y or N	If 18 or older: Full Time Student  Name of School
	<b>HEAD</b>			

Marital Status of Head of Household:  Married  Single  Divorced  Separated  Widowed

Do you plan to have anyone living with you in the future who is not listed above?  No  Yes, Explain \_\_\_\_\_

**INCOME:**

Tenants Name	Employer	Rate of Pay	Child Support Monthly	Social Security Benefits	All Other Income Including Cash, Uber/Lyft, Pizza Delivery, Plasma, child care etc.
		__Hrs/Wk \$____/ hr.			
		__Hrs/Wk \$____/ hr.			
		__Hrs/Wk \$____/ hr.			
		__Hrs/Wk \$____/ hr.			

**EXPENSES:** Please list monthly expenses of medical, daycare, child support paid out

Tenant Name	Expense Type	Amount per month	Paid to:

**ASSETS:**

	<u>Bank Name</u>	<u>Current Balance</u>
<input type="checkbox"/> Checking	_____	_____
<input type="checkbox"/> Savings	_____	_____
<input type="checkbox"/> Transfer apps	_____	_____



**Please answer the following questions:**

1. Is any family member employed, who lives in your household, and is under age of 18? Yes  No  
Family members name \_\_\_\_\_ Place of employment \_\_\_\_\_
2. Does any family member receive financial aid/grants/scholarships to attend school? Yes  No  
Amount received last year \_\_\_\_\_(Attach Financial Aid paperwork)
3. Does any family member receive food stamps?  Yes No  
If yes, monthly amount received \_\_\_\_\_(Attach "About Your Benefits" Summary –  
**ALL** pages)
4. Does any family member receive an earned income tax credit?  Yes  No  
If yes, how much? \_\_\_\_\_
5. Does any family member receive childcare paid by La Crosse County? Yes  No  
If yes, monthly amount received \_\_\_\_\_
6. Has any family member received a LUMP SUM payment from Social Security or SSI, inheritances, life insurance, other insurance settlements, etc. in the last year?  Yes  No  
If yes, amount received? \_\_\_\_\_ (Attach documentation)
7. Does any family member receive funding for Foster Care? Yes No
8. Does any family member receive adoption assistance payments? Yes  No
9. Is any family member presently going through a training program like W2, Title 5 etc.? Yes No
10. Have you transferred away any real estate or personal property within the past two years without adequate consideration?  
Yes  No If Yes, please explain: \_\_\_\_\_
11. Have you made a gift of either personal or real property within the past year? Yes No  
If Yes, please explain: \_\_\_\_\_
12. Do you have a safety deposit box?  Yes  No  
If Yes, explain contents & bank: \_\_\_\_\_

**PETS:**

Do you have a pet?  Yes  No

Do you have proof of license for your pet? Yes No

Do you have proof of vaccinations from your vet?  Yes No



**Vehicle Information:**

Do you have a vehicle:  Yes  No

Year of Vehicle \_\_\_\_\_

Model of Vehicle \_\_\_\_\_

Color of Vehicle \_\_\_\_\_

License Plate # \_\_\_\_\_

Sticker # \_\_\_\_\_

Whom is the Vehicle Licensed to? \_\_\_\_\_

Do you have more than one vehicle? YES \_\_\_\_\_ NO \_\_\_\_\_

Year of 2<sup>nd</sup> Vehicle \_\_\_\_\_

Model of 2<sup>nd</sup> Vehicle \_\_\_\_\_

Color of 2<sup>nd</sup> Vehicle \_\_\_\_\_

License plate # \_\_\_\_\_



**PUBLIC HOUSING & SECTION 8 HOUSING CHOICE VOUCHER**

STATEMENT

I, \_\_\_\_\_, state that I have received a copy of the  
FACT SHEET For HUD ASSISTED RESIDENTS.

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**Tenant Signature**

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**Date**

*\*Note: Form to be given at move-in and annual recertification.*

Form #91a

1/11

**PUBLIC HOUSING**

VAWA STATEMENT

I, \_\_\_\_\_, state that I have received a copy of the  
Notice of Occupancy Rights under the Violence Against Women Act (HUD-5380): Model  
Emergency Transfer Plan (HUD-5381), Certification of Domestic Violence, Dating Violence,  
Sexual Assault, or Stalking, and Alternate Documentation (HUD-5382) and Emergency  
Transfer Request (HUD-5383).

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**Tenant Signature**

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**Date**

*\*Note: All forms to be given at move-in and annual recertification.*

Form #91C. VAWA







# LA CROSSE HOUSING AUTHORITY

CITY OF LA CROSSE, WISCONSIN

"WE NEED A ROOF OVER OUR HEADS"

## AUTHORIZATION FOR RELEASE OF INFORMATION

Please furnish the Housing Authority of the City of La Crosse with the information they require. I agree that a photocopy of this authorization may be used.

\_\_\_\_\_  
XXX-XX-

Social Security Number (last 4)

\_\_\_\_\_  
Signature of Applicant/Resident

This release of information expires 15 months from: \_\_\_\_\_  
(date)

This authorization may be used for: landlord reference(s), computer matching, police reports, County Human Services, railroad retirement, veteran's pension, other pensions, unemployment compensation, social security, SSI, wages, insurance, bank accounts, utility verifications, life insurance, health insurance, other information as required.

\*\*\*\*\*

### FOR OFFICE AND VERIFICATION USE ONLY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Signature





## **RENT CHOICE**

Families are given the opportunity to choose how their rent is calculated. The two choices are income based rent and flat rent.

### **INCOME BASED RENT**

Under the income-based option, the Housing Authority can set the rent using a percentage of family income or some other reasonable system related to income. In no case can the income-based payment exceed the greatest of the following: (1) 30 percent of adjusted income; (2) 10 percent of income or (3) the portion of welfare assistance designated for housing costs. The maximum tenant payment must be reduced by any applicable utility allowance for tenant-paid utilities. If the utility allowance exceeds the applicable tenant payment, the Housing Authority will pay the excess to the tenant or directly to the utility supplier.

### **FLAT RENT**

Under the flat rent option, the Housing Authority will establish a rent for each unit that is based on the market rent for comparable unassisted units and that does not create a disincentive for continued occupancy for a family attempting to become economically self-sufficient. The flat rent is equal to the estimated rent for which the Housing Authority could promptly lease the unit after preparation for occupancy. In establishing the rent, the Housing Authority must consider the location, quality, size, unit type, and age of the unit, along with any amenities, housing services, maintenance and utilities provided by the Housing Authority. If a family chooses to pay the flat rent, the Housing Authority will not provide any reimbursement for excess utility costs.

**NOTE:** families who opt for the flat rent will be required to go the **income** reexamination process every three years. However, families will be required to go through the annual reexamination process each year for the purposes of updating family composition.

Families may request to have a reexamination and return to the income-based method at any time if family's income has decreased; family's circumstances have changed increasing their expenses for childcare, medical care, etc.; other circumstances create a hardship on the family such that the income method would be more financially feasible for the family.

**REGARDLESS** of the rent method selection, a family in public housing must pay at least the minimum rent established by the housing Authority. Minimum rent is established at \$50.00.

**Fair Market Rates  
(Payment Standard for Voucher Program  
and Flat Rent for Public Housing Program)**

	<u>2025</u>
0 Bedroom	821
1 Bedroom	912
2 Bedroom	1,197
3 Bedroom	1,579
4 Bedroom	1,990
5 Bedroom	2,289

**Revised 10/24**

**RESIDENT RENT CHOICE**

Name \_\_\_\_\_

Address \_\_\_\_\_

I have read over the explanation of the rent choices and have decided

I will choose: (Check which one you choose)

\_\_\_\_\_ Flat Rent

\_\_\_\_\_ Formula Method (Calculated Based on Income)

**YOU MAY ONLY CHOOSE  
FLAT RENT OR  
FORMULA METHOD.**

I understand that I may change the Flat Rent method if I have a change in income, childcare costs, or family composition. If I choose to go off the Flat Rent, I may have to wait until the next scheduled annual reevaluation to go back on Flat Rent. I will be required to report and sign the necessary forms for changes in income and/or family composition.

I have received a copy of the "Fact Sheet" booklet for HUD assisted residents that defines how rents are calculated.

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

\_\_\_\_\_  
**Date**





# LA CROSSE HOUSING AUTHORITY

CITY OF LA CROSSE, WISCONSIN

"WE NEED A ROOF OVER OUR HEADS"

Community Services and Self-Sufficiency Requirement Certification  
For Non-Exempt Individuals

## Annual Renewal

Date: \_\_\_\_\_

Participant Name: \_\_\_\_\_

I understand that as a resident of public housing, I am required by law to contribute 8 hours per month (96 hours over the course of a year) of community service or participate in an economic self-sufficiency program.

**Or: I am exempt.**

Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

This form must be signed. It is stating that you are aware of the community service requirement. The next form needs a signature ONLY if you are exempt for the requirement.

www.lacrossehousing.org  
1307 Badger Street • P.O. Box 1053 • La Crosse, WI 54602-1053  
Phone (608)782-2264 • Fax (608)782-2262





# LA CROSSE HOUSING AUTHORITY

CITY OF LA CROSSE, WISCONSIN

"WE NEED A ROOF OVER OUR HEADS"

## COMMUNITY SERVICE EXEMPTION VERIFICATION

I certify that I am eligible for an exemption from the Community Service Requirement for the following reasons:

- I am 62 years of age or older;
- I have a disability that prevents me from being gainfully employed; (attach Social Security/SSI Benefit Notice or letter from Clinical Provider)
- I am the caretaker of a disabled person;
- I am working at least 20 hours per week; (attach check stubs to prove exemption)
- I am participating in a welfare to work program; (attach W-2 Program Notice or applicable); or
- I am currently in a self-sufficient activity such as: (attach W-2 Program Notice or applicable)
  - *Job readiness programs;*
  - *Job training programs;*
  - *Skills training programs;*
  - *GED classes;*
  - *Apprenticeships (formal or informal);*
  - *Substance abuse or mental health counseling;*
  - *English proficiency or literacy (reading) classes;*
  - *Budgeting and credit counseling;*
  - *Carrying out any activity required by the Department of Public Assistance as part of welfare reform;*
  - *Any kind of class that helps a person toward economic independence; and*
  - *Student status of any school, college or vocational school.*
- I am receiving SNAP Benefits. (attach Food Share Benefit Notice – all pages)

**ONLY SIGN THIS  
FORM IF YOU  
ARE EXEMPT!**

Resident Signature *(sign ONLY if you are exempt! Otherwise, leave blank)*

Address

Date

www.lacrossehousing.org  
1307 Badger Street • P.O. Box 1053 • La Crosse, WI 54602-1053  
Phone (608)782-2264 • Fax (608)782-2262





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: (Check all that apply)</b>	
<input type="checkbox"/> Emergency <input type="checkbox"/> Unable to contact you <input type="checkbox"/> Termination of rental assistance <input type="checkbox"/> Eviction from unit <input type="checkbox"/> Late payment of rent	<input type="checkbox"/> Assist with Recertification Process <input type="checkbox"/> Change in lease terms <input type="checkbox"/> Change in house rules <input type="checkbox"/> Other: _____
<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.



## Authorization for the Release of Information/Privacy Act Notice to the U.S. Department of Housing and Urban Development and the Housing Agency/Authority (HA)

U.S. Department of Housing and Urban Development, Office of Public and Indian Housing

**PHA or IHA requesting release of information** (full address, name of contact person, and date): Housing Authority of the City of La Crosse

1307 Badger Street

P.O. Box 1053

La Crosse, WI 54602-1053

**Authority:** Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544. This law requires you to sign a consent form authorizing: (1) HUD, and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; and (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service.

Section 104 of the Housing Opportunity and Modernization Act of 2016. The relevant provisions are found at 42 U.S.C. 1437n . This law requires you to sign a consent form authorizing the HA to request verification of any financial record from any financial institutions as defined in the Right to Financial Privacy Act (12 U.S.C. 3401)), whenever the HA determines the record is needed to determine an applicant's or participant's eligibility for assistance or level of benefits.

**Purpose:** In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

**Uses of Information to be Obtained:** HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form.

**Private owners may not request or receive information authorized by this form.**

**Who Must Sign the Consent Form:** Each member of your family who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the family or whenever members of the family become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

Public Housing

Housing Choice Voucher

Section 8 Moderate Rehabilitation

**Failure to Sign Consent Form:** Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

**Revocation of consent:** If you revoke consent, the PHA will be unable to verify your information, although the data matches between HUD and other agencies will continue to automatically occur in the Enterprise Income Verification (EIV) System if the family is not terminated from the program.

### Sources of Information to be Obtained

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self-employment information and payments of retirement income as referenced at Section 6103(l)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages; and (b) financial institutions as defined in the Right to Financial Privacy Act (12 U.S.C. 3401), whenever the HA determines the record is needed to determine an applicant's or participant's eligibility for assistance or level of benefits. I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information.

**Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HAs that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.**

This consent form remains effective until the earliest of (i) the rendering of a final adverse decision for an assistance applicant; (ii) the cessation of a participant's eligibility for assistance from HUD and the PHA; or (iii) The express revocation by the assistance applicant or recipient (or applicable family member) of the authorization, in a written notification to HUD or the PHA.

**Signatures:**

Head of Household	Date		
XXX - XX -			
Social Security Number (if any) of Head of Household		Other Family Member over age 18	Date
Spouse	Date	Other Family Member over age 18	Date
Other Family Member over age 18	Date	Other Family Member over age 18	Date
Other Family Member over age 18	Date	Other Family Member over age 18	Date

**Privacy Advisory.** 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). Purpose: This form authorizes HUD and the above-named HA to request income information to verify your household's income in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

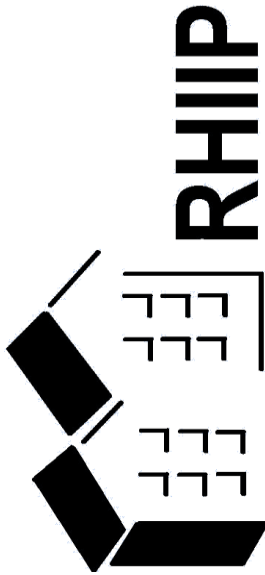
**Penalties for Misusing this Consent:** HUD and the HA (or any employee of HUD or the HA) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and 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 or the HA for the unauthorized disclosure or improper use.

**OMB Burden Statement.** The public reporting burden for this information collection is estimated to be 0.16 hours for new admissions and .08 hours for household members turning 19, including the time for reviewing, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information income and assets is required for program eligibility determination purposes. The submission of the consent form is necessary (form-HUD 9886) so that PHAs can carry out the requirements of Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993 (42 U.S.C. 3544) and Section 104 of HOTMA to ensure that HUD and PHAs can verify eligibility and income information for applicants and participants. This information collection is protected from disclosure by the Privacy Act. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0295. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing (PIH)



**RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT**

## ***What You Should Know About EIV***

### **A Guide for Applicants & Tenants of Public Housing & Section 8 Programs**

#### **What is EIV?**

The Enterprise Income Verification (EIV) system is a web-based computer system that contains employment and income information of individuals who participate in HUD rental assistance programs. All Public Housing Agencies (PHAs) are required to use HUD's EIV system.

#### **What information is in EIV and where does it come from?**

HUD obtains information about you from your local PHA, the Social Security Administration (SSA), and U.S. Department of Health and Human Services (HHS).

HHS provides HUD with wage and employment information as reported by employers; and unemployment compensation information as reported by the State Workforce Agency (SWA).

SSA provides HUD with death, Social Security (SS) and Supplemental Security Income (SSI) information.

#### **What is the EIV information used for?**

Primarily, the information is used by PHAs (and management agents hired by PHAs) for the following purposes to:

1. Confirm your name, date of birth (DOB), and Social Security Number (SSN) with SSA.
2. Verify your reported income sources and amounts.
3. Confirm your participation in only one HUD rental assistance program.
4. Confirm if you owe an outstanding debt to any PHA.
5. Confirm any negative status if you moved out of a subsidized unit (in the past) under the Public Housing or Section 8 program.
6. Follow up with you, other adult household members, or your listed emergency contact regarding deceased household members.

EIV will alert your PHA if you or anyone in your household has used a false SSN, failed to report complete and accurate income information, or is receiving rental assistance at another address. **Remember, you may receive rental assistance at only one home!**

EIV will also alert PHAs if you owe an outstanding debt to any PHA (in any state or U.S. territory) and any negative status when you voluntarily or involuntarily moved out of a subsidized unit under the Public Housing or Section 8 program. This information is used to determine your eligibility for rental assistance at the time of application.

The information in EIV is also used by HUD, HUD's Office of Inspector General (OIG), and auditors to ensure that your family and PHAs comply with HUD rules.

Overall, the purpose of EIV is to identify and prevent fraud within HUD rental assistance programs, so that limited taxpayer's dollars can assist as many eligible families as possible. EIV will help to improve the integrity of HUD rental assistance programs.

#### **Is my consent required in order for information to be obtained about me?**

Yes, your consent is required in order for HUD or the PHA to obtain information about you. By law, you are required to sign one or more consent forms. When you sign a form HUD-9886 (*Federal Privacy Act Notice and Authorization for Release of Information*) or a PHA consent form (which meets HUD standards), you are giving HUD and the PHA your consent for them to obtain information about you for the purpose of determining your eligibility and amount of rental assistance. The information collected about you will be used only to determine your eligibility for the program, unless you consent in writing to authorize additional uses of the information by the PHA.

**Note: If you or any of your adult household members refuse to sign a consent form, your request for initial or continued rental assistance may be denied. You may also be terminated from the HUD rental assistance program.**

#### **What are my responsibilities?**

As a tenant (participant) of a HUD rental assistance program, you and each adult household member must disclose complete and accurate information to the PHA, including full name, SSN, and DOB; income information; and certify that your reported household composition (household members), income, and expense information is true to the best of your knowledge.

Remember, you must notify your PHA if a household member dies or moves out. You must also obtain the PHA's approval to allow additional family members or friends to move in your home prior to them moving in.

### What are the penalties for providing false information?

Knowingly providing false, inaccurate, or incomplete information is **FRAUD** and a **CRIME**.

If you commit fraud, you and your family may be subject to any of the following penalties:

1. Eviction
2. Termination of assistance
3. Repayment of rent that you should have paid had you reported your income correctly
4. Prohibited from receiving future rental assistance for a period of up to 10 years
5. Prosecution by the local, state, or Federal prosecutor, which may result in you being fined up to \$10,000 and/or serving time in jail.

**Protect yourself by following HUD reporting requirements.** When completing applications and reexaminations, you must include all sources of income you or any member of your household receives.

If you have any questions on whether money received should be counted as income or how your rent is determined, **ask your PHA**. When changes occur in your household income, **contact your PHA immediately** to determine if this will affect your rental assistance.

### What do I do if the EIV information is incorrect?

Sometimes the source of EIV information may make an error when submitting or reporting information about you. If you do not agree with the EIV information, let your PHA know.

If necessary, your PHA will contact the source of the information directly to verify disputed income information. Below are the procedures you and the PHA should follow regarding incorrect EIV information.

**Debts owed to PHAs and termination information** reported in EIV originates from the PHA who provided you assistance in the past. If you dispute this information, contact your former PHA directly in writing to dispute this information and provide any documentation that supports your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV.

**Employment and wage information** reported in EIV originates from the employer. If you dispute this information, contact the employer in writing to dispute **and** request correction of the disputed employment and/or wage information. Provide your PHA with a copy of the letter that you sent to the employer. If you are unable to get the employer to correct the information, you should contact the SWA for assistance.

**Unemployment benefit information** reported in EIV originates from the SWA. If you dispute this information, contact the SWA in writing to dispute **and** request correction of the disputed unemployment benefit information. Provide your PHA with a copy of the letter that you sent to the SWA.

**Death, SS and SSI benefit information** reported in EIV originates from the SSA. If you dispute this information, contact the SSA at (800) 772-1213, or visit their website at: [www.socialsecurity.gov](http://www.socialsecurity.gov). You may need to visit your local SSA office to have disputed death information corrected.

**Additional Verification.** The PHA, with your consent, may submit a third party verification form to the provider (or reporter) of your income for completion and submission to the PHA.

You may also provide the PHA with third party documents (i.e. pay stubs, benefit award letters, bank statements, etc.) which you may have in your possession.

**Identity Theft.** Unknown EIV information to you can be a sign of identity theft. Sometimes someone else may use your SSN, either on purpose or by accident. So, if you suspect someone is using your SSN, you should check your Social Security records to ensure your income is calculated correctly (call SSA at (800) 772-1213); file an identity theft complaint with your local police department or the Federal Trade Commission (call FTC at (877) 438-4338, or you may visit their website at: <http://www.ftc.gov>). Provide your PHA with a copy of your identity theft complaint.

### Where can I obtain more information on EIV and the income verification process?

Your PHA can provide you with additional information on EIV and the income verification process. You may also read more about EIV and the income verification process on HUD's Public and Indian Housing EIV web pages at: <http://www.hud.gov/offices/hiv/ourprograms/ptiv/iv.cfm>.

The information in this Guide pertains to applicants and participants (tenants) of the following HUD-PIH rental assistance programs:

1. Public Housing (24 CFR 960); and
2. Section 8 Housing Choice Voucher (HCV), (24 CFR 982); and
3. Section 8 Moderate Rehabilitation (24 CFR 882); and
4. Project-Based Voucher (24 CFR 983)

My signature below is confirmation that I have received this Guide.

**Signature**

**Date**





## U.S. Department of Housing and Urban Development Office of Public and Indian Housing

### DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

**Paperwork Reduction Notice:** Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any record keeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 06/30/2026.

#### **NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:**

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

#### **What information about you and your tenancy does HUD collect from the PHA?**

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

**Who will have access to the information collected?**

This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

**How will this information be used?**

PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family’s suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy.

**How long is the debt owed and termination information maintained in EIV?**

Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date or such other period consistent with State Law.

**What are my rights?**

In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

1. To have access to your records maintained by HUD, subject to 24 CFR Part 16.
2. To have an administrative review of HUD’s initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

**What do I do if I dispute the debt or termination information reported about me?**

If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA’s name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD’s record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debt or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record. Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD’s EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

**This Notice was provided by the below-listed PHA:**

Housing Authority of the City of La Crosse  
 1307 Badger Street  
 P.O. Box 1053  
 La Crosse, WI 54602

**I hereby acknowledge that the PHA provided me with the  
 Debts Owed to PHAs & Termination Notice:**

**Signature**

**Date**

**Printed Name**





## Consent to Disclose Utility Customer Data

All requested information must be provided for the consent to be valid. This form may be available in other languages. To obtain a copy in another language, please contact [inquire@xcelenergy.com](mailto:inquire@xcelenergy.com). Para obtener una copia de este formulario en español, por favor contacte a su proveedor de servicios públicos

Utility name and contact **Xcel Energy Correspondence Department**

Physical and mailing address **P.O. Box 8, Eau Claire, WI, 54702**

Phone **800.895.4999** Email **datarequest@xcelenergy.com** Fax **866.208.8732**

For additional information, including the utility's privacy policy, visit [xcelenergy.com](http://xcelenergy.com).

### To be completed by the data recipient

By signing this form, you allow your utility to give the following information to:

Organization/trade name \_\_\_\_\_

Contact name (if available) \_\_\_\_\_

Physical and mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

This organization will receive the following customer data:

Information from your meter collected by your utility services provider from the following services (check all services that apply):

electric      steam      natural gas

Information regarding your participation in renewable energy, demand-side management, load management, energy efficiency or other utility programs

Other (specify) \_\_\_\_\_

This information will be used to:

Provide you with products or services you requested

Offer you products or services that may be of interest to you

Determine your eligibility for an energy program

Analyze your energy usage

Other (specify) \_\_\_\_\_

### Data collection period

The relevant timeframe associated with the requested data is as follows:

for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_

**You may terminate this consent at any time by sending a written request with your name and service address to your utility.**

**To be completed by the customer**

\*\*\*Customer data can provide insight into activities within the premises receiving utility service. Your utility may not disclose your customer data except (1) if you authorize the disclosure, (2) to contracted agents that perform services on behalf of the utility, or (3) as otherwise permitted or required by laws or regulations.\*\*\*

\*\*\*You are not required to authorize the disclosure of your customer data. Not authorizing disclosure will not affect your utility services.\*\*\*

\*\*\*You may access your standard customer data from your utility without any additional charge.\*\*\*

\*\*\*Your utility will have no control over the data disclosed pursuant to this consent, and will not be responsible for monitoring or taking any steps to ensure that the data recipient maintains the confidentiality of the data or uses the data as authorized by you. Please be advised that you may not be able to control the use or misuse of your data once it has been released.\*\*\*

\*\*\*In addition to the customer data described above, the data recipient may also receive the following from your utility: your name; account number; service number; meter number; utility type; service address; premise number; premise description; meter read date(s); number of days in the billing period; utility invoice date; base rate bill amount; other charges including base rate and non-base rate adjustments; taxes; and invoice total amount. Your utility will not provide any other information, including personally identifiable information, such as your Social Security Number or any financial account number, to the data recipient through this consent form.\*\*\*

**PLEASE READ THE CUSTOMER DISCLOSURES ABOVE**

By signing this form you acknowledge and agree that you are the customer of record for this account and that you authorize your utility service provider to disclose your customer data as specified in this form.

Customer account number \_\_\_\_\_

Service address \_\_\_\_\_

Printed name \_\_\_\_\_

Signature of customer of record \_\_\_\_\_ Date signed \_\_\_\_\_



## Third-Party Notification

### For property managers and owners

**Please enroll the following customer for Xcel Energy's Third-Party Notification.** Third-Party Notification provides notification to another party in the event an account receives a disconnection notice. The Third-Party will receive a copy of the disconnection notice that is sent to the customer of record. A disconnection notice is issued when electricity or natural gas services are in jeopardy of being disconnected.

#### Tenant information

**Completing this form authorizes Xcel Energy to mail a copy of any Disconnection Notice to the Third-Party named below.**

Name (Please print) \_\_\_\_\_ Phone \_\_\_\_\_

Service address \_\_\_\_\_ Apartment or unit number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_

Xcel Energy Account Number \_\_\_\_\_

**I agree and authorize Xcel Energy to mail any disconnect notices to the party listed below.**

This form will only be used for notification of pending disconnections and does not allow the third party any additional access or details of the account holder. This notification will be effective for one year after activation. This notice can be removed from the account by either party by contacting customer service at the phone number below.

Tenant signature \_\_\_\_\_ Date \_\_\_\_\_

#### Third-party information

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Third-party signature \_\_\_\_\_ Date \_\_\_\_\_

**This request will not be accepted without the Third-Party's signature.** We will make every effort to send a copy of the disconnection notice to the party specified. We are not responsible if the Third-Party fails to receive or act upon the notice.

\*The Third-Party Notification service does not modify in any way Xcel Energy's liability, if any, for property damage that may result from disconnection of a tenant's utility services.

Xcel Energy Residential Service: **800.895.4999** | Residential Service Fax: **800.895.2895**



**STATEMENT OF APPLICANT(S)/TENANT(S)**

I/We certify that the information\* given to the HOUSING AUTHORITY OF THE CITY OF LA CROSSE on household composition, income, net family assets, and allowances and deductions is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under Federal law. I/We also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy. I/We understand that we can be fined up to \$10,000 or imprisoned for up to five years if we furnish false information.

\*After verification by the Housing Agency, the information will be submitted to the Department of Housing and Urban Development on Form HUD-50058 (Tenant Data Summary). See the Federal Privacy Act Statement for more information about its use.

**CERTIFICATION:**

This is to certify that I/we, the undersigned, do hereby affirm that all of the above information submitted as of this date is true and correct. Authorization is hereby granted to the La Crosse Housing Authority to contact any and all agencies concerned to verify such income and assets for the purpose of establishing admission qualifications and eligibility for federally subsidized programs. Authorization is also granted for the release of information relative to any and all utility consumption and payment where a utility allowance is provided by the Housing Authority. I understand that I may revoke this authorization at any time; until I do so, this authorization remains valid.

**ALL INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Family Member 18 and Over

\_\_\_\_\_  
Date

\_\_\_\_\_  
Family Member 18 and Over

\_\_\_\_\_  
Date