

Workforce Housing Rental Assistance Application - 777 Hamilton



This application includes required information as well as optional information. Unless a section is labeled "Optional" it is a required section and must be completed. We encourage households to complete all sections. Answers to optional questions are confidential and will NOT impact your eligibility. In aggregate, the collective answers from the pool of households will help Hello Housing, the program administrator, better understand who benefits from affordable housing programs and to advocate for effective programs.

Unit Number _____ Date _____

Preference Tiers: Please check all that apply:

- 1st Tier** - A household member is employed as a teacher by the Ravenswood City School District, or a nonprofit school (including a nonprofit preschool) that is located in the area encompassed by the Ravenswood City School District (which includes the Belle Haven neighborhood of Menlo Park, areas of the City of East Palo Alto and the North Fair Oaks neighborhood of San Mateo County).
- Check here if there are two or more teachers in your household and each qualify for the 1st Tier.

Teacher's Employer: _____

2nd Teacher's Employer (if applicable): _____

Head of Household & Co-Head of Household

Below, please provide details for the Head of Household and Co-Head of Household.

Head of Household	Co-Head of Household (If Applicable)
<i>Please note that Head(s) of Household must be an adult (18 years or older).</i>	
First Name _____	First Name _____
Last Name _____	Last Name _____
Home Mailing Address _____	Home Mailing Address _____
City _____	City _____
Zip Code _____	Zip Code _____
Phone _____	Phone _____
Alternate Phone _____	Alternate Phone _____
Email _____	Email _____
Date of Birth _____	Date of Birth _____
Primary Language _____	Primary Language _____

Additional Household Members

Below, please provide information on any other members of your household, such as children, grandparents, or other adults in the household who are full or part time residents (if applicable).

Household Member (If Applicable)	Household Member (If Applicable)
First Name _____	First Name _____
Last Name _____	Last Name _____
Phone _____	Phone _____
Email _____	Email _____
Date of Birth _____	Date of Birth _____

Household Member (If Applicable)	Household Member (If Applicable)
First Name _____	First Name _____
Last Name _____	Last Name _____
Phone _____	Phone _____
Email _____	Email _____
Date of Birth _____	Date of Birth _____

Economic Profile

Please provide accurate information. Income will be determined based on the gross combined household income and will be verified based on the supporting documentation requested at the end of this application.

Head of Household _____

Annual Income (before taxes)

From Full-Time Employment	\$ _____
From Part-Time Employment	\$ _____
From Self-Employment	\$ _____
From Spousal Support	\$ _____
From Child Support	\$ _____
Investment Income	\$ _____
Social Security Income	\$ _____
SSDI	\$ _____
Income from Assets (e.g. rental income)	\$ _____
Other	\$ _____
TOTAL	\$ _____

Co-Head of Household _____

Annual Income (before taxes)

From Full-Time Employment	\$ _____
From Part-Time Employment	\$ _____
From Self-Employment	\$ _____
From Spousal Support	\$ _____
From Child Support	\$ _____
Investment Income	\$ _____
Social Security Income	\$ _____
SSDI	\$ _____
Income from Assets (e.g. rental income)	\$ _____
Other	\$ _____
TOTAL	\$ _____

Household Member _____

Annual Income (before taxes)

From Full-Time Employment	\$ _____
From Part-Time Employment	\$ _____
From Self-Employment	\$ _____
From Spousal Support	\$ _____
From Child Support	\$ _____
Investment Income	\$ _____
Social Security Income	\$ _____
SSDI	\$ _____
Income from Assets (e.g. rental income)	\$ _____
Other	\$ _____
TOTAL	\$ _____

Household Member _____

Annual Income (before taxes)

From Full-Time Employment	\$ _____
From Part-Time Employment	\$ _____
From Self-Employment	\$ _____
From Spousal Support	\$ _____
From Child Support	\$ _____
Investment Income	\$ _____
Social Security Income	\$ _____
SSDI	\$ _____
Income from Assets (e.g. rental income)	\$ _____
Other	\$ _____
TOTAL	\$ _____

Household Member _____

Annual Income (before taxes)

From Full-Time Employment	\$ _____
From Part-Time Employment	\$ _____
From Self-Employment	\$ _____
From Spousal Support	\$ _____
From Child Support	\$ _____
Investment Income	\$ _____
Social Security Income	\$ _____
SSDI	\$ _____
Income from Assets (e.g. rental income)	\$ _____
Other	\$ _____
TOTAL	\$ _____

Household Member _____

Annual Income (before taxes)

From Full-Time Employment	\$ _____
From Part-Time Employment	\$ _____
From Self-Employment	\$ _____
From Spousal Support	\$ _____
From Child Support	\$ _____
Investment Income	\$ _____
Social Security Income	\$ _____
SSDI	\$ _____
Income from Assets (e.g. rental income)	\$ _____
Other	\$ _____
TOTAL	\$ _____

Household Assets

Please list the current value of all assets of all members of the household aged 18 and older. If zero, please write "0" in the blank. Please include an account description and last 4 digits of the account number (for example. Bank of America #4567).

Combined Household Assets

	Value of Assets	Description & Last 4 Digits of Account Number (if applicable)
Checking Accounts	\$ _____	_____ (continued)
		_____ (continued)
Savings Accounts	\$ _____	_____ (continued)
		_____ (continued)
Investments	\$ _____	_____
Real Estate	\$ _____	_____
CDS (Certificates of Deposit)	\$ _____	_____
Other	\$ _____	_____

Demographics

Why do we ask for demographic information?

Hello Housing believes that fair and equal access to affordable housing opportunities is critical to supporting diverse communities where people thrive. To know how we are doing, we need to collect demographic information of our applicants, buyers and renters. And, we need to collect this information in a way that can be compared with other publicly-available information. The format and choices of the following questions mirror how these questions are asked by the U.S. Census Bureau.

How is my demographic information used?

This information is only used in the aggregate and is not used in any way to determine your eligibility for housing programs. The aggregate demographic data from this program may be shared with other affordable housing providers for the purpose of advocating for better housing policies or more resources.

Why are these questions mandatory?

The data we collect by asking these questions is critical to improve the accessibility of our housing programs. It may help us enhance our outreach strategy or advocate for more government support for affordable housing. Frankly, we can only get an accurate picture of who is being served – and not served - if we obtain responses from everyone who applies. We appreciate your help to advance the goal of fair and equal access to housing.

Head of Household:

Race (please check all that apply)

- American Indian or Alaska Native
- Black or African American
- Asian Indian
- Chamorro
- Chinese
- Filipino
- Japanese
- Korean
- Native Hawaiian
- Samoan
- Vietnamese
- White
- Other race _____
- I understand the reason for asking and I still choose not to respond

Employment Status

- Self-Employed
- Work Full-Time for Employer
- Work Part-Time for Employer
- Homemaker
- Full-Time Student
- Permanently unable to work
- Unemployed and seeking work
- Unemployed and not seeking work
- Retired

Hispanic

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin
- I understand the reason for asking and I still choose not to respond

Marital Status

- Single
- Married/Domestic Partnership
- Separated
- Divorced
- Widowed

Education

- Less than high-school diploma
- High-school diploma or equivalent
- Some post-secondary education
- Certification from training program
- Associate's degree
- Bachelor's degree
- Master's or other graduate degree

Military Status

- Active
- Reserve
- Veteran
- Non-Military

Gender

- Female
- Male
- Transgender
- Other

Demographics Continued

As a reminder, this information is only used in the aggregate and is not used in any way to determine your eligibility for housing programs. The aggregate demographic data from this program may be shared with other affordable housing providers for the purpose of advocating for better housing policies or more resources.

Co-Head of Household:

Race (please check all that apply)

- American Indian or Alaska Native
- Black or African American
- Asian Indian
- Chamorro
- Chinese
- Filipino
- Japanese
- Korean
- Native Hawaiian
- Samoan
- Vietnamese
- White
- Other race _____
- I understand the reason for asking and I still choose not to respond

Employment Status

- Self-Employed
- Work Full-Time for Employer
- Work Part-Time for Employer
- Homemaker
- Full-Time Student
- Permanently unable to work
- Unemployed and seeking work
- Unemployed and not seeking work
- Retired

Hispanic

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin
- I understand the reason for asking and I still choose not to respond

Marital Status

- Single
- Married/Domestic Partnership
- Separated
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- Widowed

Education

- Less than high-school diploma
- High-school diploma or equivalent
- Some post-secondary education
- Certification from training program
- Associate's degree
- Bachelor's degree
- Master's or other graduate degree

Military Status

- Active
- Veteran
- Reserve
- Non-Military

Gender

- Female
- Transgender
- Male
- Other

Language(s) Spoken

Head of Household _____

How well does this person speak English?

- Very well Well
 Not well Not at all

Does this person speak a language other than English at home?

- Yes No

What is this language?

- Arabic
- Armenian
- ASL
- Burmese
- Chinese - Cantonese
- Chinese - Mandarin
- French
- French Creole
- German
- Greek
- Gujarati
- Hindi
- Hmong
- Italian
- Japanese
- Korean
- Persian
- Polish
- Portuguese
- Punjabi
- Russian
- Somali
- Spanish
- Tagalog
- Urdu
- Vietnamese
- Other language _____

Co-Head of Household _____

How well does this person speak English?

- Very well Well
 Not well Not at all

Does this person speak a language other than English at home?

- Yes No

What is this language?

- Arabic
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- Hindi
- Hmong
- Italian
- Japanese
- Korean
- Persian
- Polish
- Portuguese
- Punjabi
- Russian
- Somali
- Spanish
- Tagalog
- Urdu
- Vietnamese
- Other language _____

Supporting Documentation

Name: _____

Please provide supporting documentation for EVERY ADULT MEMBER OF THE HOUSEHOLD AGED 18 AND OVER. All documents must be legible to be considered. To help keep you organized, we have provided three copies of this checklist for each adult household member to use as a Table of Contents.

A. Documentation of Employment Income *Required* Please contact your Human Resources department if you cannot locate.

Employment Salary (of the teacher in the household) for the current year (please request this from your employer as early as possible)

If employed, provide three (3) most recent consecutive paystubs

Pay stub 1 Dates covered by paycheck: _____ to _____

Pay stub 2 Dates covered by paycheck: _____ to _____

Pay stub 3 Dates covered by paycheck: _____ to _____

OR

If self-employed:

A year-to-date Profit & Loss statement

Not Applicable

B. Two (2) months of documentation for any other income *Required if applicable*

Child Support

Pension

Foster Care

Social Security

Alimony

Other (please describe)

SSI

Long Term Disability

C. Most recent of Federal Tax Returns OR Verification of Non-Filing *Required*

Please contact the IRS at (800) 829-1040 if you cannot locate your returns.

If you did NOT file taxes, contact the IRS at (800) 829-1040 and request a "Verification of Non-Filing."

Most Recent 1040 Federal Tax Return (include ALL pages) or Verification of Non-Filing (if applicable)

D. Most recent W-2s *Required if issued W-2s*

Please contact your Human Resources department if you cannot locate. You may also call the IRS at (800) 829-1

Most recent W-2s W-2s should cover all reported income in same year's tax return

Not Applicable

E. Most recent statements from ALL Financial Accounts* *Required*

Computer printouts are acceptable ONLY if they contain a complete account number, begin & end balances, and begin & end dates.

Please include statements for ALL OPEN accounts, even if they contain a \$0 balance. Check Not Applicable if you do not have such a

Most recent Bank Statements

Most recent statements for Stocks, Mutual Funds, Profit Sharing accounts

Most recent statements for CDs, Money Market accounts, etc.

Not Applicable

Supporting Documentation

Name: _____

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Pay stub 3 Dates covered by paycheck: _____ to _____

OR

If self-employed:

A year-to-date Profit & Loss statement Not Applicable

B. Two (2) months of documentation for any other income *Required if applicable*

Child Support Pension Foster Care
 Social Security Alimony Other (please describe)
 SSI Long Term Disability _____

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Pay stub 3 Dates covered by paycheck: _____ to _____

OR

If self-employed:

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Not Applicable

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Pension

Foster Care

Social Security

Alimony

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Most recent Bank Statements

Most recent statements for Stocks, Mutual Funds, Profit Sharing accounts

Most recent statements for CDs, Money Market accounts, etc.

Not Applicable

Signature Page

Please have each adult, aged 18 and over, in the household print their name, sign, and date this page.

I certify that the foregoing certification accurately reflects all income received from all sources for all members of the household.

I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct to the best of my knowledge. I further understand that providing false representations herein constitutes an act of fraud and that false, misleading, or incomplete information may result in the termination of real estate lease documents related to this certification (28 U.S. Code 1746).

Name _____

Signature _____

Date _____

Name _____

Signature _____

Date _____

Name _____

Signature _____

Date _____

Name _____

Signature _____

Date _____

Name _____

Signature _____

Date _____

Name _____

Signature _____

Date _____



Hello Housing does not discriminate against any persons on the grounds of race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, familial status, source of income, genetic information,

