



KIHA Use Only: Date & time signed application received by KIHA:

Date: _____ Time: _____ By: _____



Emerald Heights Application Packet

Applicant's Name: _____ **SSSSSS**

INSTRUCTIONS: Complete & return this application packet.

Kodiak Island Housing Authority Attn:
Housing Advocate 3137 MILL BAY
ROAD KODIAK, AK 99615

Telephone: (907) 486-8111
Fax: (907) 486-4432 or 486-8723
Email: housingservices@kiha.org

Office Hours: 8:00 AM - 12:00 Noon & 1:00 PM - 4:30 PM Monday through Friday (Except holidays)
(Closed 12:00 Noon to 1:00 PM for lunch)

All vacancies are filled from a waiting list that is updated regularly. Applicants must pass the admission criteria. References are required. A \$500 security deposit and first month's rent will be required prior to or at the time of move-in. Apartments are not furnished.

Non refundable application fee: \$50.00 Smoke-Free and Pet-Free Campus

Emerald Heights Apartments 32-unit apartment complex in Kodiak. Heat, water, sewer and garbage are included. Tenant pays for electricity and all else. Rents take effect October 1, 2014, and include City Sales Tax. Please provide KIHA with a copy of your City of Kodiak sales tax exemption card if you are to be the head of household and are a Senior Citizen aged 65 or older.

I am applying for the following apartment: select the apartment size(s) you desire.

Efficiency

1 Bedroom apartment

2 Bedroom apartment

Handicap unit preferred



Kodiak Island Housing Authority

3137 Mill Bay Road, Kodiak, AK 99615
www.Kodiakislandhousing.org
Phone: 907-486-8111 Fax: 907-486-4432

Documents needed for Cliffwood, Harborview and/or Emerald Heights rental applications:

- Social Security cards for all household members
- Legible picture ID for all adult applicants
- Pay stubs or earning statement for all working household members covering the past 45 days
- Copy of Birth Certificate for all household members
- 2 months checking/savings statements or account transaction history
- If a Power of Attorney (POA) or Legal Guardian is applicable, please supply legal documentation

Additional documents to submit with NAHASDA application:

- 2020/2021 tax returns for all adult applicants
- W-2's, 1099's, etc. for all adult applicants
- Statement of benefits (i.e., social security benefits, retirement, public assistance, etc.)
- Certificate of Indian Blood for all household members if applicable
- Other:

If you need documentation from the Social Security Administration, contact their office by telephone at 1-800-772-1213, or obtain forms and more information via their website at

www.socialsecurity.gov.

Please turn in the requested documents within 2 weeks of applying for housing, to avoid your name being removed from our Pending Wait List. If you have any questions or concerns, please call 907-486-8111.

RENTS

All rents are due and payable on the first day of each month.

Late Fees \$50.00 for rent not paid by the 5th of each month

NSF Fee \$30.00

Tenants who are tax exempt will not be charged tax on their rent.

Security Deposit

A security deposit shall be collected from each tenant family, which is to be held on account until time of move-out as security against damages to the dwelling or unpaid rent. All security deposits are due and payable prior to occupancy, unless unusual circumstances warrant a payment plan, subject to KIHA approval. The Security Deposit shall be \$500.00.

BRIEF STATEMENT OF EMERALD HEIGHTS APARTMENT POLICY

1. Kodiak Island Housing Authority (KIHA) is an Equal Opportunity Housing provider. We do not discriminate against any person because of race, color, religion, sex, disability, familial status, or national origin. KIHA complies with the Federal Fair Housing Act and all State and Local Fair Housing Laws.
2. Wait List: KIHA will maintain wait lists of applicants based on number of bedrooms. Apartments are offered as they become available. The Wait list is updated regularly. Failure to respond to a request for updated information may cause your name to be dropped from the Wait list.
3. Occupancy guidelines: KIHA may restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable Fair Housing Laws. Exceptions to occupancy guidelines are permitted in certain circumstances. Only household members 55 and older can be a part of the household.
4. Application process. KIHA's Housing Advocate will conduct a preliminary evaluation of your completed rental housing application. KIHA will notify you in writing of preliminary acceptance or denial of your application. If accepted, your name will be placed on a wait list based on the date and time your application was received by KIHA. Preliminary acceptance of your application only establishes a placement on our wait list, and does not guarantee that we will offer an apartment to you.
5. Qualified Applicant: The initial determination of eligibility is based upon the following factors:
 - Criminal background check
 - Number of persons in the family (occupancy standards)
 - Credit Report

Additional information required for admission:

 - Current probation status or a criminal history may cause your application to be denied. Failure to disclose such information will cause your application to be denied.
 - Disclosure -- If you fail to fully disclose requested information, or if you deliberately misrepresent your situation, your application will be denied.
 - Rental History/Homeownership History-You must have satisfactory rental references or documentation of credit worthiness.
6. Admission criteria: KIHA will notify you either verbally or in writing when an apartment is expected to be available. We will require a face-to-face meeting, payment of the \$500 security deposit & the first month's rent prior to move-in. If applicable, you will also be required to show proof of establishment of the electricity account connection with Kodiak Electric Association.

**KODIAK ISLAND HOUSING AUTHORITY
APPLICATION FOR HOUSING**

EMERALD HEIGHTS APARTMENT COMPLEX

Instructions: Please print legibly. Complete all information, or indicate N/A if it does not apply. Failure to provide information may cause your application to be delayed or denied.

Applicant Information (head of household):

Full legal name: _____

Sex: M_____ F_____ Social Security #: _____ Date of birth: _____

Current mailing address: _____

Current Physical residence address: _____

Daytime phone #: _____ Cell phone: _____ Work phone: _____

Name of current Employer: _____

Employer's phone number: _____

Current Landlord name: _____

Current landlord telephone number: _____

Name of your nearest living relative: _____

Telephone number of relative named above: _____

List other names you have used in the past 10 years, including nicknames: _____

Co-applicant Information: Full legal name: _____

Sex: M_____ F_____ Social Security #: _____ Date of birth: _____

Relationship to Applicant: _____

Current mailing address: _____

Current Physical residence address: _____

Daytime phone #: _____ Cell phone: _____ Work phone: _____

Name of current Employer: _____

Employer's phone number: _____

Current Landlord name: _____

Current landlord telephone number: _____

Name of your nearest living relative: _____

Telephone number of relative named above: _____

List other names you have used in the past 10 years, including nicknames: _____

List all other people who will live in the apartment with you. Print legibly:

First & last name	Date of birth	Sex: M or F	Social security number	Relationship to head of household

Applicant & co-applicant: Provide the following information regarding your previous addresses and landlords. Begin with your last address & go back 3 years. Use additional paper if necessary:

Dates of occupancy: From _____ to _____ Did you: Own Rent
 Address of property including city & State: _____
 Name of landlord or Mortgage servicer: _____
 Telephone number including area code: _____
 What was your name when you lived here: _____

Dates of occupancy: From _____ to _____ Did you: Own Rent
 Address of property including city & State: _____
 Name of landlord or Mortgage servicer: _____
 Telephone number including area code: _____
 What was your name when you lived here: _____

Dates of occupancy: From _____ to _____ Did you: Own Rent
 Address of property including city & State: _____
 Name of landlord or Mortgage servicer: _____
 Telephone number including area code: _____
 What was your name when you lived here: _____

Personal References for applicant: Provide the names and contact information for 3 people who can provide a personal reference for you:

Name: _____ Phone: _____
 Complete Address: _____
 Relationship to me: _____

Name: _____ Phone: _____
 Complete Address: _____
 Relationship to me: _____

Name: _____ Phone: _____
 Complete Address: _____
 Relationship to me: _____

Have you or a member of your household ever been arrested, charged or convicted of any crime other than a traffic violation? ☐ YES ☐ NO

If yes, please explain the date and type of arrest and/or conviction: _____

Have you or a member of your household been evicted or had a lease terminated?

☐ YES ☐ NO If yes, please explain when and why: _____

Do you or a member of your household owe money to a current or a past landlord, including any other Housing Agency or Housing Authority?

☐ YES ☐ NO If yes, please state to whom you owe and explain: _____

Does anyone in your household have a disability that requires a unit with handicap accessibility features? ☐ YES ☐ NO If yes, what features would you require? _____

Based on disability, does anyone in the household require the presence of an assistance animal?

(If yes, please include certification & training documentation) ☐ Yes ☐ No

Do you have a relationship with any Kodiak Island Housing Authority employee?

☐ No Relationship ☐ Associated ☐ Close relative ☐ Employee ☐ Member of Family

CERTIFICATION, CONSENT AND AUTHORIZATION:

I certify that the above information is true and correct. I understand that my current and former landlords and references will be contacted. I authorize Kodiak Island Housing Authority to obtain a credit report or other form of verification regarding the information I have provided. I consent to and authorize Kodiak Island Housing Authority to verify any and all information provided here.

I agree that Kodiak Island Housing Authority may terminate any agreement with me, including an application and/or a lease agreement, if I have made a false statement or am aware of a false statement in this application. I authorize a photocopy of my signature below to be used and accepted as though it were an original signature.

Applicant's signature: _____

Printed name of applicant: _____ Date signed: _____

Co-Applicant's signature: _____

Printed name of applicant: _____ Date signed: _____

Kodiak Island Housing Authority does not discriminate against any person because of race, color, religion, sex, disability, familial status or national origin. We do business in accordance with the Federal Fair Housing Law. If you believe you have been discriminated against, you may contact the Fair Housing and Equal Opportunity toll-free hotline at 1-(800) 669-9777 {TTY users: 1-(800) 927-9275}, or via the internet at www.hud.gov.



Kodiak Island Housing Authority

3137 Mill Bay Road, Kodiak AK 99615

www.kodiakislandhousing.org

Phone: 907- 486-8111

Toll Free: 800- 478-5442

Fax: 907- 486-

4432

PRIVACY POLICY

We collect non-public personal information about you from the following sources:

- * Information we receive from you on applications or other forms;
- * Information about your transactions with us or others; and
- * Information we receive from others, such as a consumer reporting agency, court records, and employers.

We do not disclose non-public personal information about you to anyone, except as authorized by you or permitted by law.

If you decide to close your account(s) or become an inactive client, we will adhere to the privacy policies and practices as described in this notice.

To maintain security of client information, we restrict access to your personal and account information to those employees who need to know that information to provide you with our products and/or services. We maintain physical, electronic and procedural safeguards that comply with federal standards to guard your non-public personal information.

Your confidence in us is important and we want you to know that your personal and account information is safe. If you have any questions or concerns, please contact us:

Kodiak Island Housing Authority

3137 Mill Bay Road

Kodiak, AK 99615

Telephone: (907) 486-8111 or Toll free: 1-(800) 478-5442

Website: www.kodiakislandhousing.org

I/we have received a copy of this Privacy Policy.

_____ Dated: _____

_____ Dated: _____



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www.kodiakislandhousing.com Mortgage License # 287823

July 30, 2018

To: All Kodiak Island Housing Authority Customers

Subject: Payment Options

Effective October 01, 2018, Kodiak Island Housing Authority will no longer be accepting cash payments. We will accept Personal/Business checks, in person debit card payments, and Automatic ACH payments (see below). **We will no longer be able to accept cash, cashier's checks, money orders or bank drafts.**

ACH (Automated Clearing House) payments: This is a process that allows you to have your payment debited directly from your bank account each month. If you would like to take advantage of this convenient option, please complete and sign the attached authorization form. **A voided check or pre-printed debit slip ticket must be attached with your authorization.**

In person Debit card payments. KIIHA will only be able to process debit cards at our main office and will require the holder of the card to type in their PIN. **This will not be available for online or over the phone payments.**

Thank you in advance for considering these very convenient payment options, which we think offer all Kodiak Island Housing Authority customers a hassle-free way to routinely pay every month.

Kodiak Island Housing Authority

KODIAK, ALASKA 99615

DECLARATION OF CITIZEN OR NON-CITIZEN STATUS

Notice to applicants and tenants: In order to be eligible to receive the housing assistance sought, each applicant for, or recipient of, housing assistance must be lawfully within the U.S. Please read the Declaration statement carefully and sign and return to the KHA at 3137 Mill Bay Road, Kodiak, Alaska 99615. Please feel free to consult with an immigration lawyer or other immigration expert of your choosing.

I, _____ certify, under penalty of perjury (see footnote 1) that, to the best of my knowledge, I am lawfully within the United States because
(please check the appropriate box below):

- ☐ I am a citizen by birth, a naturalized citizen or a national of the United States; or
- ☐ I have eligible immigration status that I am 62 years of age or older. Attach evidence of proof of age 2; or
- ☐ I have eligible immigration status as checked below (see reverse side of this form for explanations). Attach INS document(s) evidencing eligible immigration status and signed verification consent form.
 - ☐ Immigration status under §§101(a)(15) or 101(a)(20) of the Immigration and Nationality Act (INA) 3; or
 - ☐ Permanent residence under §249 of INA 4; or
 - ☐ Refugee, asylum, or conditional entry status under §§207, 208 or 203 of the INA 5; or
 - ☐ Parole status under §§212(d)(5) of the INA 6; or
 - ☐ Threat to life or freedom under §243(h) of the INA 7; or
 - ☐ Amnesty under §245A of the INA 8.

(Signature of adult Family Member)

(Date)

- ☐ Check this box if signature above is of adult residing in the unit who is responsible for child named on statement above.

HA: Enter INS\SAVE Primary Verification #: _____ Date: _____