



# NAHASDA Assisted and Rental Assistance Application Checklist

The following is a list of information necessary to properly document your application file.

Some items may not apply to you.

***The sooner you provide this information, the faster we can assist you.***

***Failure to provide the information will result in determining your application as incomplete.***

Additional items may be required. Upon availability of a unit, our office may request updated information. We recommend that you retain all documentation so that it is easily accessible.

## **Please include these items for all household members.**

1. Completed, legible application, with signatures from all adult applicants including Power of Attorney (POA) or Legal Guardian, if applicable
2. Photo ID: for all household members aged 18 or older
3. Social Security Card: for all household members and Birth Certificate: for all children
4. Certificate of Indian Blood for primary applicant
5. Most recent pay-stubs: covering a 6-week period, or a printout from your employer
6. All additional sources of income: such as Native dividends, PFD, public assistance, senior care, Social Security, VA, pensions, annuity, IRA, etc
7. Final pay-stub from all employers in the last 12 months: Last pay-stub or printout of earnings from all other employers this year
8. Most recent money account statements: covering a 2-month period (including checking, savings, Money market, IRA, stock, investment, etc)
9. If a Power of Attorney (POA) or Legal Guardian is applicable, please supply legal documentation
10. Tax forms: W-2's & 1099's for the past 2 years
11. Tax returns: including all pages & schedules for the past 2 years. If you don't have these, you may obtain them from your tax preparer or directly from IRS. Call IRS at 1-(800) 829-1040 to obtain a transcript or a copy. Be aware-this process takes several weeks!
12. Previous landlord(s): Name and address and telephone number for the landlord, along with your physical address, for all prior addresses you have had for the past 24 months.
13. Custody agreements: If you have partial, shared or temporary custody of children, you must provide documentation that addresses your custody rights
14. Immigration status documentation: for any household member who is not a US citizen
15. Over the age of 62: If the head of household is 62 or older and you have un-reimbursed medical insurance premiums or medical expenses, please provide evidence of your expenses
16. Child care/Disabled person(s): Documentation for expenses to provide care for children or for a disabled family member



## BRIEF STATEMENT OF NAHASDA ASSISTED RENTAL PROGRAM

In October 1996 Congress passed a law entitled the Native American Housing Assistance and Self-Determination Act (NAHASDA) of 1996. NAHASDA programs fall under the vast umbrella of programs and funding provided through Housing and Urban Development (HUD). Under NAHASDA Kodiak Island Housing Authority (KIHA), an Indian Housing Authority is required to give preference in its HUD-funded programs to Native American families. Non-Native American families are allowed to participate; however Native American families are given preference.

The NAHASDA Assisted Rental Program is designed to help low-income families achieve safe, decent and affordable housing. The monthly rent is based on 30% of the annual adjusted household income. Rent in the villages is based on 25% of the annual adjusted household income. Rent for Larsen Bay Unit #6 will be based on 15% of the annual adjusted household income. HUD annually sets its low-income and Fair Market Rent guidelines. KIHA manages many rental units in Kodiak and in the villages of Larsen Bay, Ouzinkie and Old Harbor.

**Unit size:** Our apartments vary in size and square footage. Apartments in Kodiak will be 1, 2, 3 or 4 bedrooms. Placement in a unit will be based on the composition of your household. Larsen Bay rentals are 3 bedroom units. Ouzinkie rentals are 2 or 3 bedroom units. Old Harbor rentals are 2 or 3 bedroom units.

**Deposits:** A security deposit and the rent for the balance of the month will be required at the time you move in. The minimum security deposit will be the higher of 1 months' rent or \$250. The maximum security deposit will be \$500. You will be required to pay your own electric bill. Keep in mind that the electric company may also require a deposit.

**Monthly Rent:** Rent is due every month on the 1<sup>st</sup> day of each month. A late fee will be charged if the payment is not made by the 6<sup>th</sup> of the month.

**Application process:** We will conduct a preliminary evaluation of your completed 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 together with any allowable preference points in accordance with our policy. 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.

**Don't Commit Fraud!** If your application contains false or incomplete information you may be evicted, required to repay all overpaid assistance, fined up to \$10,000, imprisoned for up to 5 years, and/or prohibited from receiving future assistance. State and local governments may have other laws and penalties as well.

**Wait List:** We maintain wait lists of applicants based on the program and the number of bedrooms. A unit is offered when it becomes available. The Wait list is updated periodically. Failure to respond to a request for updated information may cause your name to be dropped from the Wait list.

### **Qualified Applicant:**

- Must demonstrate ability to afford the expense of the rent and electric
- You must have satisfactory rental or mortgage loan references with us or with others. If you have not rented or owned a home before, you must provide other references that can verify your credit worthiness.
- 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 including information regarding your income and assets, or if you deliberately misrepresent your situation, your application will be denied.
- If you are a single, 18-24 year-old applicant with poor or no landlord experience, poor or no employment experience, or who does not meet the minimum income requirement for NAHASDA Assisted Housing or Rental Assistance programs, then you must apply for the Life Builders Young Adult Transitional Housing Program.

**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 any required deposits & the first month's prorated payment prior to or at the time of move-in. You will also be required to show proof of establishment of the electricity connection in your name.

**Occupancy Requirement:** Your rental unit must become and must remain your primary residence. Overnight guests or roommates are NOT allowed. We may restrict the number of people who may reside in the home. In determining these restrictions, we adhere to all applicable Fair Housing Laws. Exceptions to occupancy guidelines may be permitted in certain circumstances.

**Condition of apartment:** All Kodiak Island Housing Authority units will be un-furnished. A refrigerator, a cooking range/oven, and window screens are provided.

**Annual Recertification of Family Income and Composition:** Due to federal regulations, this program requires that we conduct at least an annual review of your household composition and income. KIHA will notify you by mail when this process is due and will provide a form. You will be required to provide details regarding the annual income and assets of all household members. Failure to comply with this process will result in termination from the program.

8/2012

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