

APPLICANT NAME: \_\_\_\_\_

## ***When submitting your application, please note the following:***

- **White-out cannot be used on this application. Please seek assistance if corrections need to be made for any reason.**
- **CIHA has a minimum occupancy standard of at least one person per bedroom.**
- **You will be processed for an available unit at the property you've selected when your name is next in line on the applicable property waitlist. At the time your name is selected to be processed for a vacant unit, you can request to be skipped if you wish not to be processed at that time. Applicants are allowed one (1) skip before being cancelled and removed from the property waitlist.**
- **You can apply and be added to additional property waitlists at a later date. If you wish to pursue this option, please complete a Resubmittal Form. Your rental housing application fee must be valid at that time or will need to be repaid.**
- **Further eligibility processing will be completed on your application at the time your name is pulled from the waitlist. Applicant(s) must meet all applicable eligibility requirements in order to be approved for a unit.**
- **First month's rent and a security deposit are due at the time of lease signing.**

## **Items needed for ALL applications (for all members of household 18 and over):**

- Completed Rental Application
- \$20 **Non-refundable** application fee, per household adult (**check or money order only**). Fee is valid for 180 days
- Copies of government issued photo ID and proof of enrollment status, if applicable (tribal, regional, or village)
- Verification of Social Security Number, date of birth, and birth certificate and/or guardianship papers (**for all minor children on application**)
- Verification of Social Security Number for all adults (taxes, Social Security benefit verification, or Social Security Card)
- Previous year's Tax Return or 4506-T Form if taxes are not filed.
- Copy of Voucher for Rental Assistance (*if applicable*)
- Homeless Verification (*if applicable*), or landlord references and contact information for current and previous landlords.

3510 Spenard Road, Suite 100, Anchorage, AK 99503  
Tel 907-793-3000 Fax 907 793-3073



## RENTAL HOUSING APPLICATION

**Please select the property/properties you wish to apply for from the list provided below.**

**Please note that property waitlists apply and unit availability varies. Please check with housing staff regarding any waitlists closures that may be in place at this time.**

**Fully accessible units are available at all properties in varying bedroom sizes.**

### **Anchorage Senior/ Active Adult Housing**

Bedroom size options:

- 1 bedroom
- 2 bedroom
  - Salamatof Heights and Knik Corners-** Eligible to persons 62 years of age and older and/or disabled. Income-based rent rates. Alaska Native/American Indian and homeless status waitlist preferences apply. Washer and dryer on site. Pets allowed with a deposit.
  - Chickaloon Landing-** Eligible to persons 55 years of age and older. Income-based rent rates. Alaska Native/American Indian and homeless status waitlist preferences apply. (Non-AN/AI preference units available.) Washer and dryer on site. Pets allowed with a deposit.
  - Caswell Court-** Eligible to persons 55 years of age and older. Rental assistance and homeless status waitlist preferences apply. Washer and dryer in unit. Pets allowed with a deposit.
  - Creekview Plaza 49-** Eligible to persons 55 years of age and older. Rental Assistance and homeless status waitlist preferences apply. Washer and dryer in unit. Pets allowed with a deposit.
  - Eklutna Estates-** Eligible to persons 55 years of age and older. Rental Assistance and homeless status waitlist preferences apply. Washer and dryer in unit. Pets allowed with a deposit.
  - Kenaitze Pointe-** Eligible to persons 55 years of age and older. Income-based rent rates with a minimum of \$650/1 bedroom and \$825/2 bedroom. Rental Assistance and homeless status waitlist preferences apply. Washer and dryer on site. Pets allowed with a deposit.
  - Tyonek Terrace-** Eligible to persons 55 years of age and older. Income-based rent rates with minimum of \$650/1 bedroom and \$825/2 bedroom. Rental Assistance and homeless status waitlist preferences apply. Washer and dryer on site. Pets allowed with a deposit.
  - Ridgeline Terrace-** Eligible to persons 55 years of age and older. Rental assistance and homeless status waitlist preferences apply. Washer and dryer in unit. Project-based rental assistance available on select units. No pets are permitted.

### **Eagle River Senior/Active Adult Housing**

Bedroom size options:

- 1 bedroom
- 2 bedroom
  - Coronado Park-** Eligible to persons 55 years of age and older. Rental Assistance and homeless status waitlist preferences apply. Washer and dryer in unit. Pets allowed with a deposit.

### **Peninsula Senior/Active Adults Housing**

Bedroom size options:

- 1 bedroom
- 2 bedroom
  - Chuda House (Kenai)-** Eligible to persons 62 years of age and older and/or disabled. Income-based rent rates. Alaska Native/American Indian and homeless status waitlist preference apply. Washer and dryer on site. Pets allowed with a deposit.
  - Ninilchik House-** Eligible to persons 62 years of age and older and/or disabled. Income-based rent rates. Alaska Native/American Indian and homeless status waitlist preference apply. Washer and dryer on site. Pets allowed with a deposit.
  - Seldovia House-** Eligible to persons 62 years of age and older and/or disabled. Income-based rent rates. Alaska Native/American Indian and homeless status waitlist preference apply. Washer and dryer on site. Pets allowed with a deposit.

## RENTAL HOUSING APPLICATION

**Anchorage Family Housing:** *Be sure to select property and bedroom size desired:*

**Brighton Park-** Multi-family apartment units, each with 3 bedrooms, 2 full baths. Washer and dryer on site. Assigned and covered resident parking. No pets. Rental assistance and homeless status waitlist preferences apply.

- 3 bedroom

**Grass Creek North-** Multi-family, 1 bedroom apartment units. Washer and dryer on site.

- 1 bedroom

Townhouse-style 2, 3, or 4 bedroom units with garages. Washer and dryer in unit. No pets. Rental assistance and homeless status waitlist preferences apply.

- 2 bedroom  
 3 bedroom  
 4 bedroom

**Grass Creek Village-** Townhouse-style unit 1, 2, 3, or 4 bedrooms units with garages. Washer and dryer in unit. No pets. Rental assistance and homeless status waitlist preferences apply.

- 1 bedroom  
 2 bedroom  
 3 bedroom  
 4 bedroom

**Loussac Place-** Townhomes-style 1, 2, 3, or 4 bedroom units with garages. Washer and dryer in unit. Project-based rental assistance available on select units. No pets. Rental assistance and homeless status waitlist preferences apply.

- 1 bedroom  
 2 bedroom  
 3 bedroom  
 4 bedroom

**Mountain View Property-** See below unit descriptions. No pets. Rental assistance and homeless status waitlist preferences apply.

**Apartments**

- Efficiency  
 1 bedroom  
 2 bedroom  
 3 bedroom

**Townhomes and Duplexes**

- 1 bedroom  
 2 bedroom  
 3 bedroom  
 4 bedroom

**Single-Family Homes**

- 3 bedroom  
 4 bedroom

**Mountain View NSP-** Duplex-style units. No pets. Rental assistance and homeless status waitlist preferences apply.

- 1 bedroom  
 2 bedroom  
 3 bedroom  
 4 bedroom

**Mountain View Flower-** Apartment-style units. No pets. Rental assistance and homeless status waitlist preferences apply.

- 2 bedroom

**Strawberry Village-** Single family homes with laundry option in unit. No pets. Voucher and homeless preference applied.

- 2 bedroom  
 3 bedroom

**Ridgeline Terrace-** Townhouse-style 2 bedroom units with garage. Washer and dryer hookups. Project-based rental assistance available on select units. No pets. Rental assistance and homeless status waitlist preferences apply.

- 2 bedroom

**Susitna Square-** Townhomes style 1 and 2 bedroom units with garage. Washer and dryer hookups. Rental assistance is available. No pets. Homeless preference applied.

- 1 bedroom ( one unit available only, fully accessible unit)  
 2 bedroom

## RENTAL HOUSING APPLICATION

DATE and TIME STAMP

APPLICANT NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_ E-MAIL \_\_\_\_\_

IF APPLYING TO BE ADDED TO AN EXISTING LEASE, CURRENT RESIDENT NAME \_\_\_\_\_

**I. HOUSEHOLD COMPOSITION – List all persons who will reside in the unit in the next twelve (12) months:**

	NAME (Last, First, Middle Initial)	Relationship to HOH	Marital Status	Birth Date	Social Security Number	Student Status FT/ PT/ N/a	Race (Optional)
Head of Household							
Co-head							
3							
4							
5							
6							
7							
8							

**II. INCOME – ALL** amounts, monetary or not, that go to or are received on behalf of the family head, spouse or co-head (even if the family member is temporarily absent), or any other family member; and/or **ALL** amounts anticipated to be received from a source outside the family during the 12-month period following admission or annual recertification effective date. This includes, but is not limited to: Full- and/or part-time employment, seasonal employment, welfare assistance, social security, pensions, SSI, disability, military pay/benefits, unemployment, child support, alimony, student grants/loans, self-employment, PFD, Native Dividends, income from the sale of property, income from trusts and any other income received from people not residing with you.

Additional Sources of Income	Applicant Name:			Applicant Name:		
	Yes	No	Monthly Amount	Yes	No	Monthly Amount
Must mark yes or no on all sources listed						
Native Corporation Dividends						
ATAP						
APA/OAA						
SSI/SSA						
Veteran's Pension						
Senior Assistance						
Pensions/Retirement						
Unemployment						
Child Support						
Alimony						
Monetary Gifts *						
Other:						
Other:						

\*includes rent and utility payments paid on behalf of family, and other cash or noncash contributions provided on a regular basis

Do all members in the household receive a PFD?

Yes  No

If no, please explain who does not and why: \_\_\_\_\_

## RENTAL HOUSING APPLICATION

### III. EMPLOYMENT INFORMATION- Please complete for all employed household members:

	Applicant Name:	Applicant Name:	Applicant Name:
Employer Name			
Mailing Address			
Phone Number			
Fax Number			
Occupation			
Supervisor's Name			
Wage and # of Hours Weekly			
	From/To	From/To	From/To
Dates of Employment			

Does anyone in the household anticipate gaining part or full-time employment status within the next 12 months?  
 Yes  No  If yes, please explain: \_\_\_\_\_

If yes, anticipated hourly wage? \_\_\_\_\_ anticipated weekly hours? \_\_\_\_\_

Does anyone in the household **anticipate** or **has applied** to obtain any other source of income, i.e., Social Security benefits, Public Assistance, Unemployment Insurance, Child Support, etc. within the next 12 months? **(Do not include income sources already being received.)**

Yes  No  If yes, please explain: \_\_\_\_\_

Is anyone in the household divorced? Yes  No  If yes, please list date of divorce \_\_\_\_\_  
*If yes, and within last 3 years, please provide a copy of the divorce court documents, as well as child support orders in place for all minor children.*

Do you receive rental assistance? Yes  No  Agency: \_\_\_\_\_

If yes, voucher subsidy level is:  Level 1  Level 2  Level 3  Level 4

Have you, or any household member, ever been evicted from any housing? Yes  No   
 If yes, explain when and why: \_\_\_\_\_

Have you, or any household member, ever been convicted of a violent crime, i.e., assault? Yes  No   
 If yes, explain when and why: \_\_\_\_\_

Have you, or any household member, ever been convicted of a drug-related crime? Yes  No   
 If yes, explain when and why: \_\_\_\_\_

Have you, or any household member, ever been convicted of a felony? Yes  No   
 If yes, explain when and why: \_\_\_\_\_

Have you given legal notice where you currently reside? Yes  No

What is the earliest date you can occupy a CIHA residence? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Are you an employee or Board Commissioner of CIHA, or a family member or business partner of a CIHA employee or Board Commissioner? Yes  No   
 If yes, name of employee/Commissioner: \_\_\_\_\_

Did anyone in the household serve in the active military and receive a DD-214 at discharge? Yes  No   
 If yes, was the discharge other than "dishonorable?" Yes  No

## RENTAL HOUSING APPLICATION

### IV. RESIDENTIAL HISTORY- Please list the last three (3) years of residential history:

<b>CURRENT RESIDENCE</b>
<b>Current Landlord Name:</b>
<b>Current Address:</b>
<b>Current Landlord Phone Number:</b>
<b>Dates of Residency:</b>
<b>Current Monthly Rental Amount:</b>
<b>Reason for Moving:</b>
<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other _____ <input type="checkbox"/> In current Lease Agreement <input type="checkbox"/> Month to Month

*If at current residence is for less than 3 years (36 months) please complete the section below:*

<b>Applicant Name</b>	
<b>Previous Residence Address</b>	
<b>Previous Landlord Name</b>	
<b>Previous Landlord Number</b>	
<b>Dates of Residency</b>	
<b>Monthly Rental Amount</b>	
<b>Reason for Moving</b>	
<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other _____ <input type="checkbox"/> In current Lease Agreement <input type="checkbox"/> Month to Month	

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<b>Previous Residence Address</b>	
<b>Previous Landlord Name</b>	
<b>Previous Landlord Number</b>	
<b>Dates of Residency</b>	
<b>Monthly Rental Amount</b>	
<b>Reason for Moving</b>	
<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other _____ <input type="checkbox"/> In current Lease Agreement <input type="checkbox"/> Month to Month	

Are you currently homeless? (Please see the attached "homeless" definition.) Yes  No   
 If yes, please attach supporting documentation.

Are you currently residing in a home that is leased or owned by family and/or friends? Yes  No   
 If yes, how many total persons are residing in the household? \_\_\_\_\_

If you are residing with family and/or friends, how many sleeping areas, including all bedrooms and living/family rooms, are in the home?

Number of living spaces \_\_\_\_\_      Number of bedrooms \_\_\_\_\_

*Please note that if you responded affirmatively above, you will be requested to provide documentation from the homeowner/lease holder verifying this information.*



## RENTAL HOUSING APPLICATION

### V. VOLUNTARY SELF-IDENTIFICATION

The questions in this section are voluntary.

Please check below all that apply to you or any member of the applicant household:

Does anyone in the household meet the definition of disabled? (Please see the attached "Person with Disabilities" definition.) Yes  No

Does anyone in the household require the features of an accessible unit? Yes  No

If yes, please list: \_\_\_\_\_

Does anyone in the household request any reasonable accommodations/modifications? Yes  No

If yes, please list: \_\_\_\_\_

Please select one

- Hispanic or Latino
- Non-Hispanic or Latino

Please select one

- Asian
- Black or African-American
- Native Hawaiian or Other Pacific Islander
- White
- Other

Please select all that apply

- Alaskan Native / American Indian

Regional Corporation: \_\_\_\_\_

Shareholder  Descendent

Village Corporation: \_\_\_\_\_

Shareholder  Descendent

Tribal Affiliation: \_\_\_\_\_

Shareholder  Descendent

### VI. STATEMENT OF TRUTH

*I understand that all the information given on this form is subject to verification. Any information determined to be false or untrue will result in permanent cancellation of the application. I authorize release of information regarding my credit, references (personal/landlord, etc.), criminal history, and financial information to a representative of CIHA for a period of one (1) year and one (1) month from the date signed.*

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Other Signature Date

\_\_\_\_\_  
Co-Applicant's Signature Date

\_\_\_\_\_  
Other Signature Date

## **RENTAL HOUSING APPLICATION**

**FOR THE PURPOSE OF THIS APPLICATION, PLEASE NOTE THE FOLLOWING DEFINITIONS:**

**PERSON WITH DISABILITIES:**

A person with a disability is any person who:

1. Has a physical or mental impairment that substantially limits one or more major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

**HOMELESSNESS:**

“Homelessness” includes a family residing in one of the following places and does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or State law:

- (1) A place not meant for human habitation, i.e., car, park/camp, sidewalk, or abandoned building.
- (2) An emergency shelter, which might include a church.
- (3) Transitional or supportive housing for persons who qualify because of homelessness.
- (4) In any of the above places, but is being treated in a hospital or other medical facility for 30 days or less.
- (5) A family with children that is doubled-up with family or friends AND who receives services from an Alaska School District under the McKinney-Vento Homeless Assistance Act.

**Documentation Required:**

1. A letter from the shelter, transitional, or supportive housing agency on letterhead stating the applicant’s current residency in their shelter, or;
2. A letter from a social worker, social service agency, health care official, family intervention advocate, or school official on letterhead having firsthand knowledge that the family resides in one of the places listed above, or;
3. A letter from an Alaska School District staff Homeless liaison, or designee, verifying services via the McKinney-Vento Homeless Assistance Act on letterhead.





## AUTHORIZATION FOR RELEASE OF INFORMATION

Your signature on this form authorizes Cook Inlet Housing Authority (CIHA) to obtain information on your income, financial position and personal history to determine your eligibility for CIHA rental housing. This authorization and the information obtained may be given to any Federal, State, or local program that is enforcing applicable housing rules and regulations.

Persons and/or organizations that may be contacted include, but are not limited to: employers, financial institutions, landlords, local governments, Native corporations, the State of Alaska's Permanent Fund Dividend (PFD) Division, child support enforcement agencies, private individuals, public assistance agencies, school authorities, the Social Security Administration, law enforcement agencies, and unearned income sources. Therefore, this consent form authorizes the release of income, financial, and personal information from all of the persons and organizations described above, including directly from financial institutions, regarding any period(s) within the last 5 years.

I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for CIHA rental housing.

### COMPUTER MATCHING NOTICE AND CONSENT

I understand and agree that CIHA may conduct computer matching programs to verify the information supplied for my application. If a computer match is done, I understand that I have a right to disprove any information that may be incorrect.

### CONDITIONS

I agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file with CIHA and will stay in effect for one (1) year and one (1) month from the date signed. I understand that I have a right to review my file and correct any information that may be incorrect.

---

**Applicant/Resident Name (Please print)** **Date**

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**Applicant/Resident Signature** **Date**

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## **CIHA Tenant Responsibility Acknowledgement**

Cook Inlet Housing Authority (CIHA) provides high quality, affordable homes to its resident households. In doing so, we entrust our residents with the responsibility to appropriately treat and care for the home, and to make timely monthly rental payments to CIHA. These expectations are outlined in the CIHA Lease Agreement, which defines the responsibilities of each tenant.

It is our desire to support housing success amongst our tenant body. As such, CIHA will proactively address issues of non-compliance with tenant responsibilities stated in the Lease Agreement, including, but not limited to:

- Late or Non-Payment of Rent & Tenant Charges
- Unit Damage
- Non-Approved Unit Alterations (Including Paint & Lock Changes)
- Non-Approved Animals/Pets
- Inappropriate and/or Abusive Treatment of Staff
- Unapproved occupants not on Lease Agreement

In all such cases, CIHA will take corrective actions to address these issues in accordance with the State of Alaska Landlord Tenant Law, including actively pursuing tenant eviction if applicable. Should a household vacate a unit and leave CIHA with an outstanding financial balance due, CIHA will vigorously pursue collection of these debt amounts through all available means, including third party collection methods, notice to credit bureau agencies and notification to the Online Rental Exchange screening system.

In addition, in the event a rental unit is intentionally and maliciously damaged by a tenant, CIHA will actively pursue criminal prosecution and financial restitution through the Alaska Court System.

In summary, CIHA takes its responsibility to provide a quality, affordable home to our clients seriously, and to act in all legal means necessary to ensure the continued affordability of our homes to future clients. In return, we ask, and entrust our residents to be responsible and respectful by paying the required rent charge on a timely basis and to keep their new homes safe, clean and in good physical condition, which includes the timely report of all maintenance concerns to property management staff so that these issues can be addressed before resultant damage can occur.



**Acknowledgement Statement**

By signing below, I acknowledge both receipt and understanding of the information stated within this document, including the various means with which CIHA will address non-compliance with the Lease Agreement. **I understand that should I be determined eligible and approved for a CIHA unit and choose to sign a CIHA lease, this acknowledgement form will become a part of my permanent resident file.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

