

NWIC RLC Kwina Village Apartments Checklist

Please check off the box once you have the information needed for completing your application packet to live at the KVA NWIC apartments.

Signatures from everyone that's 18 and older.

Identification for everyone that's on the application.

CIB for ALL enrolled tribal members and children.

Social Security Cards for everyone on the application.

Updated income verification for everyone 18 and older or zero income form signed.

Proof of custody of dependent children (TANF, Food Stamps, School documents or court document will work)

Please initial if you understand what your rent will be and how it will be paid for while you're living at KVA.

Please note that once these documents are all provided with your filled out application will be accepted by RLC Director as a complete packet and turned in to Lummi Housing for processing.

Student Signature Date

RLC Director Signature Date

**APPLICATION FOR LNHA/NWIC STUDENT
LIVING PROGRAMS**

FOR OFFICE USE ONLY

Date/Time Application complete & accepted

By Director of Student Living _____

Signature of Student Living Director _____

Date/Time Rcvd by LNHA Intake Manager _____

Signature of LNHA Intake Manager _____

****NWIC STUDENT APPLICANTS ONLY****

PERSONAL DECLARATION:

All forms must be carefully completed. You must use the correct legal name for each member of your household, as it appears on his or her social security card. All adult members (18 years of age and older) of the household must sign the application.
PLEASE PRINT CLEARLY.

NAME

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE
NUMBER

(OR NUMBER WHERE A MESSAGE CAN BE LEFT)

Email: _____

1. HOUSEHOLD COMPOSITION

List all persons who will be living in your home, listing head of household first. If there are two heads of household please indicate who the second head will be. Please supply all requested information and supporting documentation for every member of the household. **PLEASE FILL OUT CHART COMPLETELY.**

Legal Name of Persons	Date of Birth	Age	Relationship to Head of Household	Social Security Number	Tribal #
			Self		

2. PREVIOUS HOUSING

Please list the address(s) of all residences for the past **five years**, the period of occupancy and **contact information**, and the reason the occupancy was terminated. (Attach additional sheets as necessary.) **PLEASE FILL OUT CHART COMPLETELY.**

Address of Former Residence and Contact Information for Landlord	Dates of Occupancy	Reason(s) Occupancy was Terminated
	TO	
Landlord's Name ()		
	TO	
Landlord's Name ()		
	TO	
Landlord's Name ()		

3. CRIMINAL ACTIVITY

A. Have you ever been convicted of a Violent or Drug related crime?

Yes, please list the offense, when it occurred and the circumstances surrounding the offense please list in box below.

No

B. Has anyone listed as an occupant of your household been convicted of a violent or Drug related crime?

Yes, please list the offense, when it occurred and the circumstances surrounding the offense please list in box below.

No

Household Member	Nature/Type of Conviction	Date of Offense	Surrounding Circumstance

4. **Income** (Please list all income for all family members 18+ i.e. GA, TANF, Unemployment, Self Employed, Fishing, Employment, Social Security, Child Support, GAU, GAX, DSHS. **Please ATTACH copies of all Income.**)

Name	Type of Income	Amount

5. Employment in the Fishing Industry

Are you now, or have you within the previous 5 years been employed in any aspect of the fishing or farming industry? (This includes all forms of harvesting seafood, i.e. Fishing, Clamming, Crabbing, or Shrimping, as well as working in a processing plant or other fishing related industry?) NOTE: This question will be used to determine eligibility for residency in the Lummi Low Income Housing Tax Credit Project.

Yes No

(If yes, Please provide Lummi Nation Housing with a copy of your fishing card or other proof of other proof of occupation in the fishing or farming industry.)

6. Child Custody

Do you have full custody of the minor children listed on your application?

Yes No

If no, do you have 50 % custody? Yes No

If yes, We will need Court Documents to show proof of this

7. Veteran Status

Are you or your spouse a Veteran of the Armed Services? Yes No

If you answered, "Yes" to the above question, please provide your dd214

8. Student Status

Is the Head of Household or Spouse a Full Time Student? Yes No

9. Care Provider

Are you a registered foster care or respite care provider? Yes No
Please provide proper documentation.

10. Pets

Do you own a pet? Yes No

If so, What type and how many? _____

Everyone 18 and over must sign this page.

I understand that any change to the above information must be reported to Lummi Nation Housing within 14 days of the occupancy. I also understand that this is not a contract and creates no obligations for either party. I declare under penalty of law that the above information is full, true, and complete to the best of my knowledge.

Signature of Head of Household

Date

Signature of Occupant

Date

Signature of Occupant

Date

Signature of Occupant

Date

Signature of Occupant

Date

Signature of Occupant

Date

AUTHORIZATION FOR RELEASE OF INFORMATION

CONSENT

I authorize and direct any Federal, State, Local Agency, Organization, Business, or Individual to release to Lummi Nation Housing Authority any information or material needed to complete or verify my application for residence in a Lummi Nation Housing Program. I understand and agree that this authorization or the information obtained with its use may be given to and used by the Lummi Nation Housing Division in administering and enforcing program rules and policies.

INFORMATION COVERED

I understand that, depending on program policies and requirements, previous or current information regarding my household or me may be needed. Verifications and inquiries that may be requested included but are not limited to:

Medical or Child Care Allowances, Public Benefits, Credit, Employment, Income or Assets, Residence and Rental Activity, Criminal History, Identity and Marital Status

I UNDERSTAND that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for continued participation in a Lummi Nation Housing Program.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release information include, but not limited to:

Previous Landlords
Courts
Educational Institutions
Law Enforcement Agencies
Child Support Agencies

Past & Present Employers
Public Assistance Programs
Unemployment Agencies
Social Security Administration
Medical Providers

Veteran's Administration
Financial Institutions
Credit Bureaus
Utility Companies
LIBC Entities

CONDITIONS

I agree that *a photocopy of this authorization may be used for the purpose stated above.* I understand that this release of information may be used for all documentation necessary for participation in programs administered through Lummi Nation Housing. I understand that I have a right to review my file and correct any information that I can show is incorrect.

_____ Signature of Head of Household	_____ Print Name	_____ Date
_____ Signature of Occupant	_____ Print Name	_____ Date
_____ Signature of Occupant	_____ Print Name	_____ Date
_____ Signature of Occupant	_____ Print Name	_____ Date
_____ Signature of Occupant	_____ Print Name	_____ Date
_____ Signature of Occupant	_____ Print Name	_____ Date

LUMMI NATION HOUSING AUTHORITY

2828 Kwina Rd Bellingham, WA 98226
Phone: (360) 312-8407 Fax (360) 383-0625

I, _____ authorize you to release the following information to Lummi Nation Housing Authority.

Signature: _____ Date: _____

*******TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT ONLY*******

All blanks must be filled in and if the information is not available or does not apply. Please indicate either with "n/a" or unknown" etc. This will ensure nothing has been overlooked. **This form will be void if filled out by applicant.**

EMPLOYER NAME: Lummi Indian Business Council/LIBC
EMPLOYER'S ADDRESS: 2665 Kwina Rd Bellingham, WA 98226
EMPLOYER'S PHONE: 360-312-2000
NAME OF HR CONTACT COMPLETING FORM: (Check one)

___ Carol Veale, HR Office Manager, 360-312-2179
___ Darcilynn Bob, HR Employee Relations, 360-312-2183
___ Carolyn Peters, HR Background Investigator, 360-312-2181

NAME OF APPLICANT: (PRINT) _____

EMPLOYEE JOB TITLE: _____ DOH: _____

STATUS: ___ F/T ___ P/T ___ PERMANENT ___ TEMP ___ SPECIAL PROJECTS/SEASONAL ___ ON CALL

RATE OF PAY: \$ _____ HOUR TIPS ___ YTD GROSS INCOME: \$ _____

HOURS PER WEEK: _____ AVERAGE TOTAL HOURS IN A MONTH: _____

IF VARIES LIST (3) PAY PERIODS:

I certify all fact being true, factual, and based on company records of employee named above.

HR Signature: _____ Date: _____

Print Name: _____

LUMMI NATION HOUSING AUTHORITY

2828 Kwina Rd Bellingham, WA 98226

(360) 312-8407 Fax (360) 383-0625

Zero Income Form

Signatures Required for Zero Income Clients ONLY.

I certify that I DO NOT receive any income such as:

- Wages
- Social Security payments
- Unemployment disability
- Alimony
- Child support
- Public Assistance (TANF, GA, AFDC, DSHS, GAX, GAU, ETC.)
- ANY OTHER SOURCE NOT NAMED ABOVE
- Self-employment
- MARY KAY
- AVON
- INTERNET SALES

I certify that all information provided is true and accurate to the best of my knowledge. *I understand that giving false representations here constitutes an act of fraud.* Any and all false, misleading information given may result in termination of my lease / assistance agreement or position on the Lummi Nation Housing Authority Waiting List.

Signatures Required for Zero Income Clients ONLY.

Household Members Signature

Print Name

Date

By signing this form Lummi Housing Authority does check with outside agencies to verify that there is no income being received by the signee.