



## **Housing Authority of Burkesville**

401 Sunset Drive

Burkesville, KY 42717

Phone (270)864-5111 Fax (270) 864-3372

Mike Turner, Executive Director

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**\*FOR HEARING IMPAIRED, PLEASE CALL 1-800-247-2510\***

***Please check which location you are applying for  
Burkesville \_ Tompkinsville Both***

*Thank you for your interest in applying for residency at the Housing Authority. Enclosed is the declaration which must be completed in its entirety. Please do not remove this letter as it serves as a checklist for completed applications.*

### **What is needed to apply for Housing Authority Apartments**

1. Fill out "Personal Declaration" front and back. Sign and return Document at the time of the interview.
2. Read front and back of "Things you should know." Sign and return Document at the time of the interview
3. You will be asked to provide the following information:
  - A. Landlord References.** Names, addresses, and phone numbers of landlords for the last 10 years.
  - B. Personal References.** Addresses and phone numbers of 3 people not related to you.
  - C. Checking/Savings Information.** If you have one of these accounts, please provide a copy of 3 of your most recent bank statements.
  - D. Proof of Birth.** For anyone that is 18 years of age or younger, please bring a birth certificate, passport, or verification from the hospital of birth.

**E. Award Letter.** If someone receives Social Security/Disability, please bring the most current award letter.

**F. Proof of Income.** If anyone is the household in employed. Please bring at least 3 months of paycheck stubs.

**G. Social Security Cards.** Everyone in the household must provide a social security card. (the only exception is an infant who has not received one yet).

**H. Picture ID.** Must provide picture ID of everyone in the household over 18.

**4. ALL** Adult members, 18 and over, ***MUST*** be present for the interview process.

**5.** Please arrange childcare. The Occupancy Specialist will need your attention.

\*Meetings may last for up to an hour\*

*Please note:* WE **CANNOT** FINALIZE YOUR APPLICATION WITHOUT ALL THE PROPER DOCUMENTATION. **UNTIL THE APPLICATION IS FINALIZED, YOU WILL NOT BE PLACED ON THE WAITING LIST.** IF WE ARE MISSING DOCUMENTS OR INFORMATION, YOU WILL HAVE **10** DAYS TO PROVIDE THAT TO OUR OFFICE. IF NOT RETURNED IN A TIMELY MANNER, YOU WILL BE MOVED TO OUR INACTIVE LIST.

\*Please be aware that it is your responsibility to update information with our office (ex: phone number changes).

If you have any questions regarding this process, please contact our office at **(270) 864-5111**. Office hours are Monday through Friday from 7:30 a.m. -4:30 p.m.



This includes money from wages, self-employment, child support, contributions, Social Security, Disability (SSI), Workman's Compensation, retirement benefits, K-TAP, Veteran's benefits, rental stock property income, dividends, income from bank accounts, alimony and all other sources of income.

Household Member Name	Employer Name	Gross Weekly Wage	K-TAP Child Support Monthly	Child Support Monthly	Social Security/SSI Monthly Amt.	Unemployment Benefits Amount	All Other Income	Food Stamps

III. ASSETS: If you answer yes to any of the following, please explain below. Do you or any household member own or have an interest in any real estate, boat and/or mobile home? . Have you sold any real estate in the last two (2) years? . Do you own any stocks, bonds, or investments? . Do you have a checking account, savings account or Certificates of Deposit (CD)? . If yes, give name of bank, account numbers and amounts:

Do you own a vehicle? Model/Year \_\_\_\_\_ TagNo. \_\_\_\_\_  
 Do you own a second vehicle? Model/Year \_\_\_\_\_ TagNo. \_\_\_\_\_  
 If you do not own a vehicle, how did you arrive at the Housing office?

1. \_\_\_\_\_ Does anyone outside your household pay any of your bills or give you money? If yes, please explain: \_\_\_\_\_

2. Have you or any other adult member ever used any other name(s) or social security number other than the one you are currently using? . (This includes Maiden names or other married names-please list each name)

3. \_\_\_\_\_ H  
 Have you or any member lived in any assisted housing? If yes, list when and where and under what name:

4. Have you or anyone in your household ever been charged with arrested or convicted of any crime? If yes, explain below (include traffic violations, bad checks, DUI's, PI's, etc.) \_\_\_\_\_

5. \_\_\_\_\_ Have you or anyone in your household ever been listed as a sex offender? If yes, who and what state? \_\_\_\_\_ Currently Listed? \_\_\_\_\_

0. Have you ever committed fraud? If yes, explain: \_\_\_\_\_

1. Have you ever misrepresented information to receive assistance in any program? If so, what program and how much? \_\_\_\_\_

Did you pay back the assistance (make restitution)? \_\_\_\_\_

2. Will any person on your lease require an accessible apartment? YES NO If yes, please explain: \_\_\_\_\_

I do hereby swear and attest that all of the information above about me is true and correct. I also understand that all changes in income of any member of the household as well as any changes in household members must be reported to the Housing Authority in WRITING IMMEDIATELY.

**(THIS FORM MUST BE SIGNED IN FRONT OF A HOUSING REPRESENTATIVE)**

\_\_\_\_\_  
 Signature, Head of Household Date

\_\_\_\_\_  
 Signature of Spouse Date

\_\_\_\_\_  
 Signature of Other Adult Date

\_\_\_\_\_  
 Signature of HR Date

**WARNING!!** Title 18, Section 1001 of the United States code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States.

**U.S. Department of Housing and Urban Development  
Office of Inspector General**

June 2009

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

## Things You Should Know

**Don't risk your chances for federally assisted housing by providing false, incomplete, or inaccurate information on your application.**

**Purpose** This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.

### Penalties for Committing Fraud

The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:

- Evicted from your apartment or house:
- Required to repay all overpaid rental assistance you received:
- Fined up to \$10,000:
- Imprisoned for up to 5 years; and/or
- Prohibited from receiving future assistance.

Your State and local governments may have other laws and penalties as well.

### Asking Questions

When you meet with the person who is to fill out your application, you should know what is expected of you. If you do not understand something, ask for clarification. That person can answer your question or find out what the answer is.

### Completing the Application:

When you answer application questions, you must include the following information:

#### Income:

- All sources of money you or any members of your household receive (wages, welfare payments, alimony, social security, pension, etc.)
- Any money you receive on behalf of your children (child support, social security for children, etc.)
- Income from assets (interest from a savings account, credit union, or certificate of deposit; dividends from stock, etc.);
- Earnings from second job or part time job;
- Any anticipated income (such as a bonus or pay raise you expect to receive)

Assets:

- All bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc. That is owned by you and any adult member of your family's household who will be living with you.
- Any business or asset you sold in the last 2 years for less than its full value, such as your home to your children.
- The names of all of the people (adults and children) who will actually be living with you, whether or not they are related to you.

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**Signing the Application:**

- Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate.
- When you sign the application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.
- Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal, State, or private agencies to verify that it is correct.

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**Recertifications**

You must provide updated information at least once a year. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask when you must recertify. You must report on recertification forms:

- All income changes, such as increases of pay and/or benefits, change or loss of job and/or benefits, etc., for all household members.
- Any move in or out of a household members and ,
- All assets that you or your household members own and any assets that was sold in the last 2 years for less than its full value.

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**Beware of Fraud:**

You should be aware of the following fraud schemes:

- Do not pay any money to file an application;
- Do not pay any money to move up on the waiting list;
- Do not pay for anything not covered by your lease;
- Get a receipt for any money you pay; and ,
- Get a written explanation if you are required to pay for any thing other than rent (such as maintenance charges).

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**Reporting Abuse:**

If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to the manager of your complex or your PHA. If that is not possible, then call the local HUD office or the HUD Office of Inspector General (OIG) Hotline at (800) 347-3735. You can also write to: HUD-OIG HOTLINE, (GFI) 451 Seventh Street, S.W. Washington, DC 20410.