



Reading Housing Authority
Tenant Placement Office
815 Franklin Street
Reading, PA 19602
applications@readingha.org
Phone: 610-372-3933
Fax: 610-378-1289

Public Housing Pre-Application

Date: _____

Note: One submission per household only

Instructions

Thank you for your interest in the RHA Public Housing Program. RHA maintains a waiting list for those interested in applying for public housing in accordance with Federal housing laws.

Lists are maintained for two distinct types of properties: General Occupancy properties (Glenside Homes and Oakbrook Homes) and Mixed Occupancy properties, which are intended for those age 62 and over, and for persons with disabilities (Rhodes, Eisenhower & Hubert Apartments, Kennedy and Franklin Towers, and Hensler Homes). Waiting lists are often only open for specific bedroom sizes, which is determined by RHA in relation to agency occupancy standards (generally two-persons per bedroom). While all interested persons may apply, it is important to know that because of the high demand for housing assistance in the jurisdiction, RHA typically conducts a lottery amongst applicants to select only a portion of those who apply for the waiting list. Many times, lottery selection is limited to those who meet the local preference for applicant/applicant families that live, work or attend school in the City of Reading (defined by the boundaries of the Reading School District) at the time of application, AND at the time that they are processed for eligibility.

You must complete the entire application for the application to be valid.

Before you begin the application, you must have the names, dates of birth, and Social Security Numbers available for all household members. You should also know the amount of income for each household member.

If you are unsure which housing program or property is right for you, go back and review the property and program descriptions on our website before beginning the application.

If you have any questions, you may contact us:

Address: **Reading Housing Authority Tenant Placement Office**
815 Franklin Street
Reading, PA 19602

Phone: 610-372-3933

E-mail: applications@readingha.org

Completing the Application:

As you complete the application, look for the following symbol:

* - Indicates that the information is required

Step 1: Application Programs

Before you apply...

Before applying, you must read the following document from the U.S. Department of Housing and Urban Development: [Is Fraud Worth It?](#)

It informs you that you are committing fraud if you knowingly provide false or misleading information to obtain assisted housing. There are penalties that apply if you knowingly omit information or give false information.

APPLYING FOR HUD HOUSING ASSISTANCE?

THINK ABOUT THIS...

IS FRAUD WORTH IT?

Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could 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 five years.
- Prohibited from receiving future assistance.
- Subject to State and local government penalties.

Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance applications and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

- All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.
- Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.
- Any increase in income, such as wages from a new job or an expected pay raise or bonus.
- All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.
- All income from assets, such as interest from savings and checking accounts, stock dividends, etc.
- Any business or asset (your home) that you sold in the last two years at less than full value.
- The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees: HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday

through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to Hotline@hudoig.gov. You can write the Hotline at:

HUD OIG Hotline, GFI
451 7th Street, SW
Washington, DC 20410

***Yes, I have read and understand this document.**

Application Programs and Properties

* Check all that you would like to apply for:

Public Housing – General Occupancy Developments
(Glenside Homes and Oakbrook Homes)

Public Housing – Mixed Occupancy Developments
For Persons age 62 and older, or persons who have a disability (Rhodes, Eisenhower & Hubert Apartments; Kennedy & Franklin Tower; Hensler Homes)

Application Preferences

Some waiting lists give selection preferences to households that meet certain conditions.

Check here if this applies to the head of household, spouse, or co-head:

***Currently live, work or attend school in the City of Reading (boundaries are defined by the City of Reading SCHOOL DISTRICT)**

* Yes No

Accessibility/Reasonable Accommodation

We have units that are accessible for residents who have impaired mobility, vision, or hearing. As a result of a household member's disability, are you requesting any reasonable accommodations be made (such as a wheelchair-accessible unit, etc.)?

* Yes No

If so, what type of accommodation and for which member? _____

Step 2: Household Information

*Preferred Number of Bedrooms: 0 1 2 5

Note: RHA will award 1 bedroom per 2 persons, with the following exceptions: Children under 18 are not required to share a bedroom with their parent or grandparent. Children of different genders, if one is age 5 or over, are not required to share a bedroom. YOUR REPLY MUST BE BASED ON THIS CRITERIA. FAILURE TO ANSWER THIS QUESTION CORRECTLY could prevent your application from being considered.

Step 3: Household Members

Head of Household

*Social Security Number _____

*First Name _____ *Middle Initial _____ *Last Name _____

*Birth Date _____

*Gender Female Male

*Race ** White Black/African American American Indian/Alaska Native Asian Native Hawaiian/Other Pacific Islander

*Hispanic or Latino** Yes No

*Disabled** Yes No

** Racial and ethnic information is for statistical purposes only. ** Disability information is for program-eligibility purposes only.

Additional Household Members

COMPLETE ONE SECTION FOR EACH ADDITIONAL HOUSEHOLD MEMBER:

(List additional members on separate page if needed.)

1. Social Security Number _____ First Name _____ MI _____ Last Name _____

Relationship to Head of Household (check one): Spouse ___ Son ___ Daughter ___ Grandson ___ Granddaughter ___ Other _____

Date of Birth _____ Gender (M/F) _____ **Hispanic/Latino (Y/N) _____ **Disabled (Y/N) _____

** Race White ___ Black/African American ___ American Indian/Alaska Native ___ Asian ___ Native Hawaiian/Other Pacific Islander _____

2. Social Security Number _____ First Name _____ MI _____ Last Name _____

Relationship to Head of Household (check one): Spouse ___ Son ___ Daughter ___ Grandson ___ Granddaughter ___ Other _____

Date of Birth _____ Gender (M/F) _____ **Hispanic/Latino (Y/N) _____ **Disabled (Y/N) _____

** Race White ___ Black/African American ___ American Indian/Alaska Native ___ Asian ___ Native Hawaiian/Other Pacific Islander _____

3. Social Security Number _____ First Name _____ MI _____ Last Name _____

Relationship to Head of Household (check one): Spouse ___ Son ___ Daughter ___ Grandson ___ Granddaughter ___ Other _____

Date of Birth _____ Gender (M/F) _____ **Hispanic/Latino (Y/N) _____ **Disabled (Y/N) _____

** Race White ___ Black/African American ___ American Indian/Alaska Native ___ Asian ___ Native Hawaiian/Other Pacific Islander _____

4. Social Security Number _____ First Name _____ MI _____ Last Name _____

Relationship to Head of Household (check one): Spouse ___ Son ___ Daughter ___ Grandson ___ Granddaughter ___ Other _____

Date of Birth _____ Gender (M/F) _____ **Hispanic/Latino (Y/N) _____ **Disabled (Y/N) _____

** Race White ___ Black/African American ___ American Indian/Alaska Native ___ Asian ___ Native Hawaiian/Other Pacific Islander _____

5. Social Security Number _____ First Name _____ MI _____ Last Name _____

Relationship to Head of Household (check one): Spouse ___ Son ___ Daughter ___ Grandson ___ Granddaughter ___ Other _____

Date of Birth _____ Gender (M/F) _____ **Hispanic/Latino (Y/N) _____ **Disabled (Y/N) _____

** Race White ___ Black/African American ___ American Indian/Alaska Native ___ Asian ___ Native Hawaiian/Other Pacific Islander _____

6. Social Security Number _____ First Name _____ MI _____ Last Name _____

Relationship to Head of Household (check one): Spouse ___ Son ___ Daughter ___ Grandson ___ Granddaughter ___ Other _____

Date of Birth _____ Gender (M/F) _____ **Hispanic/Latino (Y/N) _____ **Disabled (Y/N) _____

** Race White ___ Black/African American ___ American Indian/Alaska Native ___ Asian ___ Native Hawaiian/Other Pacific Islander _____

7. Social Security Number _____ First Name _____ MI _____ Last Name _____

Relationship to Head of Household (check one): Spouse ___ Son ___ Daughter ___ Grandson ___ Granddaughter ___ Other _____

Date of Birth _____ Gender (M/F) _____ **Hispanic/Latino (Y/N) _____ **Disabled (Y/N) _____

** Race White _____ Black/African American _____ American Indian/Alaska Native _____ Asian _____ Native Hawaiian/Other Pacific Islander _____

8. Social Security Number _____ First Name _____ MI _____ Last Name _____

Relationship to Head of Household (check one): Spouse Son Daughter Grandson Granddaughter Other _____

Date of Birth _____ Gender (M/F) _____ **Hispanic/Latino (Y/N) _____ **Disabled (Y/N) _____

** Race White _____ Black/African American _____ American Indian/Alaska Native _____ Asian _____ Native Hawaiian/Other Pacific Islander _____

9. Social Security Number _____ First Name _____ MI _____ Last Name _____

Relationship to Head of Household (check one): Spouse Son Daughter Grandson Granddaughter Other _____

Date of Birth _____ Gender (M/F) _____ **Hispanic/Latino (Y/N) _____ **Disabled (Y/N) _____

** Race White _____ Black/African American _____ American Indian/Alaska Native _____ Asian _____ Native Hawaiian/Other Pacific Islander _____

10. Social Security Number _____ First Name _____ MI _____ Last Name _____

Relationship to Head of Household (check one): Spouse Son Daughter Grandson Granddaughter Other _____

Date of Birth _____ Gender (M/F) _____ **Hispanic/Latino (Y/N) _____ **Disabled (Y/N) _____

** Race White _____ Black/African American _____ American Indian/Alaska Native _____ Asian _____ Native Hawaiian/Other Pacific Islander _____

** Racial and ethnic information is for statistical purposes only. ** Disability information is for program-eligibility purposes only.

Step 4: Contact Information

Applicant Address

* **Address** _____

Apartment Number _____

* **City** _____

* **State** _____

* **Zip Code** _____

Applicant Mailing Address

* **My mailing address is the same as my living address.**

* Complete the following if your mailing address is different:

Mailing Address _____

Mailing Apartment Number _____

Mailing City _____

Mailing State _____

Mailing Zip Code _____

Phone and E-mail Information

Phone _____

Work Phone _____

Message Phone _____

E-mail Address _____

Step 5: Income

* Total Household Income: _____

* Amount _____

* How Often Hourly Weekly Every two weeks Twice a Month Monthly Yearly

Step 6: Program Integrity

Program Integrity Information

It is important that you answer these questions fully and honestly. Criminal history does not necessarily keep you from obtaining housing assistance.

1) Is any household member subject to a sex offender registration program in any state?

* Yes No

If yes, which member(s) and which state(s)? _____

2) Is the household living in an emergency shelter, or in a place not meant for habitation, such as living in a car, in a park, or in an abandoned house?

* Yes No

If yes, please explain: _____

Step 7: Confirmation

Please verify all the information above.

Step 8: Certification

WARNING: Title 18, Section 1001 of the United States Code, states that a person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the U.S. government is guilty of a felony.

I understand that submitting false or incomplete information to obtain housing assistance is a criminal offense punishable under federal law.

I do hereby certify that all statements contained in this application are true and complete, to the best of my knowledge. I understand that deliberate misrepresentation of my circumstances will result in my being rejected for admission to a subsidized housing unit. I hereby authorize the Reading Housing Authority to verify all information contained in this application and to conduct criminal and credit checks on all members of my household.

I understand it is my responsibility to notify the housing authority in writing of any changes in my household composition, income, address, or phone number. Failure to inform the housing authority may result in my name being removed from the waiting list. My signature indicates that I have read the document "Is Fraud Worth It?"

Do you understand and accept the terms of this certification?

* Yes, I understand and accept the terms of this certification

Signature

Date

What Happens Next?

Please send your completed application to:

**Reading Housing Authority
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815 Franklin Street
Reading, PA 19602**

RHA will acknowledge your paper application by mail. This letter will include a confirmation number. By March 9, 2019, a list of applications that were selected in the case of a lottery will be posted to the RHA website at www.readingha.org. If you do not find your confirmation number on this website, your application was not selected, and your name will not be placed on the waiting list. This is the only means by which applicants will be informed of the status of their application.