



LOWELL HOUSING AUTHORITY  
 350 Moody Street, PO Box 60  
 Lowell, MA 01853  
 (978) 364-5361

PRELIMINARY APPLICATION FOR THE FEDERAL PUBLIC HOUSING PROGRAM  
 (Please Print)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

Type of Public Housing you are applying for: (circle one)

- a. Family                      b. Elderly/Handicapped

Do you require a wheelchair accessible unit? (circle one)      Yes              No

Do you require a special accommodation? (circle one)      Yes              No

If yes, please specify \_\_\_\_\_

Please list all members of the household to live in the unit including applicant.

	NAME	SS Number To Applicant	Relationship	Sex	Date of Birth	Annual Income	Income Source
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____	_____

Total Household Income \_\_\_\_\_



Applicant's Certification:

I understand that this pre-application is not an offer of housing. I understand that I will have to complete a Standard Application and provide proof of all information before a final decision on my eligibility can be made by the Lowell Housing Authority. Based on this Preliminary Application, I understand that I should not make any plans to move. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO INFORM THE LOWELL HOUSING AUTHORITY IN WRITING OF ANY CHANGE OF ADDRESS, INCOME, OR HOUSEHOLD COMPOSITION. I understand that I must respond promptly to all Housing Authority inquiries or my pre-application may be closed. I certify that the information I have given in this pre-application is true and correct. I understand that any false statement or misrepresentation may result in the closing of my pre-application.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_

**LOWELL HOUSING AUTHORITY**  
**350 Moody Street**  
**Lowell, MA 01854**  
**(978) 937-3500**

**GENERAL AUTHORIZATION FOR RELEASE OF INFORMATION**

NAME: \_\_\_\_\_ SS# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

I, the above-named individual, have authorized the Lowell HOUSING AUTHORITY to verify the accuracy of the information which I have provided to the Lowell Housing Authority from the following sources:

Banks and other Financial Institutions  
Courts, Law Enforcement Agencies, CORI  
Credit Bureaus, Credit Providers  
Landlords, and employers, past and present

Providers of:

Alimony, Child Care, Child Support, Credit, Handicapped Assistance,  
Marital Status, Schools, Colleges and Postal Services  
U.S. Social Security Administration, U.S. Department of Veterans Affairs  
Utility Companies, Welfare Agencies, Retirement, and Pension Agencies

I hereby give you my permission to release this information to the Lowell Housing Authority, subject to the condition that it be kept confidential. I would appreciate your prompt attention in supplying the information requested on the attached page to the Lowell Housing Authority within five (5) days of receipt of this request.

I understand that a photocopy of this authorization is as valid as the original. Thank you for your assistance in this matter.

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

**THIS AUTHORIZATION IS VALID FOR A PERIOD OF ONE YEAR**  
**FROM THE DATE GIVEN ABOVE.**

# LOWELL HOUSING AUTHORITY

## Fair Information Act-Statement of Rights

Local Housing Authorities collect information about applicants and tenants for their housing programs as required by law in order to determine eligibility, amount of rent, and correct apartment size. The information collected is used to manage the housing programs, to protect the public's financial interest, and to verify the accuracy of information submitted. Where permitted by law, it may be released to government agencies, other housing authorities, and to civil or criminal investigators and prosecutors. Otherwise, the information will be kept confidential and only used by housing authority staff in the course of their duties.

The Fair Information Practices Act established requirements governing housing authorities' use and disclosure of the information it collects. Applicants and tenants may give or withhold their permission when requested by the housing authority to provide information. However, failure to permit the housing authority to obtain the required information may result in delay, ineligibility for programs, or termination of tenancy or housing subsidy. The provision of false or incomplete information is a criminal offense punishable by fines and/or imprisonment.

As an applicant or tenant, you have the following rights in regards to the information collected about you.

1. No information may be used for any purpose other than those described above without your consent.
2. No information may be disclosed to any person other than those described above without your consent. If we receive a legal order to release the information, we will notify you.
3. You or your authorized representative have a right to inspect and copy any information collected about you.
4. You may ask questions and receive answers from the housing authority about how we collect and use your information.
5. You may object to the collection, maintenance, dissemination, use, accuracy, completeness, or type of information we hold about you. If you object, we will investigate your objection and will either correct the problem or make your objection part of the file. If you are dissatisfied, you may appeal to the Executive Director who will notify you in writing of the decision and of your right to appeal to the Department of Housing and Community Development.

I have read and understand this Fair Information Practices Statement of Rights and have received a copy for future reference. This form must be signed, dated and mailed with your application to each authority where you apply for housing.

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

# Authorization for the Release of Information/ Privacy Act Notice

to the U.S. Department of Housing and Urban Development (HUD)  
and the Housing Agency/Authority (HA)

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

PHA requesting release of information; (Cross out space if none)  
(Full address, name of contact person, and date)

IHA requesting release of information: (Cross out space if none)  
(Full address, name of contact person, and date)

**Authority:** Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

**Purpose:** In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

**Uses of Information to be Obtained:** HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. **Private owners may not request or receive information authorized by this form.**

**Who Must Sign the Consent Form:** Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

- PHA-owned rental public housing
- Turnkey III Homeownership Opportunities
- Mutual Help Homeownership Opportunity
- Section 23 and 19(c) leased housing
- Section 23 Housing Assistance Payments
- HA-owned rental Indian housing
- Section 8 Rental Certificate
- Section 8 Rental Voucher
- Section 8 Moderate Rehabilitation

**Failure to Sign Consent Form:** Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

### Sources of Information To Be Obtained

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self employment information and payments of retirement income as referenced at Section 6103(l)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted housing benefits.

**Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HAs that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.**

This consent form expires 15 months after signed.

Signatures:

_____	_____		
Head of Household	Date		
_____		_____	_____
Social Security Number (if any) of Head of Household		Other Family Member over age 18	Date
_____	_____	_____	_____
Spouse	Date	Other Family Member over age 18	Date
_____	_____	_____	_____
Other Family Member over age 18	Date	Other Family Member over age 18	Date
_____	_____	_____	_____
Other Family Member over age 18	Date	Other Family Member over age 18	Date

**Privacy Act Notice.** Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

**Penalties for Misusing this Consent:**

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.

Lowell Housing Authority

DETERMINATION OF BEDROOM SIZE  
LOW INCOME PUBLIC HOUSING PROGRAMS

In order to accurately determine the appropriate bedroom size for each individual or family who is seeking an apartment, the Lowell Housing Authority has established the following Occupancy Standards:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10
6	6	12

Based on these Occupancy Standards, you qualify for a \_\_\_\_\_ bedroom apartment.

If you believe that you require a larger unit than the number of bedrooms indicated *above*, please list the reasons for your need:

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The Lowell Housing Authority has a limited number of efficiency units. The wait time associated with these units may be less that that for a one bedroom apartment.

I am interested in leasing an efficiency apartment: \_\_\_\_\_

Based on my family composition, I request to be placed on the \_\_\_\_\_ bedroom list.

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Applicant Signature

Date



LOWELL HOUSING AUTHORITY  
PREFERENCE SYSTEM

DATE: \_\_\_\_\_

RECORD # \_\_\_\_\_

I am applying the Federal Public. Housing Program and I state that I qualify for the following Preferences:

(Please circle the appropriate Preferences)

#	Preferences
1	Involuntarily displaced from a dwelling unit in the municipality of Lowell, by natural disaster, by fire, by unwarranted landlord action and by Government action including capital programs of the LHA.
2	Working head of household or working spouse, or person 62 years old or older or a person unable to work because of the extent of their disability.
3	A legal resident of Lowell or a person working In Lowell or a person with a job offer to work in Lowell.
4	A victim of domestic violence who has been relocated as verified by the police.
5	A veteran as verified by the Department of Veteran Affairs.

The LHA has established a policy of development choice. Please select the developments in which you would like to be offered an apartment. Please be advised that you will receive one offer of housing. If you are on a site-based waiting list and you are offered a unit of appropriate size, meeting any reasonable accommodations and you refuse that unit, your application will be removed from the waiting lists for all developments.

Development Name	Project ID #	Type of Housing	Yes or No
North Common Village	MA 1-1	Family	
Highland Parkway	MA 1-2	Family	
Harold Hartwell Court	MA 1-7	Family	
Scattered Sites	MA 1-14	Family	

Development Name	Project ID #	Type of Housing	Yes or No
South Common Village	MA 1 -3	Elderly/Disabled	
Faulkner Street	MA 1-4	Elderly/Disabled	
Belvidere Heights	MA 1-5	Elderly/Disabled	
City View Towers	MA 1-6	Elderly/Disabled	
Francis Gatehouse Mill	MA 1-11	Elderly/Disabled	
Centralville Gardens	MA 1-19	Elderly/Disabled	

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date