

MainTree Apartments Information Sheet

Local Office Information

- Mailing Address: P.O. Box 1869, Homer, AK 99603
- Street Address: 4201 Ronda St., Homer
- Telephone: 907-235-4357 (voice); 907-235-4335 (fax)
- Email: applications@kphi.net
- Application Availability: contact KPHI or print from AHFC website at www.ahfc.us/tenants/rental-programs/applications.
- Applications for other KPHI properties can be found at www.kphi.net.
- Community Information: www.homeralaska.org. Homer is approximately 5 hours from Anchorage (driving time).

MainTree Apartments

MainTree Apartments provides permanent residences to persons with disabilities and beneficiaries of the Alaska Mental Health Trust. This development was acquired and rehabilitated in 2012 to provide ten residential housing units for the target population along with a common kitchen and dining area, living room, laundry/craft area, tenant storage, office space, and staff quarters for onsite staff. Residential supportive services are provided by South Peninsula Behavioral Health Services (The Center). This 9,376 sq. ft. building offers eight 1- bedroom units and two 2-bedroom units.

Application Items That Must Be Submitted:

- MainTree Apartments Application
- Family Members (if more than two persons in the household)
- Residency Information for KPHI Housing

Reasonable Accommodation Process

If you, or a family member, is a person with a disability, you have the right to ask for a Reasonable Accommodation. You may request a Reasonable Accommodation any time you find it necessary. If you would like more information on the Reasonable Accommodation process or need assistance with the application process, please contact the MainTree Apartments or local AHFC office.

Application Instructions

Alaska Housing Finance Corporation (AHFC) provides rental assistance to eligible persons residing at MainTree Apartments in Homer.

- The term “family” is used throughout this application; a family can be one or more persons.
- Security deposits or other rental expenses are a family’s responsibility.
- A KPHI representative can assist you if you have questions concerning your application.

1. Completing your application

- a. Print clearly or type.
- b. Answer all the questions to the best of your ability.

2. Submitting your application

- a. Return your application package (see page 1 of this document) to the MainTree office in Homer.
- b. The application may be mailed, faxed, e-mailed, or hand-delivered.

3. Screening process

Household members must pass KPHI’s and AHFC’s screening process to be eligible for housing assistance. The screening process includes verification of household members and their income, previous housing assistance participation, debts owed to AHFC or other housing authorities, citizenship status, previous tenancies, and any criminal activity or history. Families must meet income limits at the time of eligibility to qualify for assistance. Income limits are a maximum; there is no minimum income. Income limits are available at www.huduser.org.

4. Status of your application

- a. If you are approved for a waiting list, your place is determined by the date and time your application is received.
- b. You will receive a written notification with the status of your application.
- c. If your application is denied, you are entitled to an informal review.

Fair Housing Statement

It is our policy to further Fair Housing in all its programs. No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under KPHI or AHFC housing programs on the grounds of age, race, color, sex, religion, national or ethnic origin, familial status, disability, sexual orientation, gender identity, or marital status.

MainTree Apartments Application

You may request assistance with this document from KPHI.

Do You Require Language Assistance? If Yes, Which Language?

Yes No

Head of Household

Last Name and Suffix (Jr., Sr., etc.)	First Name	Middle Initial
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Other Names Used

Social Security Number <input type="checkbox"/> I don't have a Social Security Number	Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
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Mailing Address

City, State, Zip Code

E-Mail Address	Telephone
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Race (Check All That Apply) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander	Ethnicity (Check Only One) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino Alien Registration Number	Citizenship (Check Only One) <input type="checkbox"/> Eligible Citizen <input type="checkbox"/> Eligible Noncitizen <input type="checkbox"/> Ineligible Noncitizen <input type="checkbox"/> Pending Verification <input type="checkbox"/> Choose Not to State
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Status (Check All That Apply) <input type="checkbox"/> Adult <input type="checkbox"/> Disabled <input type="checkbox"/> Full-time Student	<input type="checkbox"/> Elder (62 or older) <input type="checkbox"/> Near Elder (50 or older)	<input type="checkbox"/> Displaced <input type="checkbox"/> Homeless <input type="checkbox"/> Veteran
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Spouse/Co-Head

Last Name and Suffix (Jr., Sr., etc.)	First Name	Middle Initial
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Other Names Used

Social Security Number <input type="checkbox"/> I don't have a Social Security Number	Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
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Race (Check All That Apply) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander	Ethnicity (Check Only One) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino Alien Registration Number	Citizenship (Check Only One) <input type="checkbox"/> Eligible Citizen <input type="checkbox"/> Eligible Noncitizen <input type="checkbox"/> Ineligible Noncitizen <input type="checkbox"/> Pending Verification <input type="checkbox"/> Choose Not to State
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Status (for Spouse/Co-Head, Check All That Apply) <input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head	<input type="checkbox"/> Disabled <input type="checkbox"/> Full-time Student	<input type="checkbox"/> Elder (62 or older) <input type="checkbox"/> Near Elder (50 or older)
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Number of people who will be living in this household including the head and spouse/co-head listed above

Yes No The head of household, spouse, or co-head of household is a person with a disability or a beneficiary of the Alaska Mental Health Trust.

Yes No A member of my household smokes.

Yes No My household has a pet.

Type of Pet

Guardian Information

Yes No Does the Head of Household have a guardian?
If Yes, please enter the name of this person or agency.

Name

Mailing Address

City, State, Zip Code

Telephone

Income – Estimated Monthly Income for All Household Members. This includes all monies received by all household members. Please do not include Permanent Fund Dividends here.

My household does not have any income at this time.

OR

\$ This is seasonal or temporary income.
If checked, how many months per year is this income received? _____
 How many household members received the most current year's Permanent Fund Dividend? If no one, please enter "0" (zero).

Personal Certification and Notice

Warning: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States government.

I understand that:

1. I must report the following changes promptly.
 - a. Any change to family composition (the members of my household).
 - b. **Any change to my mailing address** or telephone contact information.
2. Any discrepancy or lack of information in this application may result in its rejection.
3. I authorize KPHI and AHFC to verify information I provided on this application, conduct any necessary screening for placement on a waiting list, and communicate with any and all names listed on this application.

I hereby certify under penalty of perjury under the laws of the United States of America and the State of Alaska that all of the information contained in this document is true and complete. I understand that making false statements on this document is a crime under state and federal law, which may result in termination from the program and criminal prosecution.

<input type="text"/>	<input type="text"/>
Head, Spouse, or Co-Head of Household Signature	Date

KPHI Rec'd Date	KPHI Rec'd Time	AHFC Date Posted	Initials	Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Family Members

Complete one block for each person who will be living in the household. Do not complete a block for the head of household or spouse/co-tenant listed on the Application. Ask for additional sheets, if needed.

A family may choose to disclose a current pregnancy or pending adoption for consideration of subsidy or unit size. Please enter this individual as "pending" under the Relationship to Head.

Head of Household Printed Name

Last Name			Last Name		
First Name		Middle	First Name		Middle
Social Security Number		Date of Birth	Social Security Number		Date of Birth
Maiden/Other Last Names		Age	Maiden/Other Last Names		Age
Relationship to Head			Relationship to Head		
Member Status (Check All That Apply)			Member Status (Check All That Apply)		
Race (Check All That Apply)			Race (Check All That Apply)		
Citizenship (Check One)			Citizenship (Check One)		

Last Name			Last Name		
First Name		Middle	First Name		Middle
Social Security Number		Date of Birth	Social Security Number		Date of Birth
Maiden/Other Last Names		Age	Maiden/Other Last Names		Age
Relationship to Head			Relationship to Head		
Member Status (Check All That Apply)			Member Status (Check All That Apply)		
Race (Check All That Apply)			Race (Check All That Apply)		
Citizenship (Check One)			Citizenship (Check One)		



Residency Information for KPHI Housing

You must tell KPHI where all adults have been living for the last **three (3) years**. KPHI will use the information on this page to verify residency and tenancy references.

- If you were homeless for any period, please write "Homeless" under the Residence Address, fill in the dates, and enter the Shelter Name and City/State where you were homeless.
- If all adults have not lived together for the last three years, please complete this information for each adult. Please ask for additional sheets, if needed.

Head of Household Printed Name	This Residency Information is for (print adult household member name)
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Now	From	To	If You Rent, Name on Lease	<input type="checkbox"/> Own or Rent <input type="checkbox"/> Live w/Someone <input type="checkbox"/> Other
	Residence Address			City, State, Zip Code
Landlord/Shelter/Family Name			Landlord Telephone	
Landlord/Shelter/Family Address			City, State, Zip Code	

Previous	From	To	If You Rented, Name on Lease	<input type="checkbox"/> Own or Rent <input type="checkbox"/> Live w/Someone <input type="checkbox"/> Other
	Residence Address			City, State, Zip Code
Landlord/Shelter/Family Name			Landlord Telephone	
Landlord/Shelter/Family Address			City, State, Zip Code	

Previous	From	To	If You Rented, Name on Lease	<input type="checkbox"/> Own or Rent <input type="checkbox"/> Live w/Someone <input type="checkbox"/> Other
	Residence Address			City, State, Zip Code
Landlord/Shelter/Family Name			Landlord Telephone	
Landlord/Shelter/Family Address			City, State, Zip Code	



Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

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Signature of Applicant

Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.