

PERSONAL DECLARATION

The following is to be completed in Applicant's/Tenant's own handwriting in ink. You must use the correct **LEGAL** name for each member of your household (USE GIVEN NAME NOT NICKNAMES).

Name of Head of Household: \_\_\_\_\_

Address (Street, Route, P. O., etc): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Phone No: \_\_\_\_\_

**I. Family Composition:**

Please list all persons below that will live in household:

<u>NAME</u>	<u>RELATIONSHIP TO HEAD</u>	<u>DATE OF BIRTH</u>	<u>OCCUPATION</u>
_____	Head	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What is your present marital status? Single \_\_\_\_\_, Married \_\_\_\_\_, Separated \_\_\_\_\_,  
Legally Separated \_\_\_\_\_, Divorced \_\_\_\_\_, Widowed \_\_\_\_\_.

Deceased Spouse's Full Name \_\_\_\_\_,

Deceased Spouse's SS# \_\_\_\_\_, V.A. Claim # \_\_\_\_\_

List of the Name(s) of Ex-Spouse(s) or Spouse(s), their addresses, and Social Security Number, if any adult member of household has ever been divorced or separated.

<u>NAME</u>	<u>NAME</u>	<u>NAME</u>
_____	_____	_____
<u>SOCIAL SECURITY NO.</u>	<u>SOCIAL SECURITY NO.</u>	<u>SOCIAL SECURITY NO.</u>
_____	_____	_____
<u>STREET ADD., CITY, STATE</u>	<u>STREET ADD., CITY, STATE</u>	<u>STREET ADD., CITY, STATE</u>
_____	_____	_____
<u>DIV. DATE, CITY, STATE</u>	<u>DIV. DATE, CITY, STATE</u>	<u>DIV. DATE, CITY, STATE</u>
_____	_____	_____

**Answer all Question YES or NO**

**II. Are all of your household members Citizens of the United States?** \_\_\_\_\_  
(If no, applicant or tenant must submit additional documentation of TVRHA form #166).

Has any member of the household ever lived in public housing or any other type of subsidized or government housing?

If YES, who? \_\_\_\_\_ Where? \_\_\_\_\_

When? \_\_\_\_\_

Has any member of the household ever been evicted from public housing or other government housing? \_\_\_\_\_

If YES, who? \_\_\_\_\_ Where? \_\_\_\_\_

When? \_\_\_\_\_

Does any member of the household owe any money to the Tennessee Valley Regional Housing Authority or any other public housing authority or government housing program?

\_\_\_\_\_ If YES, who owes money? \_\_\_\_\_

To what agency is the money owed? \_\_\_\_\_

Amount of debt? \_\_\_\_\_ For what is the money owed? \_\_\_\_\_

Has anyone in the household ever been arrested for a crime? \_\_\_\_\_

Has anyone in the household ever been convicted of a crime? \_\_\_\_\_

If YES to either or both questions, Who? \_\_\_\_\_

Where? \_\_\_\_\_ When? \_\_\_\_\_

What charge(s)? \_\_\_\_\_

Has anyone in the household ever committed any fraud in a Federally assisted housing program or been requested to repay money for knowingly misrepresenting information for such housing programs?  
\_\_\_\_\_ If YES, explain  
\_\_\_\_\_

III. INCOME (Read Carefully)

List all money earned, received, or expected to be received by **everyone** in your household.

This includes money from wages, self-employment, child support, alimony, regular contributions, Social Security, SSI, TANF, Veteran's Compensation, disability, retirement, rental property income, stock dividends, interests from bank accounts, periodic payments from insurance, unemployment compensation, workers compensation, severance pay, military pay, amounts of educational scholarships or grants used for room and board, and **ALL** other sources.

**IF YOUR PAYCHECK VARIES, LIST YOUR HOURLY RATE AND AVERAGE NUMBER OF HOURS EACH WEEK.  
PLEASE INDICATE IF CHILD SUPPORT IS RECEIVED WEEKLY OR MONTHLY.**

<u>FAMILY MEMBER</u>	<u>AMOUNT</u>	<u>HOW OFTEN</u> (Monthly, Weekly, etc)	<u>SOURCE</u>
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

IV. ASSETS (Answer all questions YES or NO)

Do you have a Life Insurance Policy which has a cash value? \_\_\_\_\_ If YES,

Name and Address of Company \_\_\_\_\_ Policy # \_\_\_\_\_

Do you own or have any interest in any business/rental property? \_\_\_\_\_

Do you own or have interest in any of the following: Stocks \_\_\_\_\_ Bonds \_\_\_\_\_

Certificate of Deposit \_\_\_\_\_, Other Investments \_\_\_\_\_

Do you own or have any interest in any land? \_\_\_\_\_

Do you own or have any interest in any house/mobile home? \_\_\_\_\_

Have you sold any property/land/house/etc. in the last two years? \_\_\_\_\_

Do you have a savings account?\_\_\_\_\_ What is the current balance?\_\_\_\_\_

Do you have a checking account?\_\_\_\_\_ What is the 6-month balance? \_\_\_\_\_

If yes, name & location of bank: \_\_\_\_\_

Do you own or are your purchasing a car? \_\_\_\_\_ Make \_\_\_\_\_

Model\_\_\_\_\_ Year\_\_\_\_\_ Tag Number\_\_\_\_\_

**WARNING! TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY & WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES.**

I, \_\_\_\_\_, \_\_\_\_\_, do  
(Head of Household) (Spouse or Other Adult)  
hereby swear and attest that all of the information above is true and correct. I also understand that I am required to report ALL changes in the income of my household as well as any changes in my family members to the Housing Authority in writing IMMEDIATELY.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse or Other Adult

\_\_\_\_\_  
Date

\*\*\*\*\*  
OFFICE USE: This is to certify that I have reviewed and briefed the applicant/ tenant on the information on this Personal Declaration form.

\_\_\_\_\_  
Signature of Management Aide

\_\_\_\_\_  
Date

This is to certify that I have reviewed the information on this Personal Declaration, which is filled out and signed by the tenant, and have determined that there is no change which would require reverification of income or family composition, or completion of an Application for Continued Occupancy.

\_\_\_\_\_  
Signature of Housing Manager

\_\_\_\_\_  
Date