



SAGINAW CHIPPEWA HOUSING

2451 NISH-NA-BE-ANONG

MT. PLEASANT, MI 48858

(989) 775-4545

(989) 775-4580

RENTAL ATTAINMENT PROGRAM – APPLICATION

Saginaw Chippewa Housing Department (SCHD)

All supporting documentation must be attached to this application.

Incomplete applications will not be processed.

Be complete, truthful and accurate.

Applicant current contact information:

Date: / /

Full legal name Attach copy of driver's license or state ID	
Date of Birth	
Tribal enrollment number Attach copy of tribal ID	
Social security number Attach copy of SS card	
Current address	
Phone numbers Can we text message you?	
Email	

Address of rental unit - applicants may not rent from an immediate family member.

List name and phone numbers of all persons living in the rental unit: household members and or roommates. Use separate sheet if needed.

Legal name	Relationship to applicant	Date of birth	Phone/email

HOUSEHOLD MEMBERS FINANCIAL INFORMATION (this does not apply to roommates unrelated to the applicant). Student loans and grants will not be used in determining household income. Household members are family members, adults and children, living with you. Boyfriends and girlfriends are considered family. Attach verification of all sources of income: W-2s, tax returns, pay stubs (recent 4 months), SSI statements, disability statements, unemployment statements, per-capita statements, Indian Child Welfare payments, child support orders, etc... Attach a list if more room is needed.

Person	Income Source	Amount	Frequency	Docs attached?

Does anyone outside your household provide regular financial support or pay any of the household bills on a regular basis? Yes or No

If "Yes" explain:

ASSETS. List assets of all household members; Cash on hand, bank accounts, savings accounts, real estate, trust fund, stocks, life insurance policies, retirement accounts, etc...

Person	Asset type	Location	Current value	Interest rate

Attach bank statements (most recent 2 months)

MONTHLY RENT DUE. What is your portion of the monthly rent? Attach a copy of the lease agreement. It must show monthly rent amount and when due. Name and address of the rental property, name and address of landlord. Date rent is due and address of the business office so payments can be mailed.

Monthly rent & security deposit		Date due and location where payment is made
\$	\$	

Attach a copy of most recent tax return. If you did not file a tax return because your income falls below the IRS minimum initial here: _____

Is any household member related to any employee of the SCIT Housing Department? If so, how?

EMERGENCY CONTACT INFORMATION

Name	Address	Phone number

CONTINUED ASSISTANCE

You must provide updated information to the SCIT Housing Department whenever a change occurs with your circumstances or household. Immediately report any changes in household composition and level of income. This assistance is limited to once every 12 months while funding lasts.

APPLICANT DECLARATION

I do hereby certify all information listed on this form and all supporting documentation supplied with this application is accurate and complete to the best of my knowledge. I understand that the information I am providing will be used for the purpose of verifying my eligibility. I understand that I must report any changes to the information contained herein to SCHD in accordance with the policy. Further, I understand that if I provide false, incomplete or inaccurate information I may be subject to penalty under federal, state or Tribal law; may be denied assistance; and may be required to repay any assistance received.

Applicant printed name *Signature* *date*

APPLICANT RESPONSIBILITIES

1. Applicants are responsible for completing the application in its entirety. Incomplete applications will not be processed. SCHD does not have the resources to assist applicants in obtaining the necessary supporting documentation for the application.
2. Applicants are responsible for providing clear and legible hard copies or electronic images when submitting their documentation.
3. Applicants must be responsive and responsible and respond to SCHD requests for information in a timely manner.
4. Applicants must immediately report any changes affecting their eligibility including changes in household composition and income.
5. Applicants are expected to be truthful and honest and refrain from committing fraud in order to obtain assistance. Any applicant found falsifying information will be reported to the authorities.
6. Applicants must use their rental units as intended. Any illegal activities reported at the unit may result in suspension from the program indefinitely.
7. This program will not pay utility expenses, pet fees, or penalty fees.
8. Applicants/tenants are expected to adhere to all policies outlined in the housing agreement. All disagreements between the student and the landlord must be resolved between those two parties. The SCHD will not intervene.
9. If a tenant moves out after receiving this assistance within 3 months, they are not entitled to a refund of the security deposit. Any unused amounts will be refunded to the SCHD.

Signature

date