



Rental Assistance Program Application Form

Office Use Only
File #: _____
Effective Date: _____

This application is designed to collect specific information from applicants applying for the Rental Assistance Program in accordance with the Freedom of Information Act, 5 U.S.C. § 552.

If you have questions about the collection or use of your information, please call 651-424-9993 and ask to speak to NEEMA's Officer.

A. Applicant Information

(PLEASE PRINT CLEARLY)

Last Name	First Name	Social Security Number	Mr.	Miss
Last name	First Name	Social Security Number	Mrs.	Mis.
			Mrs.	Mis.

Mailing Address

Apt #	Street Address	Street Name		
		State:	Postal Code	

Residential Address (Complete only if different than mailing address)

Apt #	Street Address	Street Name		
		State:	Postal Code	

Contact Information

Home Phone () ()	Cell Phone () ()	Work Phone () ()
Email Address		Alternate Contact Person for Messages Name: Phone: ()

B. Landlord Information

Property address:

How long has the tenant lived in that address:

Financial needs:

For detailed information on eligibility please refer to the Rental Assistance Program brochure. The brochure and additional information on eligibility and the application process are available at www.neemas.org.

C. Household Information (List yourself on line 1; then list all other persons who are living with you).

Last Name	First Name	Birthdate (dd/mm/yyyy)	Age	Sex (M/F)	Relationship to Applicant

If required, attach additional names on a separate sheet

Note: Proof of identity is required for all family members 18 years and older. See attached checklist for details.

Please select the options that best describes you:

- Hispanic African American White Native American Biracial Asian Other

D. Residency Information

How long has your household lived in Cedar Rapids (CR).? _____

Please list your address (es) for the last 12 months.

Current Address	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)	Name of Landlord	Landlord Phone #

E. Rent Information

Your current monthly rent: \$_____ (Do not include hydro, cable or parking.)

Is your monthly rent subsidized? Yes No Does your rent include heat? Yes No

Do you live in a trailer or mobile home? Yes No If yes, do you: Own Rent: Amount \$_____

Do you pay pad rental? Yes No Paid Rent Amount \$_____

Note:Proof of current rent is required. See attached checklist for details.

F. Asset Information

Please list all assets held by you and/or your spouse (if applicable).

Type of Asset	Name of Person Who Owns the Asset	Bank or financial Institution	Values (\$)
All Bank Accounts (Including negative balance)			
Terms Deposits			
Trust Funds			
Other Asset Including Cash			

Do you or your spouse (if applicable) own property? (e.g. house, cottage, townhouse, condominium, land, etc).

Yes No If yes, please provide the following information:

Type of Property	Location (address)	Year Purchased	Value (\$)	Equity (\$)

Note: Proof of assets must be submitted with application. See attached checklist for details.

G. General Income Information

Are you or your spouse currently receiving income assistance from the County? Yes No

Have you or your spouse received income assistance during the last 12 months? Yes No

If yes, when was the last payment received from income assistance? Date: _____

Note: If income assistance was received during the last 12 months proof is required that your income assistance file has been closed. In addition, proof of all current income sources is required. See attached checklist for details.

H. Current Income Information

Are you (or your spouse) currently employed? Yes No

If no, have you (or your spouse) earned income from employment income in the last 12 months? Yes No

If yes, what was the last day worked?

List all current sources of income	Applicant	Spouse
	Gross Monthly Income	Gross Monthly Income

If more space is required, please attach a separate page

Note: Proof of income must be provided. See attached checklist for details.

I. Declaration

The information you give will be kept confidential.

The Freedom of Information and Protection of Privacy Act covers the collection, use and disclosure of personal information in NEEMA Corporation’s files. This application is designed to collect specific information from applicants seeking assistance through the Rental Assistance Program.

1. I/We declare:

This is my/our application and all the information in it is true and complete to the best of my/our knowledge.

2. I/We permit:

NEEMA Corporation to verify any of the information I/we have provided in this application in order to access my/our eligibility for the Rental Assistance Program.

3. I/We hereby request and authorize the Internal Revenue Service (IRS):

To release to an authorized representative of NEEMA Corporation, information from my/our Income Tax Returns, and if applicable, other required taxpayer information which may include information provided by third parties. The information will be relevant to and used solely for the purpose of determining and verifying my/our eligibility, past, present and future entitlement for assistance through the Rental Assistance Program.

4. I/We acknowledge and understand that:

- Failure to submit an income tax return with IRS will result in my/we becoming ineligible for ongoing assistance through the Rental Assistance Program.
- This consent is in effect for two taxation years prior to and including the year of signature, and each consecutive year that I/we continue to receive subsidy from the Rental Assistance Program.
- NEEMA Corporation will audit some Rental Assistance Program applications and subsidies may be adjusted if the audit reveals errors or omissions in any information.
- The Rental Assistance Program provides assistance to low-income working families through the program will cease if this or any other program eligibility requirement is no longer met.
- It is my/our responsibility to immediately inform NEEMA Corporation of any changes in my/our address, rent, income, marital status, family size, or the people sharing my/our accommodation so that my/our subsidy can be adjusted accordingly.
- Failure to report changes in my/our address or household composition may result in an interruption or suspension of benefits and may also result in an overpayment, which I/we will be required to repay.
- Failure to report if I/we begin to receive income assistance will result in an overpayment which I/we will be required to repay.
- If I/we wish to withdraw this Consent, I/we may do so at any time in writing to NEEMACorporation, however withdrawal of this consent will result in my/we being ineligible for assistance through the Rental Assistance Program.

Signature of Applicant	Social Security Number	Date
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Signature of Spouse (If Applicable)	Social Security Number	Date
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Other Important Information

<p>Sign Application: Sign the declaration above; unsigned applications will be returned for signature. Attach Supporting Documents: Proof of ID, rent, assets, income, and Landlord Information. Submit Application To: Rental Assistance Program, NEEMA Corporation 1570 42nd Street NE, Cedar Rapid, IA 52402</p>

Checklist

Before submitting your application for the Rental Assistance Program, please review the following to make sure that all required information is included with the application.

- Applications are effective the month in which they are received by the Rental Assistance Program. Incomplete applications will be held for up to 90 days to allow applicants time to gather missing documentation.
- After 90 days, incomplete applications will be cancelled and the applicant will be required to submit a new application with supporting documents. The effective date will be adjusted to the month in which the new application is received.

Please do not submit original documents.

1. Property Management/Landlord Information
<input type="checkbox"/> Complete the Landlord/Property Management information
2. Proof of ID (proof is required for all family members)
<input type="checkbox"/> Copy of Social Security Number for all family members, AND <input type="checkbox"/> For Legal Resident, provide copies of a Green Card papers or other immigration documents. Acceptable proof includes: Copy of Permanent Resident Card (both sides), Proof of Refugees or Asylees, proof of Withholding grantees, proof of Victims of trafficking, or relatives of such a victim.
3. Students
<input type="checkbox"/> Children age 19-24 in full-time attendance at a school, university or vocational institution must provide proof of enrolment
4. Proof of Rent
<input type="checkbox"/> Rent Receipt, or recent rent increase notice, showing address, rent amount, date and landlord name and signature; OR <input type="checkbox"/> Copy of lease or tenancy agreement signed within the past 12 months which shows current rent amount.
5. Proof of Assets (include all that apply)
<input type="checkbox"/> Copies of current bank statement for all bank accounts showing a 30-day period; AND copies of property tax assessments for value of property owned and proof of outstanding mortgage(s); AND other statements showing total value of all other asset(s).
6. Basic Income Tax Information
<input type="checkbox"/> Provide copy of your Tax Return; OR <input type="checkbox"/> Attach proof of other income received from friends or faith-based organization.
7. Self-Employment Income Information
<input type="checkbox"/> If either you or your spouse was self-employed in the past 24 months, attach the Statement of Income and Expenses from last year's Income Tax Return.
8. Other Income Information
If neither you (nor your spouse) had income from employment in the previous taxation year, but are now working; OR If any income has been received from Income Assistance in the last 24 months, attach: Proof of all current gross monthly income, from all sources (copies of cheques, cheque stubs, letter from employer, employment insurance or other income statement).
For assistance call 651-424-9993