



Saranac Housing Commission

203 Parsonage Street • Saranac, Michigan 48881



Angela Stephens
Executive Director

SARANAC HOUSING COMMISSION APPLICATION PROCEDURES

Thank you for your interest in housing at the Saranac Housing Commission. **Please read and fill out all forms prior to your application appointment. Please sign where required.**

1. Brochure: provides general information regarding housing and services available, as well as specific information about family and senior housing opportunities.
2. “Applying For HUD Assisted Housing form HUD-1141”: a form provided by the U.S. Department of Housing and Urban Development informing tenants and applicants of the consequences of Fraud. It also explains what pieces of information you should include on your application and/or yearly recertification. It is a very important piece of information and should be **READ PRIOR** to the completion and return of your application or yearly certification.
3. Release of Information form: allows the agency to request information from the resources listed on the form to determine eligibility of benefits, the level of benefits available, and income for applicants. **Any adult who is over eighteen must sign the forms in order to apply for housing.**
4. Race and Ethnic Data: A HUD form to gather race and ethnic information for those who receive subsidized housing. Please fill out one per applicant family member.
5. Owners Notice No. 1 - Citizenship Declaration: a form to show citizenship or country of origin. Please fill out one per applicant family member.
6. Form HUD-92006 - Supplemental and Optional contact information for HUD Assisted Housing Applicants. This form notifies you of your right to include contact information for a family member, friend, or social, health, advocacy or other organization which may be contacted by SHC to help in resolving issues that may arise during the applicant's tenancy or to assist in providing special care or services the applicant may require as a resident.
7. Application: a letter sized form with questions on each side; it is important that the application be filled out completely - If a question does not pertain to you, please write “not applicable” (NA) – any questions left blank will constitute an incomplete application and will hold up; the process.

Income Sources: list all sources of income and addresses for verification, including, but not limited to: employment, social security, pension, social services, child support, and interest of dividend payments.

Landlord References: you will be asked to provide rental history for the past five years. If you do not have a landlord history, provide two (2) non-family personal references.

Credit/Criminal History: A credit check and criminal history check will be preformed for each adult.

(Over)



Phone: (616) 642-9832 • Fax: (616) 642-9020



Once you have completely read and filled out all of the forms please:

- C. Call (616) 642-9832 to schedule an interview appointment with Tracy DeVries.
- D. At the scheduled application interview, the applicant will sign the necessary third party verification forms. All income sources and references will be verified in writing. **It will be necessary to provide Social Security cards for all family members and picture ID for anyone over 18 at this interview appointment; if you do not have Social Security cards or picture ID, please call (616) 642-9832 to discuss possible alternative documentation.**

The application process averages two-three (2-3) weeks, dependent upon how quickly the third party verifications are returned to the office. If any information has not been received within one month after your application interview, you will be notified in writing to allow you to follow-up and expedite the return.

When all materials are received in the office, the file will be reviewed for eligibility and acceptability, and you will be notified in writing of your status.

Again thank you for your interest in the Saranac Housing Commission. If you have any questions regarding the application process, you can direct them to Tracy DeVries at (616) 642-9832.

Signature: _____

