



Harrisonburg Redevelopment & Housing Authority

P.O. Box 1071 Harrisonburg, VA 22803
Phone/VTDD 540-434-7386 Fax 540-432-1113

SUBMISSION INSTRUCTIONS

Enclosed are the following forms for you to complete:

Item	Instructions	Submit?
Housing Notice & Submission Instructions	Read carefully	no
Certification Questionnaire	Fill out completely. All members age 18+ must read & sign. Note any additional requested attachments.	yes
Family Obligations Certification	All members age 18+ must read & sign (on back)	yes
HRHA Authorization for Release of Information	All members age 18+ must read & sign	yes
HUD-9886 Authorization for the Release of Information/ Privacy Act Notice	All members age 18+ must read & sign (on back)	yes
HUD 52675	If included, person named in signature block must read & sign (on back)	yes if in packet
Drug and Crime Policy Addendum	All members age 18+ must read & sign	yes

Along with the completed packet, please submit the following:

If anyone is working	one month of most recent, consecutive pay stubs
If anyone receives social security and/or SSI	current award letter
If anyone receives any regular nonwage income	benefit statement (TANF, child support, unemployment)
If your household receives food stamps	SNAP benefit statement
If someone outside your household regularly helps with expenses	their declaration of gifts (form on website)
If someone in your household receives a grant or scholarship	the award letter
If anyone in your household has a checking or savings account	the most recent month's bank statement
If anyone in your household has any other accounts including a 401(k), stocks, money market accounts or real estate	documentation of assets and any earned income
If your household pays directly for utilities	most recent bill(s) e.g., water, electric, gas, etc.
- Documentation of all out-of-pocket medical expenses (bills, prescriptions, insurance premiums)	
- If paying out of pocket for childcare so you can work, documentation of unreimbursed expenses	

All documents are due by the 1st of the month

EQUAL HOUSING OPPORTUNITY PROVIDER

HRHA provides reasonable accommodations to persons with disabilities consistent with the Section 504 Final Rule (24 CFR Part 8) and the Fair Housing Amendments Act