

## Applying for Public Housing- Park Falls Housing Authority

We have Flambeau Heights-a 24 one-bedroom unit apartment building in Park Falls with a preference for elderly, near elderly, or disabled individuals. We also have 2, 3, and 4 bedroom scattered site single family homes with preference for families with minor children located throughout the city of Park Falls.

All applicants are screened for criminal background, landlord and credit history. After submission of the application, you will receive a letter whether you qualify and you will be put on a waiting list. If you are denied for any reason you will have an opportunity to meet with the staff to discuss the reason for denial. There are income guidelines. Please contact the office directly if you have any questions regarding qualifications.

**We are now a Non-smoking agency. NO smoking is allowed in any of the units.**

The waiting list is a first come first served basis unless certain preferences apply, such as being homeless, living in substandard housing or high rent burden. Every effort will be made to match the number of persons in a household to the size of the unit offered. When placed on the waiting list please notify the housing authority if your circumstances change or your address changes so that we may reach you if a unit becomes available.

Pets are allowed only with permission of the Housing Authority and in accordance with the Housing Authority Pet Policy. There is a \$250 pet security deposit required. The pet policy is available upon request.

Rent is based upon income. It is calculated at 30% of adjusted income with a minimum rent being \$50 and a Flat rent maximum. Income is adjusted by out of pocket medical expense for elderly or disabled individuals and for families that have medical expenses. Child care expenses are deducted for families if needed for work or education/training purposes. There are standard deductions for elderly or disabled families and for minor children also. Rent is due by the 5th of each month. An extra fee is required for late rent.

Security deposit for all units is the higher of \$150.00 or the first month's rent and payable in installments.

If you have any questions regarding our program, please feel free to contact us at our office at Flambeau Heights- 1175 So Third Avenue, Park Falls, WI 54552. Telephone is 715-762-2133 FAX # is 715-762-4426 and our email is pfha@pctcnet.net. Our application is available on our website at [parkfallshousing.org](http://parkfallshousing.org).

We are a part time office and generally available any weekday morning.

Please fill out the enclosed application and return it to our office. Thank you.

Elyn Schloer  
Executive Director  
Park Falls Housing Authority



# APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...  
IS FRAUD WORTH IT?**

## Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- Evicted from your apartment or house.
- Required to repay all overpaid rental assistance you received.
- Fined up to \$10,000.
- Imprisoned for up to five years.
- Prohibited from receiving future assistance.
- Subject to State and local government penalties.

## Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

## So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.



Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees: HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

## Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

## Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

## Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to [Hotline@hudoig.gov](mailto:Hotline@hudoig.gov). You can write the Hotline at:



HUD OIG Hotline, GFI  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410

# THINGS YOU SHOULD KNOW

**Don't risk your chances for federally assisted housing by providing false, incomplete, or inaccurate information on your application and recertification forms.**

**PURPOSE:** This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.

**Penalties for Committing Fraud:** The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be;

- Evicted from your apartment or house
- Required to repay all overpaid rental assistance you received
- Fined up to \$10,000.00
- Imprisoned for up to 5 years, and/or
- Prohibited from receiving future assistance.

Your state and local governments may have other laws and penalties as well.

**Asking Questions;** When you sit down with the person who fills out your application, you should know what is expected of you. If you do not understand something, say so. That person can answer your questions or find out what the answer is. If you fill it out yourself you can call the agency you are applying to and ask any questions.

**Completing the Application;** When you give your answers to application questions, you must include the following information;

- All sources of money you and any member of your family receive (wages, welfare payments, alimony, social security, pension etc.
- Any money you receive on behalf of your children (child support, social security for children etc.)
- Income from assets (interest from a savings account, credit union or certificate of deposit, dividends from stocks etc.
- Earnings from a second job or part-time job.
- Any anticipated income (such as a bonus or pay raise you expect to receive).
- All bank accounts, savings bonds, certificates of deposit, stock, real estate, etc. that are owned by you and any adult member of your family/household who will be living with you.
- Any business or asset you sold in the last two years for less than its full value, such as your home to your children.
- The names of all of the people (adults and children) who will actually be living with you, whether or not they are related to you.

## **Signing the Application**

- Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate.
- When you sign application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing it contains false or misleading information.
- Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal, State and private agencies to verify that it is correct.

**Recertifications-** You must provide updated information at least once a year. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask when you must recertify. You must report on recertification forms:

- All income changes, such as pay increases or benefits, change of job, loss of job, loss of benefits, etc. for all adult family/ household members.
- Any family/household member who has moved in or out.
- All assets that you or your family/household members own. Any asset that was sold in the last 2 years for less than its full value.

**Beware of fraud-** You should be aware of the following fraud schemes:

- Do not pay any money to file an application
- Do not pay any money to move up on the waiting list.
- Do not pay for anything not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay any money other than rent(such as maintenance charges)

**Reporting Abuse-**If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statement, report them to the manager of your project or PHA. If you cannot report to the manager, call the local HUD office or write to the HUD HOTLINE, ROOM 8254,451 SEVENTH STREET S.W., WASHINGTON, D.C. 20410



## PIH Customer Service Center

### What is the PIH Customer Service Center?

The PIH Customer Service Center was created to serve as a central source of information for all programs operated by the Office of Public and Indian Housing.

The PIH Customer Service Center is designed to provide information to the general public, Public Housing Agencies, Public and Indian Housing residents, members of resident associations, recipients of Housing Choice Voucher assistance, housing professionals, members of local Boards of Commissioners, landlords and HUD staff on various aspects of Public, Indian and Assisted Housing Programs.

### FREE RESOURCES FOR APPLICANTS, RESIDENTS AND RESIDENT COUNCILS

Residents of Public Housing, participants in the Section 8 Housing Choice Voucher Program, and applicants for assisted housing services can obtain information free of charge from HUD's Public and Indian Housing Information and Resource Center.

Services and Information available include, but are not limited to:

- Explanations of how your rent is determined;
- Tenants Rights and responsibilities
- Resident Empowerment
- Homeownership opportunities for low income families
- Resident opportunities
- Complaint referrals; and
- Assistance in locating Housing Agencies through out the United States

**To request order forms, documents, referrals and other information, call**

**Toll-free Number 1-800-955-2232**

Please contact the PIH Customer Service Center through our toll-free number at **(800) 955-2232** from 9:00 a.m. to 5:00 p.m., Eastern Standard Time (EST) daily Monday through Friday, except for Federal holidays.