

**APPLICATION FOR RESIDENCY
ALBERTA SIMMONS SENIOR HOUSING, INC.**

Alberta Simmons Plaza
6611 NE Martin Luther King Jr. Boulevard
Portland, OR 97211
(503) 240-4198 FAX: (503) 240-4723
TTY 711

Email: wendy@manormangement.com

ALBERTA SIMMONS PLAZA HAS ADMISSION REQUIREMENTS. APPLICANTS MUST MEET THE ALBERTA SIMMONS SENIOR HOUSING, INC. ELDERLY CRITERIA. ALBERTA SIMMONS PLAZA IS A SMOKE FREE FACILITY

PLEASE PRINT OR TYPE - ALL INFORMATION WILL BE KEPT CONFIDENTIAL

Applicant Information

1.) Applicant: _____ Age: _____ Date Of Birth: _____

Maiden Name/Other Names: _____ Phone: _____

Address: _____ City: _____

State/Zip: _____ Date Moved In: _____ Soc. Sec. No: _____

Are you a student? Yes () No ()

Are you a Military Veteran? Yes () No () If yes, what branch of service? _____

2.) Do you own your own home? Yes () No () If yes, how long? _____

3.) Name of Present Landlord: _____ Phone: _____

Address of Landlord: _____ City: _____

State/Zip: _____ Relationship: _____ Date Moved In: _____

4.) Name of Previous Landlord: _____ Phone: _____

Address of Landlord: _____ City: _____

State/Zip: _____ Relationship: _____ Moved In/Move-out Dates: _____

5.) Have you ever been evicted? Yes () No () If Yes When: _____

Where: _____

6.) Family Contact: _____ Relationship: _____ Phone: _____

Address of Contact: _____ City/State/Zip: _____

7.) Are you currently displaced due to a Presidential declared disaster? Yes () No ()

If Yes When: _____ Where: _____

8.) Has the Applicant ever applied to or lived in a Manor Management Services, Inc. housing facility before? Yes () No ()

If yes, when: _____ Which facility: _____

9.) Former/Current Occupation(s): _____

Employer Name(s): _____ Dates Employed: _____

Manor Management Services, Inc. (MMS) will be contacted prior to application being placed on the wait list to determine if the applicant was previously a resident at a MMS managed facility, and left in unfavorable standing having any outstanding balances due, damages caused, landlord terminated tenancy, eviction notices received, interfered with management, disturbances or complaints, etc., application may be rejected. If landlord references, credit background, or criminal background are not favorable (due to outstanding debt, evictions, etc.) application may be rejected. *MMS facilities include; Alberta Simmons Plaza, Chaucer Court, Kirkland Union Manors, Kirkland Union Plaza, Marshall Union Manor, Smith Tower, Summer Run, Westmoreland's Union Manor & Ya Po Ah Terrace.*

Continued on Back

Spouse/Co-Applicant Information

1.) Spouse / Co-Applicant: _____ Age: _____ Date Of Birth: _____
Maiden Name/Other Names: _____ Phone: _____
Address: _____ City: _____
State/Zip: _____ Date Moved In: _____ Soc. Sec. No: _____

Are you a student? Yes () No ()

Are you a Military Veteran? Yes () No () If yes, what branch of service? _____

2.) Do you own your own home? Yes () No () If yes, how long? _____

3.) Name of Present Landlord: _____ Phone: _____
Address of Landlord: _____ City: _____
State/Zip: _____ Relationship: _____ Date Moved In: _____

4.) Name of Previous Landlord: _____ Phone: _____
Address of Landlord: _____ City: _____
State/Zip: _____ Relationship: _____ Moved In/Move-out Dates: _____

5.) Have you ever been evicted? Yes () No () If Yes, When: _____
Where: _____

6.) Family Contact: _____ Relationship: _____ Phone: _____
Address of Contact: _____ City/State/Zip: _____

7.) Are you currently displaced due to a Presidential declared disaster? Yes () No ()
If Yes, When: _____ Where: _____

8.) Has the Spouse / Co-Applicant ever applied to or lived in a Manor Management Services, Inc. housing facility before? Yes () No ()
If yes, when: _____ Which facility: _____

Manor Management Services, Inc. (MMS) will be contacted prior to application being placed on the wait list to determine if the applicant was previously a resident at a MMS managed facility, and left in unfavorable standing having any outstanding balances due, damages caused, landlord terminated tenancy, eviction notices received, interfered with management, disturbances or complaints, etc., application may be rejected. If landlord references, credit background, or criminal background are not favorable (due to outstanding debt, evictions, etc.) application may be rejected. ***MMS facilities include; Alberta Simmons Plaza, Chaucer Court, Kirkland Union Manors, Kirkland Union Plaza, Marshall Union Manor, Smith Tower, Summer Run, Westmoreland's Union Manor & Ya Po Ah Terrace.***

Applicant Information/ Spouse/Co-Applicant Information

Note: We conduct criminal background checks on ALL adult members of the household.

1.) Total estimated gross annual household income from all sources (Soc. Sec., SSI, Pensions, Salary, Interest) \$ _____ per year.

2.) Please list all **states and counties** in which ALL of the members of the applying household have lived, (including years).

States _____, Counties _____

3.) Does applicant(s) have a pet? Yes () No () Type _____
Please contact the office for Pet Policy information.

4.) Have you or any person who will be occupying the unit ever been convicted, or pled guilty or no contest to any: Felony: Yes () No () If yes when _____, where _____
Misdemeanor: Yes () No () If yes when _____, where _____

5.) Are you or any person who will be occupying the unit subject to a Lifetime Sex Offender Registration Requirement in any State? Yes () No ()
If yes, when _____ and where _____

6.) Will you or anyone occupying the unit require an Accessible Unit because of physical handicap or mobility impairment? Yes () No ()

7.) How did you hear about Alberta Simmons Plaza? Friends() Family member()
Site sign() Newspaper ad() Brochure() Agency referral() Website()
Other: _____

8.) Personal Reference #1: Name _____ Phone _____

Personal Reference #2: Name _____ Phone _____

YOU MUST PROVIDE HUD ACCEPTABLE DOCUMENTATION OF SOCIAL SECURITY NUMBER AND PHOTO IDENTIFICATION (THESE ITEMS WILL BE PHOTOCOPIED AND RETAINED AS A PART OF THIS APPLICATION).

I certify that all of the information I have given on this Application and in the Application Material is correct and complete. I understand that if any of this information is found to be false it shall be grounds for rejecting my Application. Furthermore, I understand if any Application information is later found to be false after obtaining housing, it shall be grounds for eviction. I hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing. This will include, but is not limited to, any or all of the following:

1) Prior Tenant History 2) Public Records 3) Verification of Information 4) Credit History

Signature: _____ Date: _____

Signature: _____ Date: _____

APPLICATION ATTACHMENT - HEAD OF HOUSEHOLD

Households with **2 or more adult members**, must designate one adult as Head of Household. Additional adults must be designated a status, **based on their relationship to the Head**. All adults will be defined under the following relationship codes, which are required by HUD for subsidy tracking:

- H** - Head
- S** - Spouse (There either can be a spouse or co-head, but not both.)*
- K** - Co-head
- D** - Dependent
 - 18 or older and disabled or a full-time student.
 - Full-time student (regardless of age) away at school but lives with family during school breaks
- O** - Other Adult Member
 - Adult who is not the head, spouse or co-head and whose income is counted in determining the family's annual income.

Please select S, K, D, or O for all adults.

* Couples in a spousal relationship, regardless of legal marital status or gender, should designated a Head and Spouse. It is presumed that couples will require a one-bedroom unit (or one bedroom in a multiple bedroom units, if there are other household members), unless a reasonable accommodation request is received, based on a qualifying disability, for an additional bedroom assignment.

PLEASE COMPLETE AS PART OF YOUR APPLICATION:

Relationship Code	Name
_____	_____
_____	_____

Alberta Simmons Plaza Disclosure of Smoking Policy

Oregon's Landlord-Tenant Law (Oregon Revised Statutes Chapter 90) requires that landlords disclose "...the smoking policy for the premises ..."

Smoking is defined as inhaling, exhaling, breathing, carrying, or possessing any kind of lighted cigar, cigarette, pipe, other tobacco product or similar lighted product in any manner or in any form.

This form provides written disclosure of the SMOKING POLICY for Alberta Simmons Plaza located at: 6611 NE MLK Blvd. Portland, OR 97211

Smoking policy for this property

Tenant(s) and all persons on the premises with the consent of the tenant(s) or under the tenant's control shall comply with the smoking policy as set forth below:

Alberta Simmons Plaza is a 100% smoke free building.

Smoking is not allowed anywhere on the entire premises including, but not limited to the apartments, common areas, elevators, stairwells, hallways, landings, garden, sidewalks, patios, parking garage and parking lot.

Violation of this agreement will result in termination of tenancy.

Please refer to the smoking portion of your HOUSE RULES under Section 10.

Signatures:

I have read, understand and agree to comply with the Alberta Simmons Plaza Smoking Policy.

Landlord or owner's agent Signature _____ Date _____

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

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Signature of Applicant

Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

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Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
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Check this box if you choose not to provide the contact information.

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Signature of Applicant

Date

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NOTIFICATION AND ACKNOWLEDGEMENT

U.S. Department of Housing and Urban Development (HUD) rules state that a household cannot receive subsidy on more than one unit at one time. Therefore, if you are currently moving from a subsidized unit to this facility, you need to notify us and to agree to pay market rent for those days you remain on subsidy at the previous facility.

I acknowledge and agree that I will only receive subsidy on one household at a time, will notify Alberta Simmons Plaza if I am receiving subsidy elsewhere, and will pay market rent for any days that I receive subsidy on the other contract.

Are you currently receiving subsidy at your current facility? Yes No

Name

Date



(800) 228-1837 * (541) 608-2832 * FAX (800) 604-2201
www.tenantdata.com

APPLICANT AUTHORIZATION TO RELEASE CREDIT INFORMATION

I understand that TENANT DATA, INC. (TDS, Inc.) will be processing my employment application & may access my credit information from the national repositories. I authorize my references and creditors to release, to TDS INC., all information necessary to complete said report. I further authorize my references and creditors to release said information telephonically and/or by fax, and request it be done in this manner whenever possible. Furthermore, I understand TDS INC. has my authorization to research all public records for my criminal history. I also authorize TDS INC. to research my driving history, and authorize the Dept. of Motor Vehicles to release any and all information to complete the report. I also understand that it may be necessary to verify my current employment. I authorize my current employer to release any and all information that may be required to complete the report. I further authorize TDS INC. to use a photocopy of this form when it is necessary to verify more than one of my references. I request that such a photocopy be fully honored.

Dated this _____ Day of _____ Year _____

Applicant: First _____ MI _____ Last _____

Applicant's Signature: _____

Applicant SS#: _____ Applicant Date of Birth: _____

Drivers License # _____ State of Issuance _____

Current Address: _____

City: _____ State: _____ Zip: _____

Business Requesting Report:

MANOR MGT.	(503)231-4922	503-325-5915	20120034
Ordered By	Phone Number	Fax Number/Email	Account Number

Please select the type of report you require by checking the appropriate box

- DMV Check
- Statewide Criminal Search
- Alias and Maiden Name Check
- National Criminal and Sex Offender Search

Other names used: _____

Other states lived: _____

ADDITIONAL REPORT OPTIONS

- Social Trace
- Education Verification
- Additional State - Criminal
- Professional Licenses
- Employment Verification
- Personal References
- Federal Criminal Search
- County Level Search
- Military Verification

**Alberta Simmons Plaza
Reference Checklist**

To:

From: Corey Hill, Administrator
Alberta Simmons Plaza 503-240-4198 FAX: 503-240-4723
6611 NE MLK Jr Blvd, Portland, Oregon 97211

Date: _____

_____ has applied for residency at Alberta Simmons Plaza. We are inquiring into the applicant's prior tenancy record. Please complete the following to the best of your knowledge and return at your earliest convenience in the enclosed, pre-paid envelope. Thank you for your cooperation - ALL INFORMATION WILL REMAIN CONFIDENTIAL.

1. Length of Tenancy: From: _____ To: _____
2. Relationship to Applicant: _____
3. Was rent paid on time: Yes No
4. Rent amount: \$ _____ Any outstanding money owed: \$ _____
5. Is the Applicant currently receiving subsidy: Yes No
6. Were there any disturbance problems related to Applicant: Yes No
If yes, please explain: _____

7. Were valid complaints lodged against them: Yes No
If yes, please explain: _____

8. Did you have reason to believe the Applicant to be:
A. Currently an illegal abuser or addict of a controlled substance
B. Convicted of the illegal manufacture of distribution of a controlled substance;
And / or
C. A direct threat to the health or safety of others.
Explanation: _____
9. If Applicant vacated your premises, was adequate notice given: Yes No
10. Was the unit kept in a safe and sanitary condition by tenant: Yes No
If no, please explain: _____
11. Was the unit damaged: Yes No
If yes, please explain: _____
12. Would you rent to Applicant again: Yes No
If No, please explain: _____
13. Comments: _____

Printed name of Landlord: _____ Signature: _____ Date: _____

To complete my application with the Alberta Simmons Plaza, I authorize you to release the above information:

Applicant Signature: _____ Date: _____

Race and Ethnic Data Reporting Form

U.S. Department of Housing and Urban Development
Office of Housing

OMB Approval No. 2502-0204
(Exp. 06/30/2017)

Name of Property Project No. Address of Property

Name of Owner/Managing Agent Type of Assistance or Program Title:

Name of Head of Household Name of Household Member

Date (mm/dd/yyyy): _____

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

***Definitions of these categories may be found on the reverse side.**

There is no penalty for persons who do not complete the form.

Signature

Date

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.

1. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
2. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. The five racial categories to choose from are defined below: You should check as many as apply to you.

1. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
3. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Race and Ethnic Data Reporting Form

U.S. Department of Housing and Urban Development
Office of Housing

OMB Approval No. 2502-0204
(Exp. 06/30/2017)

Name of Property Project No. Address of Property

Name of Owner/Managing Agent Type of Assistance or Program Title:

Name of Head of Household Name of Household Member

Date (mm/dd/yyyy): _____

Ethnic Categories*	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
Racial Categories*	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

***Definitions of these categories may be found on the reverse side.**

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Signature

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4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

HANDICAP/DISABLED STATUS INFORMATION REQUEST

The U.S. Department of Housing and Urban Development has requested we ask the following information from all applicants Alberta Simmons Senior Housing, Inc. (ASSH) is obligated to collect such information under the programmatic requirements of Title VI of the Civil Rights Act of 1964. Completion of Handicap/Disabled Status information is voluntary and for reporting purposes only.

Provide Your Name:
(Last, First and MI)

Your Relationship to the Head Of Household (Select One)	<input type="checkbox"/> Head of Household	<input type="checkbox"/> Spouse
	<input type="checkbox"/> Co-Head	<input type="checkbox"/> Dependent
	<input type="checkbox"/> Foster Child/Adult	<input type="checkbox"/> Other Adult
	<input type="checkbox"/> Non-Member	

The definition of a disabled person includes a person who meets any one of the following criteria:

- Has a physical, mental, or emotional impairment that:
 1. Is expected to be of long-continued and indefinite duration;
 2. Substantially impedes his or her ability to live independently, and;
 3. Is of such a nature that ability to live independently could be improved by more suitable housing conditions.

- OR -

- Has a disability as defined in Sec. 223 of the Social Security Act (42 U.S.C. 423):

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months," or

"In the case of an individual who has attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills of ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

Handicapped or Disabled Yes No

Your Signature and Date Signed
