

2024 TENANT BASED RENTAL ASSISTANCE (TBRA)



This program assists income-eligible households **on the road to self-sufficiency** by providing rental assistance for qualifying residences. This program will require support from property management. This program may pay up to thirty-six (36) months of rent after approval by the Texas Department of Housing and Community Affairs. Depending on the number of applicants, you may be put on the waiting list awaiting random selection after you have submitted all required documentation. Processing of complete and accurate applications typically takes between 24-32 weeks after you have been selected from the waiting list.

APPLICATION INSTRUCTIONS

1. Complete application using **blue or black ink only**.
2. Do **NOT** use any type of white out or correction fluid.
3. If you make a mistake, **draw one line through the mistake and initial it**.
4. You must fill-in **ALL** blanks. If the question does not apply to you, write N/A.
5. Gather and make a copy of **ALL** of your required documents as listed on the next page.

Please return the documents in one of the following ways:

- **Hand deliver** to your local Community Services office.
Call ahead of time for hours or schedule an appointment.
- **Mail to:**
COMMUNITY COUNCIL OF SOUTH CENTRAL TEXAS, INC.
Attn: Vicky LeMeilleur, TBRA Program Coordinator
1216 SIDNEY BAKER S STE C, KERRVILLE, TEXAS 78028
- **E-mail to:** vlemeilleur@ccsct.org
Scan-to-PDF all documents and attach to one email submission.
Do not submit photos.

Incomplete applications, missing required documents or illegible information will prevent your application from being processed.

Please review your application to make sure you have completed all forms in full, have included all required documents, and can read all information clearly before submitting your application. The checklist on the following page can help.

We look forward to assisting you!

Vicky LeMeilleur

Vicky LeMeilleur
TBRA Program Coordinator



If you have any questions necessary to fulfill this request for documentation, please contact me in one of the following ways:

- Email: vlemeilleur@ccsct.org
- Phone: 830-253-4607
- Fax: 830-896-2194

1/3/2024

Tenant-Based Rental Assistance Application Checklist

Have you filled out each of these application forms in their entirety?

Application Forms:

- This checklist
- Qualification, Participation and Authorization for Release of Information
- Acknowledgement of Landlord / Owner Terms Statement
- HOME Program Intake Application
- Supplement to the Intake Application
- Release and Consent Form
- Under \$5,000 Asset Certification Form
- Verification of Disability: *completed by a doctor (if applicable)*
- Certification of Zero Income: *each household member over 18 without a source of income*
- Lack of Proof of Income Statement: *each household member over 18 without a source of income*
- Child Support Statement
- No Bank Account/New Bank Account Statement: *each household member over 18*

ENDNOTES PROVIDED ON THE NEXT PAGE WITH DETAILS ABOUT THESE REQUIREMENTS.

Have you supplied all the necessary supporting documents?

Required Support Documents:

- ALL three of the following for each householder member:
 - Social Security Cards
 - Proof of Citizenship¹ **NO EXCEPTIONS!**
 - Proof of Income for all income sources² for the past **90 days**
- Households with minors (16 and under)
 - Proof of Child Support³
- All financial records (bank accounts & pre-paid debit cards)
 - Checking Account Bank Statements for the past **6 months**⁴
 - Pre-paid Account Bank Statements for the past **1 month**⁵
 - Savings Account Bank Statements for the past **1 month**⁶
 - Investments Account Bank Statements for the past **1 month**⁷

ENDNOTES PROVIDED ON THE NEXT PAGE WITH DETAILS ABOUT THESE REQUIREMENTS.

If you can answer “Yes” to these questions, you are ready to return the documents.

- Hand deliver your completed application forms and supporting documents to your local Community Services office (see the box).
- If you cannot hand deliver the documents, please mail to the address on the front page.
- If email is more convenient, please scan the documents and attach in a single email to the address on the front page.

FOR COUNTY COORDINATOR USE ONLY			
REVIEWED BY:		DATE RECEIVED:	
COMMENTS:			

LOCAL COMMUNITY SERVICES OFFICES	
Atascosa 830-767-2019	1220 Simmons Avenue Jourdan, TX 78026
Bandera 830-767-2019	505 Main Street Bandera TX, 78003
Comal 830-625-6268	111 W. San Antonio St, Ste. 210-3 New Braunfels, TX 78130
Dimmit 830-854-2110	Call Zavala office for schedule and location
Edwards 830-278-3699	201 N. US Hwy 377 Rocksprings, TX 78880
Frio 830-334-4800	500 E. San Antonio Box 12 St Pearsall, TX 78061
Gillespie 830-896-2124	Call Kerr office for schedule and location
Guadalupe 830-379-3022	205 N King St Seguin, TX 78155
Kendall 830-625-6268	Call Comal Office for schedule and location
Kerr 830-896-2124	1216 Sidney Baker S, Suite C Kerrville, TX 78028
Karnes 830-583-9731	302 N. Buttler St. Karnes City, TX 78118
Kinney 830-422-2196	201 E. Spring St Brackettville, TX 78832
Lasalle 830-854-2110	Call Zavala office for schedule and location
Live Oak 830-294-0179	107 W Tip St. Three Rivers, TX 78071
McMullen 830-767-2019	207 Ash, Tilden, TX 78072
Maverick 830-776-5637	1000 Crown Ridge Blvd., Ste G. Eagle Pass, TX 78852
Medina 830-584-2100	1205 17th Street Hondo, TX 78861
Real 830-278-3699	255 Main Leakey, TX 78873
Uvalde 830-278-3699	1022 Garner Field Rd. Ste. C Uvalde, TX 78801
Val Verde 830-422-2196	102 Center Drive Suite A Del Rio TX 78840
Wilson 830-393-1072	4847 US Hwy 181 N. Floresville, TX 78114
Zavala 830-854-2110	118 E Dimmit Crystal City, TX 78839

ENDNOTES:

¹ Everyone must provide **proof of citizenship**. There are no exceptions.

What is my Proof of Citizenship?

One of these will verify proof of citizenship and identification for any household member – Valid Passport, US American Indian or Alaska Native tribal enrollment card with photo, Certificate of Naturalization, Certificate of US Citizenship.

What if I don't have any of those items?

If you do not have one of the above, household members must provide **BOTH** of the following:

1. Proof of Identity by a valid photo ID card 18 or older
 - driver's license
 - military card
 - state issued ID16 or under, alternative options
 - Parent/guardian ID that matches birth certificate of child
 - A clinic, doctor, hospital, or school record

2. Proof of Citizenship from **one** of the following:
 - Birth certificate (*not baby feet version*)
 - Certification of degree of Indian blood issued by tribe
 - US Citizen card
 - American ID card
 - Final adoption decree showing USA as place of birth
 - Permanent Resident Card
 - Non-immigrant cards
 - Refugee/Asylee card

² Examples of **proof of income** include:

- Current Social Security/SSI Awards Letters
- Current Disability Awards Letters
- Current VA Awards Letter
- Current Pension Letter
- Employer Check Stubs

- Unemployment Benefit Statements (must include **maximum benefits allowed**)
- TANF Letter

What if I don't have any of those items or I have no income?

If you do not receive proof of income or have no source of income, household members must complete a *Lack of Proof of Income Statement* and have it notarized.

³ Examples of **proof of child support**:

- Court Order for child support:
 - 12-month printout detailing payments received from the Office of the Attorney General
NOTE: required whether payments are being received or not
- No court order or voluntary child support payments:
 - Child Support Certification form
NOTE: must be completed in the presence of a notary public.

⁴ If you have no **checking account**, sign the No Bank Account/New Bank Account Statement form in the presence of a notary public. If your checking account is less than 6 months old, provide bank statements since creation of the account AND sign the No Bank Account/New Bank Account Statement form in the presence of a notary public.

⁵ Examples of pre-paid accounts include SmiONE card, Direct Express, or any other employer pre-paid card.

⁶ If you have no **savings account**, sign the No Bank Account/New Bank Account Statement form in the presence of a notary public.

⁷ **Investments** include: stocks, bond, Certificates of Deposit (CDs), Traditional or Roth IRAs.

QUALIFICATION, PARTICIPATION AND AUTHORIZATION FOR RELEASE OF INFORMATION

Conflict of Interest Disclosure:

Is anyone in the household currently serve or related to a CCSCT employee, agency, consultant, officer or board member?

YES NO

If YES, what is their name _____

and what is their position within the agency? _____

Tenant Applicant to initial here: _____

Self-Sufficiency Program

I, Applicant, understand that once I receive the Preliminary Approval from TDHCA I am required to participate in a self-sufficiency program as a condition for rental assistance.

Tenant Applicant to initial here: _____

Acknowledgement and Release of Information:

I hereby give my permission to release any information and understand that it will be kept in strict confidence. I understand that a photocopy or fax of this release is as valid as an original. I also give CCSCT, Community Services Program, permission to share with, to inquire about, to make pledges and to receive all information from other agencies, utility vendors and employers as needed. I understand that my application may be terminated for providing false information, threatening behavior, sexual harassment, verbal abuse, theft or violation of CCSCT firearms policy. I understand if my application is terminated, I will not be able to reapply for 1-2 years.

I certify that the information on this application is correct and I also understand that receipt of assistance through misrepresentation or fraud is punishable by fine or imprisonment.

Tenant Applicant to initial here: _____

Applicant's Signature: _____

Date: _____

Staff Signature: _____

Date: _____

ACKNOWLEDGEMENT OF LANDLORD/OWNER TERMS STATEMENT

Tenant Applicant Name: _____

Mark next to the answer most applicable to your circumstances.

LANDLORD/OWNER IS WILLING TO MAKE ARRANGEMENTS *(Landlord/Owner signature required.)*

I, tenant applicant, have discussed with my landlord/owner that some changes to my lease and/or the property that I rent may be needed in order to qualify for this program. My landlord/owner is **agreeable** to making some necessary adjustments as described in the terms, if deemed necessary.

LANDLORD/OWNER
ACKNOWLEDGEMENT

I, landlord/owner, have discussed with tenant applicant that some documentation is required from me in order for them to receive assistance with this program. I have read the terms on the following page and understand that some adjustments to the lease agreement are to be expected. Additionally, I recognize that a home inspection will occur at a future time if applicant reaches pre-approval. This is not a commitment to any specific changes.

Landlord/Owner signature

Date

Choose ONE

LIVING ARRANGEMENTS:

LANDLORD/OWNER IS NOT WILLING TO MAKE ARRANGEMENTS

I, tenant applicant, have discussed with my landlord/owner that some changes to my lease and/or the property that I rent may be needed in order to qualify for this program. My landlord/owner is **not agreeable** to making some necessary adjustments as described in the terms, if deemed necessary.

I am aware that if my application is pre-approved then I will be expected to look for other qualified living arrangements. I am willing to move.

LANDLORD/OWNER IS UNAWARE OR CANNOT BE REACHED *(Reason required.)*

I, tenant applicant, have not discussed or cannot discuss with my landlord/owner that some changes to my lease and/or the property that I rent may be needed in order to qualify for this program for the following **reason:** _____. I am aware that if my application is pre-approved then I will be expected to look for other qualified living arrangements. I am willing to move.

NO LANDLORD/OWNER

I, tenant applicant, do not currently have a landlord/owner. I am aware that if my application is pre-approved then I will be expected to look for other qualified living arrangements. I am willing to move.

Tenant Applicant signature

Date

TBRA LANDLORD/OWNER TERMS

Once tenant applicant is pre-approved for TBRA rental assistance, the following terms will be used...

- The landlord/owner must submit a completed W-9 tax form, which CCSCT can provide if requested.
- A home inspection of the rental property is required to confirm that the unit meets suitable living conditions per HUD (Department of Housing and Urban Development) guidelines. Items not meeting HUD guidelines will need to be corrected or repaired at landlord/owner expense.
- Even if the client has a current lease agreement, a new rental lease agreement is required, dated after the home inspection is completed and approved.
- After final state approval, the initial rental subsidy payment and/or security deposit check (if applicable) may take up to **120 days** to be received by the landlord/owner. Once final state approval is received, CCSCT will issue rent payments directly by mail to the landlord/owner. During the interim of up to 120 days, tenants must make payment arrangements with landlord/owner as needed.
- The initial TBRA Subsidy check will be retroactive back to the new rental lease agreement start date. Payment may include the security deposit (if applicable). If retroactive payments result in a credit to the tenant, landlord/owner must make credit or refund arrangements with tenant as needed.
- Tenant remains responsible for any amount owed to the landlord/owner. Tenant is solely responsible for paying late charges and/or any other fees. In the event that final approval from the state is not received or if contact dates are adjusted for any reason, the tenant will be responsible for paying any amount owed to landlord/owner.



HOME PROGRAM INTAKE APPLICATION

A. ADMINISTRATOR INFORMATION

Administrator Name : Community Council of South Central Texas, Inc.	
Street Address: 801 N. State Highway 123 Bypass	
City/State/Zip: Seguin TX 78155	County: Guadalupe

B. APPLICANT CONTACT INFORMATION

Applicant Name(s):	
Street Address:	
City/State/Zip:	County:
Email Address:	Home Phone: () - Cell Phone: () -

C. HOUSEHOLD COMPOSITION INFORMATION (List all members of the household)

Full Name (exactly as it appears on driver's license or other government document)	Relationship to Head of Household	Date of Birth	Gender	Student Status	Receives Income?	Check if Veteran
1.	Head of Household		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
2.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
3.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
4.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
5.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
6.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
7.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
8.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
9.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

Important Information for Former Military Services Members. Women and men who served in any branch of the United States Armed Forces, including Army, Navy, Marines, Coast Guard, Reserves or National Guard, may be eligible for additional benefits and services. For more information please visit with the Texas Veterans Portal at <https://veterans.portal.texas.gov/>.

D. HOUSEHOLD COMPOSITION INFORMATION (Continued)

1. Was any household member a full-time student within the last calendar year? No Yes, who?
2. Is any household member listed above a foster child? No Yes, who?
3. Is any household member listed above a live-in attendant? No Yes, who?
4. Is any household member temporarily absent from the home? No Yes, who?
If Yes, Indicate reason for temporary absence:
5. Do you anticipate other members will join your household within the next 12 months? No Yes, explain:

E. HOUSING ASSISTANCE RECEIVED PREVIOUSLY

(List any other housing assistance provided to or received by any household member)

Was this property impacted by a disaster? No Yes, which disaster?

Source	Amount	Date Received	Reason
1. FEMA: Federal Emergency Management Agency <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, which Disaster	\$		
2. SBA: Small Business Administration <input type="checkbox"/> No <input type="checkbox"/> Yes	\$		
3. Section 8: Housing and Urban Development <input type="checkbox"/> No <input type="checkbox"/> Yes	\$		
4. TBRA: Tenant Based Rental Assistance <input type="checkbox"/> No <input type="checkbox"/> Yes	\$		
5. Homeowner Insurance <input type="checkbox"/> No <input type="checkbox"/> Yes	\$		
6. Other Describe: <input type="checkbox"/> No <input type="checkbox"/> Yes	\$		

F. CONFLICT OF INTEREST INFORMATION

1. Is anyone in the household currently serving or has anyone served within the last 12 months as an employee, agent, consultant, officer, or elected or appointed official of TDHCA, Administrator, or Development Owner? No Yes
If Yes, identify who, organization name, and role:
Is this a current role? No Yes If No, identify date role ceased:
2. Is anyone in the household related to anyone who is currently serving or who has served within the last 12 months as an employee, agent, consultant, officer, or elected or appointed official of TDHCA, Administrator, or Development Owner (either through familial or business ties)? No Yes
If YES, identify who, organization and role:
Is this a current role? No Yes If No, identify date role ceased:

G. DISPOSAL OF ASSETS INFORMATION

1. Has anyone in the household given away anything of value within the last two years? (if a home was released due to foreclosure, bankruptcy, or divorce, answer No): No Yes, who?
Provide explanation (including the type of asset, estimated value of asset, amount disposed for, and date of disposal):
2. Has anyone in the household owned a home in the last two years? No Yes, who?
Do they currently own it? No If No: When was it disposed of?
 Yes If Yes: Is it being rented? No Yes
Is it sitting vacant? No Yes
Is it in the process of being sold? No Yes

H. ANNUAL INCOME OF ALL HOUSEHOLD MEMBERS

(List ALL income of household members, except for the earned income from employment by persons under the age of 18)

Identify income from any source expected during the next 12 months	Head of Household	Spouse or Co-Head	Other Adult Members	Dependents	Total
1. Salary #1 <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
2. Salary #2 <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
3. Overtime Pay <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
4. Commissions/Fees <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
5. Tips and Bonuses <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
6. Temporary Income <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
7. Income from Military <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
8. Interest/Dividends <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
9. Net Business Income <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
10. Net Rental Income <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
11. Social Security <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
12. Supplemental Security Income <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
13. Pension <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
14. Retirement Income <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
15. Familial Support or Recurring Gifts <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
16. Unemployment Benefits <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
17. Worker's Compensation <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
18. Alimony <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
19. Child Support <input type="checkbox"/> No <input type="checkbox"/> Yes Circle Type: Court Awarded Voluntary Anticipated	\$	\$	\$	\$	\$
20. AFDC/TANF <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
21. Other Income Describe: <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$	\$	\$	\$
				Total Annual Income:	\$

I. CURRENT EMPLOYMENT INFORMATION

1. Household Member Name:		Occupation:		Work Phone: () -	
Employer Name and Address:			City:		State: Zip Code:
Date Hired:	Salary: \$	Pay Period: <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly (26) <input type="checkbox"/> Twice month(24) <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other		Hours worked per week:	Fax: () -

I. CURRENT EMPLOYMENT INFORMATION (Continued)

2. Household Member Name:		Occupation:		Work Phone: () -	
Employer Name and Address:		City:		State:	Zip Code:
Date Hired:	Salary: \$	Pay Period: <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly (26) <input type="checkbox"/> Twice month(24) <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other		Hours worked per week:	Fax: () -
3. Household Member Name:		Occupation:		Work Phone: () -	
Employer Name and Address:		City:		State:	Zip Code:
Date Hired:	Salary: \$	Pay Period: <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly (26) <input type="checkbox"/> Twice month(24) <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other		Hours worked per week:	Fax: () -
4. Household Member Name:		Occupation:		Work Phone: () -	
Employer Name and Address:		City:		State:	Zip Code:
Date Hired:	Salary: \$	Pay Period: <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly (26) <input type="checkbox"/> Twice month(24) <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Other		Hours worked per week:	Fax: () -

J. ASSETS OF ALL HOUSEHOLD MEMBERS

(When listing the cash value of any asset marked with an asterisk (*), indicate the amount you would have if you were to convert the asset to cash (i.e. sell or exchange the asset), deducting any penalties for early withdrawal, amounts used to pay off a balance, and any fees which may be assessed for the conversion.)

Identify All Asset Sources	Cash Value	Asset Income (Interest/Dividends)	Name of Financial Institution	Account Number
1. Checking Account #1 <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
2. Checking Account #2 <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
3. Savings Account #1 <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
4. Savings Account #2 <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
5. Credit Union Account(s) <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
6. Stocks, Bonds, Mutual Funds* <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
7. Real Estate/Home* <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
8. Real Estate/Land* <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
9. IRA/Keogh Account(s)* <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
10. Retirement/Pension Fund(s)* <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
11. Trust Fund(s) <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
12. Mortgage Note Held <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
13. Whole Life Insurance* <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
14. Personal Property Held as an Investment (gems, coins, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
15. Lump Sums Received (inheritance, capital gains, insurance, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		
16. Other: (Pre-paid Card) <input type="checkbox"/> No <input type="checkbox"/> Yes	\$	\$		

K. DEMOGRAPHIC AND SPECIAL NEEDS INFORMATION: The Texas Department of Housing and Community Affairs (TDHCA) requests this information in order to comply with HUD's required reporting requirements. Although TDHCA would appreciate receiving this information, you may choose not to furnish it. You may not be discriminated against on the basis of this information, or on whether or not you choose to furnish it. If you do not wish to furnish this information, please initial below.

_____ I do not wish to furnish information regarding my ethnicity, race, gender, age, and/or household composition.
Applicant Initials

Ethnicity Codes:

A – Hispanic: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Terms such as “Latino” or “Spanish Origin” apply to this category.

B – Not Hispanic

Race Codes:

- | | |
|--|--|
| A – White | F – American Indian/Alaska Native/White |
| B – Black-African American | G – Asian/White |
| C – Asian | H – Black/African American/White |
| D – American Indian/Alaska Native | I – American Indian/Alaska Native/Black-African American |
| E – Native Hawaiian/Other Pacific Islander | J – Other Multi-Racial |

Special Needs Codes:

- | | | |
|---|--------------------------------------|------------------------------|
| A – Elderly | E – Colonia Resident | J – Disaster Victim |
| B – Person with Disabilities* | F – VAWA/Victim of Domestic Violence | K – Veteran |
| C – Person with HIV/AIDS | G – Homeless | L – Wounded Warrior |
| D – Person with Alcohol and/or Drug Addiction | H – Migrant Farm Worker | M – Money Follows the Person |
| | I – Public Housing Resident | |

***Disability Definition:** A physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an Impairment. Does not include current, illegal use of or addiction to a controlled substance.

	Ethnicity Code	Race Code	Special Needs Code(s)
1 (Head)			
2			
3			
4			
5			
6			
7			

L. RELEASE AND SIGNATURES

Each of the undersigned Applicants for HOME Program assistance hereby certify that all of the information provided in the above Application is true and correct, and do hereby authorize the release and/or verification of mortgage loan, employment, asset, liability, and income information. All household members age 18 or older must sign Application.

_____	_____	_____
Applicant's Printed Name	Signature	Date
_____	_____	_____
Co-Applicant's Printed Name	Signature	Date
_____	_____	_____
Adult Household Member Printed Name	Signature	Date
_____	_____	_____
Adult Household Member Printed Name	Signature	Date

Warning: Title 18, Section 1001 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency in the United States as to any matter within its jurisdiction.

Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
 Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711
 Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.state.tx.us Web: www.tdhca.state.tx.us



**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
SUPPLEMENT TO THE INTAKE APPLICATION**

Participation in a TDHCA Tenant Based Rental Assistance Program requires the determination of adjusted income to calculate the amount of subsidy assistance your household may be eligible for. Adjusted income is also used to determine the required tenant paid rent of a household identified as over income at recertification on a HOME Rental development. Information disclosed on this form will only be used to determine eligible deductions. If there are any questions that you do not understand, please contact the Administrator, Owner or Management.

Applicant/Resident Name: _____

A. DEPENDENT DEDUCTION (Some household members cannot qualify for this deduction regardless of age, disability, or student status: Head of household, spouse, co-head, a foster child, an unborn child, a child who has not yet joined the family, or a live-in aide.)

Is the household comprised of a family member under the age of 18? NO YES, who? _____
 Is the household comprised of a family member with disabilities? NO YES, who? _____
 Is the household comprised of a family member who is a full-time student? NO YES, who? _____

B. CHILD CARE EXPENSES DEDUCTION

Is the household paying for the care of children age 12 or under? NO YES, for whom? _____

If YES, Please answer the following questions:

1. Does the child care enable an adult household member to (check) Seek employment **OR** Be gainfully employed **OR** Further his/her education (academic or vocational)? NO YES, who? _____
2. Is there an adult household member capable of providing care during the hours care is needed? NO YES
3. Is the child care provided by a member who comprises the household? NO YES, who? _____
4. Is the household reimbursed by an outside Agency or Individual? NO YES, who? _____

C. DISABILITY ASSISTANCE EXPENSES DEDUCTION

Is the household paying for attendant care and/or an auxiliary apparatus? NO YES, for whom? _____

If YES, Please answer the following questions:

1. Does the care and/or use of the auxiliary apparatus enable an adult household member to work? NO YES, who? _____
2. Is the household reimbursed by an Agency and/or Individual for these costs? NO YES, who? _____
3. Identify the type of care and/or apparatus paid for: _____

D. ELDERLY OR DISABLED FAMILY DEDUCTION

Is the head of household, spouse, or co-head at least 62 years of age or older? NO YES, who? _____

Is the head of household, spouse, or co-head a person with a disability? NO YES, who? _____

E. MEDICAL EXPENSES DEDUCTION (If your household qualifies for the deduction listed in "D" then medical expenses for ALL household members may be eligible for deduction)

Identify any of the following medical expenses?	Estimated Annual Costs	Can Support for expenses be provided?
Medicare <input type="checkbox"/> NO <input type="checkbox"/> YES		<input type="checkbox"/> NO <input type="checkbox"/> YES
Doctor Co-Pays <input type="checkbox"/> NO <input type="checkbox"/> YES		<input type="checkbox"/> NO <input type="checkbox"/> YES
Prescription Costs <input type="checkbox"/> NO <input type="checkbox"/> YES		<input type="checkbox"/> NO <input type="checkbox"/> YES
Medical Deduction Costs <input type="checkbox"/> NO <input type="checkbox"/> YES		<input type="checkbox"/> NO <input type="checkbox"/> YES
Over the Counter Costs <input type="checkbox"/> NO <input type="checkbox"/> YES		<input type="checkbox"/> NO <input type="checkbox"/> YES
Other: <input type="checkbox"/> NO <input type="checkbox"/> YES		<input type="checkbox"/> NO <input type="checkbox"/> YES

Is the household reimbursed by an Agency and/or Individual for any of these costs? NO YES, who? _____

Did the household have any one-time non-recurring medical expenses? NO YES, explain? _____

F. APPLICANT/RESIDENT CERTIFICATION

I certify that the above information is true and correct,

Applicant/Resident Printed Name

Signature

Date

Warning: Title 18, Section 1001 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency in the United States as to any matter within its jurisdiction.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

RELEASE AND CONSENT FORM

I. THIS SECTION TO BE COMPLETED BY DEVELOPMENT	
Development Name: Community Council of South Central Texas Inc.	TDHCA/CMTS Number:
Contact Name: Vicky LeMeilleur	Contact Title: TBRA Program Coordinator
Development Address: 801 N. State Hwy 123 Bypass Seguin TX, 78155	Phone: 830-253-4607
Email Address: vlemeilleur@ccsct.org	Fax: 830-896-2194

II. THIS SECTION TO BE COMPLETED BY APPLICANT

Applicant/Resident Name: _____

I/We (*List all Household members 18 and over*) _____, the undersigned hereby authorize all persons or companies in the categories listed below to release information regarding employment, income and/or assets for purposes of verifying information on my/our application for participation in a Texas Department of Housing and Community Affairs (TDHCA) Affordable Housing Program. I/we authorize release of information without liability to the administrator/owner/management listed above, and/or the Texas Department of Housing and Community Affairs and/or the Department's service provider.

INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity, student status, employment, income, assets, and medical or childcare allowances. I/We understand that this authorization cannot be used to obtain information about me/us that is not pertinent to my eligibility for and continued participation in a TDHCA Affordable Housing Program.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

- The groups or individuals that may be asked to release the above information include, but are not limited to:
- | | | |
|--------------------------------------|--------------------------------|----------------------------------|
| Past and Present Employers | Welfare Agencies | Veterans Administrations |
| Support and Alimony Providers | State Unemployment Agencies | Retirement Systems |
| Educational Institutions | Social Security Administration | Medical and Child Care Providers |
| Bank and other Financial | Utility Providers | Previous Landlords |
| Institutions Public Housing Agencies | Appraisal Districts | Insurance Carrier |

III. APPLICANT CERTIFICATION

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and **will stay in effect for a year and one month** from the date signed. I/We understand I/ We have a right to review this file and correct any information that is incorrect.

_____ Applicant/Resident Printed Name	_____ Signature	_____ Date
_____ Co-Applicant/Resident Printed Name	_____ Signature	_____ Date
_____ Other Adult Member Printed Name	_____ Signature	_____ Date
_____ Other Adult Member Printed Name	_____ Signature	_____ Date

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF A TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
UNDER \$5,000 ASSET CERTIFICATION**

For households whose combined net assets do not exceed \$5,000.
Complete only one form per household; include assets of children.

Household Name: _____ Unit No. _____

Development Name: _____ City: _____

Complete all that apply for 1 through 4:

1. My/our assets include:

(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income	Source	(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income	Source
\$ _____	_____	\$ _____	Savings Account	\$ _____	_____	\$ _____	Checking Account
\$ _____	_____	\$ _____	Cash on Hand	\$ _____	_____	\$ _____	Safety Deposit Box
\$ _____	_____	\$ _____	Certificates of Deposit	\$ _____	_____	\$ _____	Money market funds
\$ _____	_____	\$ _____	Stocks	\$ _____	_____	\$ _____	Bonds
\$ _____	_____	\$ _____	IRA Accounts	\$ _____	_____	\$ _____	401K Accounts
\$ _____	_____	\$ _____	Keogh Accounts	\$ _____	_____	\$ _____	Trust Funds
\$ _____	_____	\$ _____	Equity in real estate	\$ _____	_____	\$ _____	Land Contracts
\$ _____	_____	\$ _____	Lump Sum Receipts	\$ _____	_____	\$ _____	Capital investments
\$ _____	_____	\$ _____	Life Insurance Policies (excluding Term)				
\$ _____	_____	\$ _____	Other Retirement/Pension Funds not named above:				_____
\$ _____	_____	\$ _____	Personal property held as an investment** :				_____
\$ _____	_____	\$ _____	Other (list): _____				_____

PLEASE NOTE: Certain funds (e.g., Retirement, Pension, Trust) may or may not be (fully) accessible to you. Include only those amounts which are.

*Cash value is defined as market value minus the cost of converting the asset to cash, such as broker's fees, settlement costs, outstanding loans, early withdrawal penalties, etc.

**Personal property held as an investment may include, but is not limited to, gem or coin collections, art, antique cars, etc. Do not include necessary personal property such as, but not necessarily limited to, household furniture, daily-use autos, clothing, assets of an active business, or special equipment for use by the disabled.

2. Within the past two (2) years, I/we have sold or given away assets (including cash, real estate, etc.) for more than \$1,000 below their fair market value (FMV). Those amounts* are included above and are equal to a total of: \$ _____ (*the difference between FMV and the amount received, for each asset on which this occurred).
3. I/we have not sold or given away assets (including cash, real estate, etc.) for less than fair market value during the past two (2) years.
4. I/we do not have any assets at this time.

The net family assets (as defined in 24 CFR 813.102) above do not exceed \$5,000 and the annual income from the net family assets is \$ _____ . This amount is included in total gross annual income.

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Applicant/Tenant _____ Date _____ Co-Applicant / Adult Member (s) _____ Date _____



VERIFICATION OF DISABILITY

Administrator: Community Council of South Central Texas Inc.

Contract/RSP Number: 1003407

Administrator Address: 801 N. State Hwy 123 Bypass

Phone: 830-253-4607

Fax: 830-896-2194

Email: vlemeilleur@ccsct.org

Applicant Name:

Applicant Address:

Name of Household Member with a Disability:

Relationship of Person with a Disability to the Applicant:

The above-named Applicant has submitted an application to above-named Contract Administrator for federal housing assistance through the HOME Investment Partnerships (HOME) Program serving Persons with Disabilities. Applicant states that a member of his/her household meets the following definition of Person with Disability, in accordance with 24 CFR 92 and 10 TAC 23:

DEFINITION OF A PERSON WITH A DISABILITY

A Person with Disability is a person who:

- A. Has a disability that is a physical, mental or emotional impairment that:
1. Is expected to be of a long-continued, and indefinite duration, AND
2. Substantially impedes his or her ability to live independently, AND
3. Is of such a nature that the ability could be improved by more suitable housing conditions;
OR
B. Has a developmental disability which is a severe, chronic disability that:
1. Is attributable to a mental or physical impairment or combination of mental or physical impairments; AND
2. Is manifested before the person attains age 22; AND
3. Is likely to continue indefinitely; AND
4. Results in substantial functional limitations in three or more of the following areas of life:
a. Self-care;
b. Receptive and expressive language;
c. Learning;
d. Mobility;
e. Self-direction;
f. Capacity for independent living;
g. Economic self-sufficiency; AND
5. Reflects the person's need for treatment or services that are of lifelong or extended duration and are individually planned and coordinated.
C. An individual from birth to age 9 who has a substantial developmental delay, congenital, or acquired condition may be considered to have a developmental disability without meeting three of the above-identified criteria if the individual has a high probability of meeting those criteria later in life.

In accordance with HOME Program regulations, the disability preference being claimed by Applicant must be confirmed by a health care provider or other reliable source. Any information provided is confidential and will be



VERIFICATION OF DISABILITY

used strictly for the purpose of establishing Applicant’s eligibility to receive HOME Program assistance as a Person with Disability.

Do NOT disclose specific details regarding the nature of Applicant’s disability, or pertaining to his/her specific medical diagnosis.

APPLICANT’S AUTHORIZATION TO RELEASE INFORMATION:

I hereby authorize the individual identified below as “Individual Authorized to Provide Verification of Disability” to release information to the above-named Contract Administrator for the purpose of confirming my eligibility as a Person with Disability, in accordance with the above-stated definition of Person with Disability.

Signature of Person with Disability or His/Her Guardian

Date

INDIVIDUAL AUTHORIZED TO PROVIDE VERIFICATION OF DISABILITY

Doctor/Physician Name:

Doctor/Physician Address:

Relationship of Individual to Applicant:

Phone:

CERTIFICATION OF APPLICANT’S DISABILITY:

I hereby certify that the above-named Applicant meets the criteria of Person with Disability as provided in the above-stated definition of Person with Disability.

Signature of Individual Authorized to Provide Verification of Disability

Date

WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department of the United States Government.

Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CERTIFICATION OF ZERO INCOME

(Each adult household member must complete this form.)

Head of Household Name: _____ Unit No.: _____

Development Name and Address: _____

A. Within the next 12 months, will you receive income from any of the following sources?

(You must supply additional information to verify all 'Yes' answers.)

- Wages, bonus, commissions, tips, etc.
Unemployment Benefits
Worker's Compensation
Disability Payments
Alimony
Child Support
Social Security
Self-employment (includes Uber/Lyft, online sales, etc.)
Annuities, insurance policies, stocks, etc.
Pensions, IRA, 401K
Income from rental property
Death Benefits
Interest/dividends from assets, including bank accounts
Direct Sales Consulting such as Mary Kay, Tupperware, Pampered Chef, etc.
Work for cash (babysitting, lawn care, etc.)
Any other source (if yes, explain below)

B. Mark the ONE statement that applies to you:

- I do not expect to have any source of income in the next 12 months.
I have been hired for a new job or I will be receiving another source of income soon. I will give you more information for verification purposes.

C. If you have marked "No" for each source of income in section A, and you do not expect to have any source of income in the next 12 months, explain how you will pay for the following: (write N/A if the cost does not apply to your household)

Rent (including garage rent, if applicable)
Utilities
Food
Clothing
School supplies
Cell phone or phone
TV (cable, dish, satellite) and/or internet
Medical care
Medications & prescriptions
Personal care products (shampoo, toothpaste, etc.)
Vehicle expenses (car payments, insurance, fuel, etc.)
Payments on credit card balances
Other expenses not listed above
Additional comments

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of my lease agreement. I understand that I may be required to periodically update this information as requested by owner/agent.

Signature of Applicant/Tenant

Date

LACK OF PROOF OF INCOME STATEMENT

Household Member Name: _____

Please mark the option that best describes your situation. Submit one per household member 18 and over.

NOT APPLICABLE

I, household member, have verifiable income and I have included all proof of income for this source of income for the previous 90-day period.

NO INCOME (Notarization required.)

I, household member, do not have any income and have not had any income for the previous 90-day period.

NEW INCOME (Notarization required.)

I, household member, have a new source of income. I have not had this source of income for the previous 90-day period, nor have I had any other income within the previous 90-day period. I have included all proof of income for this source of income since it began.

UNVERIFIABLE INCOME (Notarization required.)

I, household member, have an established income for more than the previous 90-day period from an unverifiable income, such as family support or a recurring gift, which has no documentation.

Monthly income amount: \$ _____

Monthly income source: _____

INCOME: Choose ONE

Signature

Date

State of Texas, County of _____

This document was acknowledged before me on _____ (date)

by _____ (name of person).

(SEAL)

NOTARY PUBLIC SIGNATURE



CHILD SUPPORT STATEMENT

Applicant Name: _____

Please mark the option that best describes your situation.

NOT APPLICABLE (N/A)

I, applicant, have no children or I am still married, so I am not eligible to receive child support.

COURT ORDER

I, applicant, have a court order to receive child support. I have enclosed a printout detailing Payments Received for the previous twelve months.

COURT ORDER, IN ARREARS

I, applicant, have a court order to receive child support but have not received payments as ordered. I have enclosed a printout detailing Payments Received for the previous twelve months showing arrears.

NO CHILD SUPPORT

(Notarization required.)

I, applicant, have children and I am not married but I do not receive court ordered child support nor do I receive monetary child support from any other source.

NO COURT ORDER, VOLUNTARY PAYMENTS

(Notarization required.)

I, applicant, do not have a court order to receive child support, but I am receiving voluntary child support payments.

CHILD SUPPORT: Choose ONE

Monthly income amount: \$ _____

Name of Non-custodial Parent: _____

Signature

Date

State of Texas, County of _____

This document was acknowledged before me on _____ (date)

by _____ (name of person).

(SEAL)

NOTARY PUBLIC SIGNATURE



NO BANK ACCOUNT/NEW BANK ACCOUNT STATEMENT

Household Member Name: _____

Please mark the option that best describes your situation. Submit one per household member 18 and over.

CHECKING: Choose ONE	<p><input type="checkbox"/> NO CHECKING ACCOUNT <i>(Notarization required.)</i> I, household member, do not have a checking account and I have not had one within the previous six-month period.</p> <p><input type="checkbox"/> NEW CHECKING ACCOUNT <i>(Notarization required.)</i> I, household member, have a new checking account. I have not had this checking account for six full months, nor have I had another checking account within the previous six months. I have included all bank statements for this checking account since creation.</p> <p><input type="checkbox"/> EXISTING CHECKING ACCOUNT I, household member, have an established checking account with more than six months of history. I have included the bank account statements for the previous six-month period.</p>
SAVINGS or CARD: Choose ONE	<p><input type="checkbox"/> NO SAVINGS ACCOUNT or PRE-PAID CARD <i>(Notarization required.)</i> I, household member, do not have a savings account or pre-paid card and I have not had one within the previous one-month period.</p> <p><input type="checkbox"/> NEW SAVINGS ACCOUNT or PRE-PAID CARD <i>(Notarization required.)</i> I, household member, have a new savings account or a new pre-paid card. I have not had this savings account or pre-paid card for one full month, nor have I had another savings account or pre-paid card within the previous one month. I have not received any monthly account statements for this savings account or pre-paid account.</p> <p><input type="checkbox"/> EXISTING SAVINGS ACCOUNT or PRE-PAID CARD I, household member, have an established savings account or pre-paid card with more than one month of history. I have included the monthly account statements for the previous one-month period.</p>

Signature

Date

State of Texas, County of _____

This document was acknowledged before me on _____ (date)
by _____ (name of person).

(SEAL)

NOTARY PUBLIC SIGNATURE

