

NEEDHAM HOUSING AUTHORITY

28 Capt. Robert Cook Drive • Needham, Massachusetts 02494-3155
(781) 444-3011 • Fax: (781) 444-1089 • Email: NeedhamHA@aol.com



GENERAL AUTHORIZATION FOR RELEASE OF INFORMATION

NAME: _____

ADDRESS: _____

(City)

(State)

(Zip)

I, the above named individual, have authorized the NEEDHAM HOUSING AUTHORITY to verify the accuracy of the information which I have provided to The Needham Housing Authority, from the following sources:

- Banks and other financial or lending institutions
- Courts, law enforcement agencies, CORI
- Credit bureaus and credit providers
- Landlords past and present
- Employers past and present
- Providers of: Child Care, Child Support, Alimony, Credit, Handicap/Disability Assistance, Medical care and assistance, Pensions, Annuities, Insurance, Identity and Marital Status, Schools and Colleges, Post Offices
- U.S. Social Security Administration
- U.S. Department of Veterans Services/Affairs
- Welfare Agencies
- Utility Companies

I, hereby give you permission to release this information to the NEEDHAM HOUSING AUTHORITY subject to the condition that it be kept confidential. I would appreciate your prompt attention in supplying the information requested on the attached page to the NEEDHAM HOUSING AUTHORITY within five (5) days of receipt of this request.

I understand that a photocopy of this authorization is as valid as the original.
Thank you for your assistance and cooperation in this matter.

SIGNED: _____

DATE: _____

THIS AUTHORIZATION IS VALID FOR A PERIOD OF ONE (1) YEAR FROM THE DATE NOTED ABOVE.

(OVER)

FAIR INFORMATION PRACTICES ACT
STATEMENT OF RIGHTS

The Needham Housing Authority collects information about applicants and tenants for its housing programs as required by law in order to determine eligibility, amount of rent and correct apartment size. The information collected is used to manage the housing programs, to protect the public's financial interest and to verify the accuracy of information submitted. When permitted by law, it may be released to government agencies, other housing authorities, and to civil or criminal investigators and prosecutors. Otherwise, the information will be kept confidential and only used by housing authority staff in the course of their duties.

The Fair Information Practices Act established requirements governing housing authorities' use and disclosure of the information it collects. Applicants and tenants may give or withhold their permission when required by the Housing Authority to provide information, however, failure to permit the housing authority to obtain the required information may result in delay, ineligibility for programs, or termination of tenancy or housing subsidy. The provision of false or incomplete information is a criminal offense punishable by fines and/or imprisonment. As an applicant or tenant, you have the following rights in regard to the information collected about you:

1. No information may be used for any purpose other than those described above without your consent.
2. No information may be disclosed to any person, other than those described above without your consent. If we receive a legal order to release the information, we will notify you.
3. You or your authorized representative have a right to inspect and copy any information collected about you.
4. You may ask questions and receive answers from the Housing Authority about how we collect and use your information.
5. You may object to the collection, maintenance, dissemination, use, accuracy, completeness or type of information we hold about you. If you object, we will investigate your objection and will either correct the problem or make your objection part of the file. If you are dissatisfied, you may appeal to the Executive Director who will notify you in writing of the decision and of your right to appeal to the Department of Housing and Community Development.

I have read and understand the **FAIR INFORMATION PRACTICES STATEMENT OF RIGHTS** and have received a copy for future reference.

Date

Signature

FIVE (5) YEAR RENTAL HISTORY

CURRENT ADDRESS: _____
CITY/TOWN: _____
FROM: _____ TO: _____
LANDLORD: _____
ADDRESS: _____
CITY/TOWN: _____
TELEPHONE NUMBER: _____

FORMER ADDRESS: _____
CITY/TOWN: _____
FROM: _____ TO: _____
LANDLORD: _____
ADDRESS: _____
CITY/TOWN: _____
TELEPHONE NUMBER: _____

FORMER ADDRESS: _____
CITY/TOWN: _____
FROM: _____ TO: _____
LANDLORD: _____
ADDRESS: _____
CITY/TOWN: _____
TELEPHONE NUMBER: _____

FORMER ADDRESS: _____
CITY/TOWN: _____
FROM: _____ TO: _____
LANDLORD: _____
ADDRESS: _____
CITY/TOWN: _____
TELEPHONE NUMBER: _____

FORMER ADDRESS: _____
CITY/TOWN: _____
FROM: _____ TO: _____
LANDLORD: _____
ADDRESS: _____
CITY/TOWN: _____
TELEPHONE NUMBER: _____

NEEDHAM HOUSING AUTHORITY

APPLICATION ADDENDUM REGARDING CORI RECORDS

NOTICE TO APPLICANTS: As part of its initial tenant selection process, the Needham Housing Authority will be acquiring Criminal Offender Record Information (CORI) on all members of your household who are seventeen (17) or older. These records will be used for tenant selection purposes only.

This form is part of your application for public housing. It must be completed and returned to the Authority with your application. If it does not accompany your application, the application will not be processed.

All members of the applicant's household who are seventeen (17) or older **MUST** sign this form.

CERTIFICATION: I/We, the undersigned, certify that we are aware that the Needham Housing Authority will be acquiring Criminal Offender Record Information on me/us as part of its tenant selection process.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Applicant Name: _____

Applicant Address: _____

Applicable Statutes and Regulations:

24 CFR 982.522 - Termination for Violent & Drug Related Activity

24 CFR 982.553 - Required Evidence of Criminal Activity

M.G. L. ch.6 sec 168 - Granting Housing Authorities Access to CORI information

803 CMR 5.05 - Lawful Use of CORI Information