

**Social Security Administration will not provide verification of Social Security, Supplemental Security Income (SSI) and Retirement Survivors Disability Insurance (RSDI) benefits. You must provide a current copy of your benefits statement to our office.**

**If you have any questions, please contact 320-269-6640 ext. 222 for Tara.**

**Translations provided by Google Translate, Van Binsbergen & Associates, Inc and Madsen Properties, Inc cannot verify accuracy.**

**English**

This is an important document. If you cannot read English, you should have it translated.

**Spanish**

Este es un documento importante. Si usted no puede leer Inglés, usted debe haber que traducir.

**Somali**

Tani waa dokumenti muhiim ah. Haddii aad waxba ma aan akhriyi karo Ingiriisi, waa in aad u tarjumay.

**Loa**

ນີ້ ເປັນເອກະສານທີ່ສໍາຄັນ. ຖ້າທ່ານບໍ່ສາມາດອ່ານພາສາອັງກິດ, ທ່ານຄວນຈະມີມັນແປ.

**Vietnamese**

Đây là một tài liệu quan trọng. Nếu bạn không thể đọc được tiếng Anh, bạn cần phải có nó dịch.

**Hmong**

Qhov no yog ib qho tseem ceeb daim ntawv no. Yog hais tias koj nyem tsis tau ntawv Askiv, koj yuav tsum tau kom muab txhais.

**Khmer**

នេះគឺជាឯកសារសំខាន់ៗ ប្រសិនបើអ្នកមិនអាចអានភាសាអង់គ្លេសបានអ្នកគួរតែវាបានបកប្រែ។



It is time to complete your recertification for your household. Please keep in mind, our office requires time to process your recertification, and your prompt response is necessitated.

*If you have any questions, please contact Tara at 320-269-6640 x 222 or [accounting@vanblnc.com](mailto:accounting@vanblnc.com).*

<b>Return completed, signed and dated paperwork to:</b> <b>Van Binsbergen &amp; Associates</b> 540 South First Street Montevideo, MN 56265 Fax: 320-269-7789 Email: <a href="mailto:office@vanblnc.com">office@vanblnc.com</a>	<b>OFFICE USE ONLY</b>	
	Date Received	
	Time Received	

PROPERTY			
NAME			
ADDRESS			
CITY		STATE	ZIP
PHONE		CELL	
EMAIL			

\_\_\_\_\_ **SOCIAL SECURITY RECIPIENTS** must provide a copy of your current benefit statement or award letter to our office. If you do not have a copy of your current letter, you can contact your local Social Security office to request one or you can also visit the Social Security website, create an account, and get your new letter online.

**WEBSITE:** <http://www.socialsecurity.gov/>

\_\_\_\_\_ **PENSION/ANNUITY RECIPIENTS** must provide a copy of your current benefit amount, by annual or quarterly statement or recent tax document.

\_\_\_\_\_ **UNEMPLOYMENT BENEFITS** verification must be supplied by the resident in the form of a printout from the Kansas Unemployment Benefits website located at <https://www.getkansasbenefits.gov/Home.aspx>. These printouts must show resident's name, benefit amounts, dates received, and date printed. If you are receiving or will be receiving benefits, you should have the information needed to log into your account. You can also contact them by phone:

**Twin Cities Area:** 651-296-3644

**Greater Minnesota:** 877-898-9090

Website to find your local office and contact information: <https://fileunemployment.org/minnesota>

**IMPORTANT:** The bottom section on page 3 of the recertification packet must be completed. This section provides our office with the contact information for any questions answered "yes" from questions 1-42. This section starts with the gray shaded box and is clearly labeled "DO NOT LEAVE THIS SECTION BLANK."

	<b>Emergency Contact Information</b>
<b>Name</b>	
<b>Address</b>	
<b>City, State, Zip Code</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Relationship</b>	



Equal Housing Opportunity

Van Binsbergen & Associates, Inc. is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410

# Household Questionnaire

<b>Certification Effective Date:</b> <input type="checkbox"/> Move-in _____ <input type="checkbox"/> Initial Cert _____ <input type="checkbox"/> Recertification _____ <input type="checkbox"/> Add a Member _____	<b>Household certifying for the following program(s):</b> <input type="checkbox"/> Section 8 <input type="checkbox"/> NHTF <input type="checkbox"/> Housing Tax Credit <input type="checkbox"/> HOME <input type="checkbox"/> Section 236 <input type="checkbox"/> Other _____	<b>Date and Time Rec'd:</b> _____ <b>Rent Amount:</b> \$ _____
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Property Name \_\_\_\_\_ Bldg/Unit # \_\_\_\_\_

**Household Composition**

Applicants/residents, complete this application in your own handwriting. List all persons who will be living in the unit. Give the relationship of each family member to the head of household. If this eligibility application is being completed by an applicant who is applying for occupancy with an existing household, only include the information for the new applicant. **Each household member age 18 years or older and under age 18 if head, spouse, or co-head of household must disclose income and assets and sign and date this application.**

	Household Member's Name	Relationship	Date of Birth	Has/Will this person be a student* during this and/or the upcoming calendar year? YES/NO	Social Security Number
1		HEAD			
2					
3					
4					
5					
6					
7					
8					

\* Include public and private elementary, junior & senior high, college, university, technical, trade, and mechanical schools. Do not include on-the-job training courses.

**Household Income**

List current and anticipated income for the twelve-month period beginning on the anticipated move-in date or effective date of recertification. **Include all full time, part time or seasonal income even if completing this application in the off-season.**

**DOES ANY MEMBER RECEIVE OR EXPECT TO RECEIVE**  
(Check YES or NO to each item, as applicable, and include gross monthly amount. List sources on page 2.):

	YES	NO		Gross Monthly
	Amount			\$
			1. Wages, salaries (include overtime, tips, bonuses, commissions, etc.) . . . . .	\$
			2. Does any member work for someone who pays them in cash, is self-employed or does "app" or "gig" work. . . . .	\$
			3. Regular pay for a member of the armed forces . . . . .	\$
			4. Public Assistance (MFIP, GA, MSA) <b>Benefits are received by (circle one)</b> direct deposit check cash card . . . . .	\$
			5. Worker's compensation . . . . .	\$
			6. Unemployment benefits or severance pay . . . . .	\$
			7. Student financial assistance (public or private, not including student loans) . . . . .	\$
			8. Child support (check yes if you have a court order, even if you are not receiving the full amount awarded) . . . . .	\$
			9. Alimony/Spousal Maintenance . . . . .	\$
			10. Social Security income (including unearned income of minor children) . . . . .	\$
			11. Disability benefits including social security disability . . . . .	\$
			12. Regular payments from pensions (PERA, railroad, etc.) . . . . .	\$
			13. Regular payments from retirement benefits . . . . .	\$
			14. Death Benefits . . . . .	\$
			15. Regular payments from annuities or life insurance dividends . . . . .	\$
			16. Regular payments from inheritance, insurance settlement, lottery winnings, etc. . . . .	\$
			17. Net income from rental property . . . . .	\$
			18. Regular cash and non-cash contributions, assistance with paying bills (including utilities), or gifts from companies, agencies or individuals not living in the unit (not including groceries). . . . .	\$
			19. Are any changes to income expected within the next 12 months due to a raise, bonus or other reason? . . . . .	\$
			20. Other (list) _____	\$



# Household Questionnaire

I/We hereby certify that I/We Have Have not sold or given away any assets for less than Fair Market Value during the two year (24 month) period preceding the date of this questionnaire. Any assets sold or disposed of for less than Fair Market Value must be identified below:

Household Member	Asset and Estimated Market Value	Date sold/disposed	Amount Received
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

### ADDITIONAL INFORMATION

The following questions pertain to every member of the household. Check either **YES** or **NO** in response to each question. Add an explanation below for all items checked YES.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will any household member, including children, live in the unit on a less than full time basis?
<input type="checkbox"/>	<input type="checkbox"/>	Do you anticipate any change in your household (someone moving in or out) during the next 12 months?
<input type="checkbox"/>	<input type="checkbox"/>	Does any adult member of the household have zero income? If yes, name(s): _____
<input type="checkbox"/>	<input type="checkbox"/>	Does/will the household receive rent assistance? If so, indicate from what source (Section 8, Rural Development RA, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Does your household have any needs that might be better served by a unit which is accessible to persons with mobility, hearing or visual impairments?
Explanation: _____ _____		

### SIGNATURES

I/we certify that the foregoing information is true and complete to the best of my/our knowledge, and authorize the Landlord to make inquiries to verify the statements herein. I/we further understand that any intentional misrepresentation on this form might result in a default in the rental agreement and/or eviction of this household. If any of the aforementioned information changes, I/we agree to notify Landlord immediately.

Applicant/Resident Signature _____	Date _____
Applicant/Resident Signature _____	Date _____
Applicant/Resident Signature _____	Date _____
Applicant/Resident Signature _____	Date _____
Head of household email address: _____	Phone: _____

**This applicant/resident required assistance in completing the Household Questionnaire due to:** \_\_\_\_\_

**Assistance was provided by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# ANNUAL STUDENT CERTIFICATION

Effective Date: \_\_\_\_\_  
Move-in Date: \_\_\_\_\_  
(MM/DD/YYYY)


This Annual Student Certification is being delivered in connection with the undersigned's application/occupancy in the following apartment:

Head of Household Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_  
Property Name \_\_\_\_\_ Building Address: \_\_\_\_\_

Check A, B, or C, as applicable (note that students include those attending public or private elementary schools, middle or junior high schools, senior high schools, colleges universities, technical, trade, or mechanical schools, but does not include those attending on-the-job training courses):

- A. \_\_\_\_\_ Household contains at least one occupant who is not a student and has not been/will not be a student for five months or more out of the current and/or upcoming calendar year (months need not be consecutive). *If this item is checked,  no further information is needed. Sign and date below.*
- B. \_\_\_\_\_ Household contains all students, but is qualified because the following occupant(s) \_\_\_\_\_ is/are a PART TIME student(s) who have not been/will not be a full time student for five months or more of the current and/or upcoming calendar year. *Verification of part-time student status is required for at least one occupant. If this item is checked, . Sign and date below. Verification of part time student status is required for at least one occupant.*
- C. \_\_\_\_\_ Household contains all students who were, are, or will be FULL-TIME students for five months or more out of the current and/or upcoming calendar year (months need not be consecutive). *If this item is checked, questions 1-5, below **must be** completed:*

- |   |     |    |
|---|-----|----|
| 1. Is at least one student receiving Temporary Assistance to Needy Families (TANF), otherwise known as Minnesota Family Investment Program (MFIP)? (provide release of information for verification purposes)   | YES | NO |
| 2. Does at least one student participate in a program receiving assistance under the Job Training Partnership Act, Workforce Investment Act, or under other similar, federal, state or local laws? (attach verification of participation)   | YES | NO |
| 3. Is at least one student a single-parent with child(ren) <i>and</i> this parent is not a dependent of someone else, <i>and</i> the child(ren) is/are not dependent(s) of someone other than a parent? (attach student's and if applicable, divorce/custody decree or other parent's most recent tax return) | YES | NO |
| 4. Are the students married and entitled to file a joint tax return? (attach marriage certificate or tax return)  | YES | NO |
| 5. Does the household consist of at least one student who was under the care and placement responsibility of the state agency responsible for administering foster care? (provide verification of participation)  | YES | NO |

*Full-time student households that are income eligible and satisfy one of the above conditions are considered eligible. If C is checked and questions 1-5 are marked **NO**, or verification does not support the exception indicated,  the household is considered ineligible.*

Under penalties of perjury, I/we certify that the information presented in this Annual Student Certification is true and accurate to the best of my/our knowledge and belief. I/we agree to notify management immediately of any changes in this household's student status. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of the lease agreement.

All household members age 18 or older must sign and date.

_____ Signature	_____ (Date)	_____ Signature	_____ (Date)
_____ Signature	_____ (Date)	_____ Signature	_____ (Date)

# TENANT RELEASE AND CONSENT

I/We, the undersigned, hereby authorize all representatives of companies/agencies in the categories listed below to release, without liability, information regarding employment, additional forms of income, benefits, assets, and references to **Van Binsbergen & Associates, Inc.** (Owner and/or Agent), for purposes of verifying information listed on the rental application.

## INFORMATION COVERED

I/We understand that previous or current information regarding my/our household may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identifiers; employment, income and assets; medical or child care allowances. I/We understand this authorization cannot be used to obtain any information which is not pertinent to eligibility as a qualified tenant.

## GROUPS OR INDIVIDUALS WHO MAY BE CONTACTED

The groups or individuals who may be asked to release the above information include, but are not limited to:

Past and Present Employers	Veterans Administration	Welfare Agencies
State Unemployment Agencies	Social Security Administration	Retirement Systems
Support and Alimony Providers	Banks/Other Financial Institutions	Colleges & Universities
Medical and Child Care Providers	Previous Landlords	Public Housing Agencies

## SAVE VERIFICATION CONSENT FORM

For every household member (adult or child) identified as an eligible noncitizen on the application, the signatures below provide consent to the following for the individual and/or signature of parent/guardian for household members under the age of 18:

1. The use of provided evidence/documentation to verify eligible immigration status to enable household members to receive financial assistance for housing.
2. The release of such evidence to the DHS for purposes of verification of the immigration status of the individual.

## CONDITIONS

I/We agree that a photocopy of this authorization may be used for the above stated purpose(s). 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.

## SIGNATURES

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Date



This institution is an Equal Opportunity Provider, and Employer. To file a complaint of discrimination, write to USDA, Director Office of Civil Rights, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410 or call (800) 795-3272 (voice), or (202) 720-6382 (TTD).





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# Verification of Deposit Housing Assistance Agencies



For faster processing, please complete the form on your computer before printing.

This form is for housing assistance agencies requesting consumer deposit information. Please complete the form including the customer authorization signature and fax to the number noted below. Your completed request will be faxed to the return fax number provided on this form.

**TYPE or complete in BLACK INK. Use only CAPITAL LETTERS**

Fax Requests To.....1-844-879-0412  
Online Instructions.....www.wellsfargo.com/biz/vod  
Balance Confirmation Services.....1-540-563-7323

## SECTION 1: REQUESTER INFORMATION

Company Name

Attention

Street Address

City

State

Zip

Requester Email (optional)

Requester Phone Number

Return Fax Number

## SECTION 2: CUSTOMER INFORMATION

Customer One Full Name (First Middle Last)

Customer Two Full Name (First Middle Last)

Account Number(s) (Required)

Customer One Social Security Number

Month

Day

Year

## CUSTOMER AUTHORIZATION

I/We authorize and direct Wells Fargo Bank to release the following information to the above mentioned requestor on my deposit accounts listed above or if only a Social Security Number is provided, all open depository accounts: Account Number, Account Type, Open or Closed, Account Holder(s), Current/Closing Balance, Open/Close Date, Current Interest Rate, Previous Six Average Statement Balances and Previous Six Months Interest Paid. In addition, CDs and IRAs will include: Term, Maturity Date, Interest Payment, Interest Method and Penalty.

Signature of Account Holder

Date

Signature of Account Holder

Date