

Congratulations!

You have made the right decision to apply for residency with the Bruce Housing Authority. This checklist is to insure that your attached application has been filled out completely and is ready to be added to our waiting list. When you have checked off all the items below, please send your application to:

Bruce Housing Authority
P O Box 65
Bruce, Wi 54819

Checklist:

1. ____ I have included my present last name, AKA names and my maiden name (if appropriate)
2. ____ I have used my correct physical address. (Not a P O Box)
3. ____ I have enclosed a copy of the Social Security Cards for everyone in the household.
4. ____ I have listed the income for each household member that is 18 years of age or older. I have also used the **gross** amount. If the income source is Social Security and Medicare is deducted from your check, the gross amount is the amount **before** the deduction, not the amount you receive each month.
5. ____ I have listed all assets. That means my savings accounts, checking accounts, home, etc.----no matter how small. I have also listed the account number and bank where it is located.
6. ____ If I have ever applied or lived in public housing before, I have completely filled out where and when I lived or where and when I applied.
7. ____ I understand that pets are allowed, but they require an additional security deposit up front and they need to be "fixed".
8. ____ I have listed my previous addresses in full with complete landlord information for at least the last 3 years. If I have lived in more than 2 places, I have attached a sheet of paper with the necessary information to the application.
9. ____ I have signed and dated my application. If another person over 18 years of age is included on the application, he/she has also signed the form.
10. ____ I have signed, dated and listed my social security number on the back of the **Privacy Act Notice**.
11. ____ I completed filled out the **Declaration of Section 214 Status** form. I have printed my name and the first line, checked the appropriate box, signed the form at the bottom and dated it.
12. ____ I have reviewed my application and have put N/A for any items that do not pertain to me or to anyone in my household.

I understand that if the application is not filled our completely, it will be returned to me for completion and will not be added to the waiting list until it is returned, completed.