

MODEL FORM

Ask Applicants About Criminal Background

Here's a Model Form we prepared with the help of Kay McIlmoil of VOA National Housing Corp. and Vikki Gherzi of G & K Management Co. Show it to your attorney, and adapt it for use at your site so you'll get the information you need to comply with HUD's one-strike rule and screen out applicants with certain criminal and sex offender backgrounds.

The form explains why you're asking about criminal backgrounds and makes clear that applicants must answer your questions to live at your site. The form then asks three specific questions about the applicant's background to determine

whether the applicant meets the mandatory screening criteria involving drug-related evictions, drug and alcohol abuse, and sex offender status. It goes on to ask other questions that might apply at your site, depending on what optional screening criteria you've adopted.

The last two questions ask applicants about other states they've lived in and other names they've used so that you can run criminal and sex offender background checks. Finally, the form asks for the applicant's consent to run these background checks. **AHMI0046**

CRIMINAL & SEX OFFENDER BACKGROUND INFORMATION

Federal law requires us to get drug and criminal background and sex offender registration information about all adult household members applying for assisted housing. To enable us to do this, all household members age 18 or older must answer the questions below, then sign below to consent to a background check. The questions ask about drug-related and other criminal activity that could adversely affect the health, safety, or welfare of other residents.

XYZ Apartments will deny the application of any applicant who does not provide complete and accurate information on this form or does not consent to a background check.

1. Have you been evicted from a federally assisted site for drug-related criminal activity within the past three years? yes no
2. Do you currently use illegal drugs or abuse alcohol? yes no
3. Are you currently subject to a lifetime registration requirement under a state sex offender registration program? yes no
4. Have you been convicted of any drug-related crime within the past five years? yes no
5. Have you been convicted of any felony within the past five years? yes no
6. Have you been convicted of any crime involving fraud or dishonesty within the past five years? yes no
7. Have you been convicted of any crime involving violence within the past five years? yes no
8. Are you currently charged with any of the above criminal activities? yes no
9. Please list all states in which you have lived or have held licenses to drive (include driver's license #s)

10. Have you ever used or been known by any other name? yes no

If yes, please list names used _____

I understand that the above information is required to determine my eligibility for residency. I certify that my answers to the above questions are true and complete to the best of my knowledge. I understand that making false statements on this form is grounds for rejection or termination of my lease. I authorize XYZ Apartments to verify the above information, and I consent to the release of the necessary information to determine my eligibility.

I hereby authorize law enforcement agencies to release criminal records and/or sex offender registration information to XYZ Apartments, to a public housing authority, or to an agency contracted by XYZ Apartments to conduct criminal background checks.

APPLICANT'S SIGNATURE _____ DATE _____

APPLICANT'S NAME (PLEASE PRINT) _____