



# VILLAGE OF CANTON HOUSING AUTHORITY

37 Riverside Drive  
Canton, NY 13617

Phone: 315-386-8381  
Fax: 315-386-4028  
TDD: 1-800-662-1220

## Application Information Packet

### TABLE OF CONTENTS

Village of Canton Housing Authority: Property Descriptions	2
Village of Canton Housing Authority: Required Documentation	3
EIV and You	4
Fraud Information – HUD Form 1141	6
Verification of Disability	8
VAWA – HUD Form 5380	10
VAWA – HUD Form 5382	18
Village of Canton Housing Authority: Smoke-Free Policy	20
Village of Canton Housing Authority: Visitor/Guest Policy	21
Village of Canton Housing Authority: Air Conditioner Policy	22
Village of Canton Housing Authority: Pet Policy	23





# VILLAGE OF CANTON HOUSING AUTHORITY

37 Riverside Drive  
Canton, NY 13617

Phone: 315-386-8381  
Fax: 315-386-4028  
TDD: 1-800-662-1220

## Property Descriptions

### Property Location (all in Canton, New York):

**Diane P. Burns Building:** 37 Riverside Drive (HUD property) - This building is a seven-story high rise which consists of 91 apartments: 48 efficiency, 37 one-bedroom and 6 two-bedroom units. Applicants must be age 50 or older, or age 18 or older and verified disabled.

**Wilfred G. Lytle Building:** 35 Riverside Drive (Section 8/515-New Construction) - This building is a seven-story high rise which consists of 50 one-bedroom apartments. Applicants must be age 62 or older, or age 18 or older and verified disabled.

**Law Lane Senior Apartments:** Senior Units (HUD Property) - This building is a two-story building which consists of 20 one-bedroom apartments. Applicants must be age 50 or older, or age 18 or older and verified disabled.

**Law Lane Apartments:** Family Units (HUD Property) - These buildings are two stories which consists of 16 two bedroom and 40 three-bedroom apartments.

### All Canton Housing Authority Properties offer the following amenities:

- Free Parking
- Trash Removal
- Snow Removal & Sanding/Salting
- Lawn Maintenance
- Pets Allowed (Per Policy)
- Include Water/Sewer
- Electric Stove and Refrigerator
- Apartment Maintenance & Repairs
- Emergency Maintenance After Hours & Weekends

### Property Specific Amenities: (In addition to those listed above)

Amenities	37 Riverside Drive	35 Riverside Drive	Senior Law Lane	Law Lane Family
Elevator/Lift	2 Elevators	2 Elevators	Lift	N/A
Secure Bldg. Entry	YES	YES	YES	N/A
Heat Included*	YES	NO	YES	21-40 ONLY
Electric Included*	YES	NO	NO	NO
Meals on Wheels	YES	NO	NO	NO
Beauty Salon	YES	NO	NO	NO
Community Space	YES	YES	YES	YES
Laundry Room	YES	YES	YES	NO
Washer/Dryer	NO	NO	NO	YES
Hook-Ups				
Playground	NO	NO	NO	YES

\*A utility allowance is given to assist with utility costs in units where one/both utilities are not included. Allowance varies by location and apartment size.





# VILLAGE OF CANTON HOUSING AUTHORITY

37 Riverside Drive  
Canton, NY 13617

Phone: 315-386-8381  
Fax: 315-386-4028  
TDD: 1-800-662-1220

## Required Documentation

All forms are to be signed and dated by all adults 18 and over. All documentation should be provided for all household members. All letters should be dated within 90 days of your expected move in date. **Please do not give us this documentation until asked.** Submission of the documents below is MANDATORY to complete your application.

- Birth Certificate - for all household members
- Social Security Card - for all household members
- Driver's License or State ID - for all household members
- Proof of Income - all that apply:
  - Social Security award letter showing current received amount (do not submit copy of check)
  - SSI award letter showing current received amount (do not submit copy of check)
  - Current Public Assistance Budget Form from Department of Social Services
  - Current Pension or Retirement or Agency award letter
  - Child Support income received
  - Alimony income received
  - Wages from employment: submit the most recent four (4) weeks' worth of consecutive paycheck stubs or employer wage statement showing gross pay and hours received.
- Other: any and all other monies coming into the household
- Proof of Assets - all that apply:
  - Bank statements for all checking (six months), savings (one month), and all other investments
  - Employment cards, bank card and/or direct express cards
  - Banking for any and all other bank accounts, i.e., Stocks, Bonds, CD's etc.
  - Pension, Retirement, 401k, 403B, Keogh and/or IRA accounts
  - Real Property: Proof of any property you still own or sold in the last two (2) years. Submit recent tax statements showing the Taxable Value of the Property.
- Other: any and all other assets held by the household
- Medical Expenses - this section pertains only to households where the Head, Spouse, or Co-head is aged 62 or older, or verified disabled. If you are unsure if you qualify, please call the office for clarification. You may submit any medical payments you have made that have NOT BEEN AND WILL NOT BE reimbursed to you by any insurance or other coverage.
  - Pharmacy: submit computer printout obtained from your drugstore showing past 12 months medical out-of-pocket expenses for prescriptions if you believe the same costs will be reflected in the year to come.
  - Medical Bills: submit medical bills that have not been paid and will not be reimbursed by insurance or any other outside source.
- Other Documentation
  - College acceptance letter or transcript and current financial aid award letter
  - Child custody paperwork, if applicable

**If you have any questions or concerns, please contact the main office during regular office hours.**





## RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT

# EIV & You

### ENTERPRISE INCOME VERIFICATION



**What YOU Should Know  
if You are Applying for or are Receiving  
Rental Assistance through the Department of  
Housing and Urban Development (HUD)**

### What is EIV?

EIV is a web-based computer system containing employment and income information on individuals participating in HUD's rental assistance programs. This information assists HUD in making sure "the right benefits go to the right persons".



### What income information is in EIV and where does it come from?

#### The Social Security Administration:

- Social Security (SS) benefits
- Supplemental Security Income (SSI) benefits
- Dual Entitlement SS benefits

#### The Department of Health and Human Services (HSS) National Directory of New Hires (NDNH):

- Wages
- Unemployment compensation
- New Hire (W-4)

### What is the information in EIV used for?

The EIV system provides the owner and/or manager of the property where you live with your income information and employment history. This information is used to meet HUD's requirement to independently verify your employment and/or income when you recertify for continued rental assistance. Getting the information from the EIV system is more accurate and less time consuming and costly to the owner or manager than contacting your income source directly for verification.

Property owners and managers are able to use the EIV system to determine if you:

- correctly reported your income

They will also be able to determine if you:

- Used a false social security number
- Failed to report or under reported the income of a spouse or other household member
- Receive rental assistance at another property

### Is my consent required to get information about me from EIV?

Yes. When you sign form HUD-9887, Notice and Consent for the Release of Information, and form HUD-9887-A, Applicant's/Tenant's Consent to the Release of Information, you are giving your consent for HUD and the property owner or manager to obtain information about you to verify your employment and/or income and determine your eligibility for HUD rental assistance. Your failure to sign the consent forms may result in the denial of assistance or termination of assisted housing benefits.

### Who has access to the EIV information?

Only you and those parties listed on the consent form HUD-9887 that you must sign have access to the information in EIV pertaining to you.

### What are my responsibilities?

As a tenant in a HUD assisted property, you must certify that information provided on an application for housing assistance and the form used to certify and recertify your assistance (form HUD-50059) is accurate and honest. This is also described in the *Tenants Rights & Responsibilities* brochure that your property owner or manager is required to give to you every year.

### Penalties for providing false information

Providing false information is fraud. Penalties for those who commit fraud could include eviction, repayment of overpaid assistance received, fines up to \$10,000, imprisonment for up to 5 years, prohibition from receiving any future rental assistance and/or state and local government penalties.

### Protect yourself, follow HUD reporting requirements

When completing applications and recertifications, you must include all sources of income you or any member of your household receives. Some sources include:

- Income from wages
- Welfare payments
- Unemployment benefits
- Social Security (SS) or Supplemental Security Income (SSI) benefits
- Veteran benefits
- Pensions, retirement, etc.
- Income from assets
- Monies received on behalf of a child such as:
  - *Child support*
  - *AFDC payments*
  - *Social security for children, etc.*

If you have any questions on whether money received should be counted as income, ask your property owner or manager.

When changes occur in your household income or family composition, immediately contact your property owner or manager to determine if this will affect your rental assistance.



Your property owner or manager is required to provide you with a copy of the fact sheet "How Your Rent Is Determined" which includes a listing of what is included or excluded from income.

### What if I disagree with the EIV information?

If you do not agree with the employment and/or income information in EIV, you must tell your property owner or manager. Your property owner or manager will contact the income source directly to obtain verification of the employment and/or income you disagree with. Once the property owner or manager receives the information from the income source, you will be notified in writing of the results.

### What if I did not report income previously and it is now being reported in EIV?

If the EIV report discloses income from a prior period that you did not report, you have two options: 1) you can agree with the EIV report if it is correct, or 2) you can dispute the report if you believe it is incorrect. The property owner or manager will then conduct a written third party verification with the reporting source of income. If the source confirms this income is accurate, you will be required to repay any overpaid rental assistance as far back as five (5) years and you may be subject to penalties if it is determined that you deliberately tried to conceal your income.

### What if the information in EIV is not about me?

EIV has the capability to uncover cases of potential identity theft; someone could be using your social security number. If this is discovered, you must notify the Social Security Administration by calling them toll-free at 1-800-772-1213. Further information on identity theft is available on the Social Security Administration website at: <http://www.ssa.gov/pubs/10064.html>.

### Who do I contact if my income or rental assistance is not being calculated correctly?

First, contact your property owner or manager for an explanation.

If you need further assistance, you may contact the contract administrator for the property you live in; and if it is not resolved to your satisfaction, you may contact HUD. For help locating the HUD office nearest you, which can also provide you contact information for the contract administrator, please call the Multifamily Housing Clearinghouse at: 1-800-685-8470.



### Where can I obtain more information on EIV and the income verification process?

Your property owner or manager can provide you with additional information on EIV and the income verification process. They can also refer you to the appropriate contract administrator or your local HUD office for additional information.

If you have access to a computer, you can read more about EIV and the income verification process on HUD's Multifamily EIV homepage at: [www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm](http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm).



JULY 2009



# APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...  
IS FRAUD WORTH IT?**

## Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- **Evicted** from your apartment or house.
- **Required to repay** all overpaid rental assistance you received.
- **Fined** up to \$10,000.
- **Imprisoned** for up to five years.
- **Prohibited** from receiving future assistance.
- **Subject** to State and local government penalties.

## Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

## So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

**(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees:** HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

## Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

## Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

## Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to [Hotline@hudoig.gov](mailto:Hotline@hudoig.gov). You can write the Hotline at:



HUD OIG Hotline, GFI  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410



# VILLAGE OF CANTON HOUSING AUTHORITY

37 Riverside Drive  
Canton, NY 13617

Phone: 315-386-8381  
Fax: 315-386-4028  
TDD: 1-800-662-1220

## Verification of Disability When Eligibility for Admission or Qualification for Certain Income Deductions is Based on Disability

1. Has a disability, as defined in 42 U.S.C. 423, which means;
  - a. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months.
  - b. In the case of an individual who has attained the age of 55 and is blind, inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time.
  - c. For the purposes of this definition, the term blindness, as defined in section 416(i)(1) of this title, means central vision acuity of 20/200 or less in the better eye with use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for the purposes of this paragraph as having a central visual acuity of 20/200 or less.
2. Has a physical, mental, or emotional impairment that:
  - a. Is expected to be of long-continued and indefinite duration;
  - b. Substantially impedes his or her ability to live independently; and
  - c. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions.
3. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act 42 U.S.C. 6001(8)), i.e., a person with a severe chronic disability that:
  - a. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
  - b. Is manifested before the person attains age 22;
  - c. Is likely to continue indefinitely;
  - d. Results in substantial functional limitation in three or more of the following areas of major life activity:
    - i. Self-care,
    - ii. Receptive and expressive language,
    - iii. Learning,
    - iv. Mobility,
    - v. Self-direction,
    - vi. Capacity for independent living, and
    - vii. Economic self-sufficiency; and





- 
- e. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.
  - f. Is based solely on any drug or alcohol dependence (the person has no other disability which meets the above definition) and the person is not currently abusing illegal drugs and/or alcohol.

If the answer is yes to any of the above descriptions and this can be verified by an official medical provider, you may qualify for housing within our Senior/Disabled buildings.

**Village of Canton Housing Authority**

**Notice of Occupancy Rights under the Violence Against Women Act<sup>1</sup>**

**To all Tenants and Applicants**

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that Village of Canton Housing Authority is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

**Protections for Applicants**

If you otherwise qualify for assistance under Village of Canton Housing Authority, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

**Protections for Tenants**

---

<sup>1</sup> Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

If you are receiving assistance under Village of Canton Housing Authority, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under Village of Canton Housing Authority solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

### **Removing the Abuser or Perpetrator from the Household**

HP may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If HP chooses to remove the abuser or perpetrator, HP may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, HP must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, HP must follow Federal, State, and local eviction procedures. In order to divide a lease, HP may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

### **Moving to Another Unit**

Upon your request, HP may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HP may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

HP will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

HP's emergency transfer plan provides further information on emergency transfers, and HP must make a copy of its emergency transfer plan available to you if you ask to see it.

**Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

HP can, but is not required to, ask you to provide documentation to “certify” that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from HP must be in writing, and HP must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. HP may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to HP as documentation. It is your choice which of the following to submit if HP asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by HP with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that HP has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, HP does not have to provide you with the protections contained in this notice.

If HP receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), HP has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, HP does not have to provide you with the protections contained in this notice.

### **Confidentiality**

HP must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

HP must not allow any individual administering assistance or other services on behalf of HP (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

HP must not enter your information into any shared database or disclose your information to any other entity or individual. HP, however, may disclose the information provided if:

- You give written permission to HP to release the information on a time limited basis.
- HP needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HP or your landlord to release the information.

VAWA does not limit HP's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

### **Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated**

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, HP cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HP can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HP can demonstrate the above, HP should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

### **Other Laws**

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to



additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

**Non-Compliance with The Requirements of This Notice**

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with Village of Canton Housing Authority or Buffalo HUD office at 716-551-5755.

**For Additional Information**

You may view a copy of HUD's final VAWA rule at

**[federalregister.gov/documents/2023/01/04/2022-28073/the-violence-against-women-act-reauthorization-act-of-2022-overview-of-applicability-to-hud-programs](https://www.federalregister.gov/documents/2023/01/04/2022-28073/the-violence-against-women-act-reauthorization-act-of-2022-overview-of-applicability-to-hud-programs)**.

Additionally, HP must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact Village of Canton Housing Authority.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact Renewal House at 315-379-9845.

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact Renewal House at 315-379-9845

Victims of stalking seeking help may contact Canton Police Department at 315-386-4561.

**Attachment:** Certification form HUD-5382

**CERTIFICATION OF  
DOMESTIC VIOLENCE,  
DATING VIOLENCE,  
SEXUAL ASSAULT, OR STALKING,  
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0286  
Exp. 06/30/2017

**Purpose of Form:** The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,  
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: \_\_\_\_\_

2. Name of victim: \_\_\_\_\_

3. Your name (if different from victim's): \_\_\_\_\_

4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_

5. Residence of victim: \_\_\_\_\_

6. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_

7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_

8. Date(s) and times(s) of incident(s) (if known): \_\_\_\_\_

10. Location of incident(s): \_\_\_\_\_

In your own words, briefly describe the incident(s):

_____
_____
_____
_____

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.



# VILLAGE OF CANTON HOUSING AUTHORITY

---

37 Riverside Drive  
Canton, NY 13617

Phone: 315-386-8381  
Fax: 315-386-4028  
TDD: 1-800-662-1220

---

## **The Village of Canton Housing Authority: Smoke-Free Policy**

**Effective May 2023**

There is no smoking of any kind at any of the VCHA's properties. Anyone wanting to smoke must do so at least 25 feet away from the complex and surrounding areas. Law Lane apartments will only be allowed to smoke at the end of the sidewalks. Guests are also to be informed of this Smoking Policy.

### **Village of Canton Housing Authority Responsibility:**

The Village of Canton Housing Authority will ensure that the complex 25 feet beyond the complex will be smoke free.

### **Tenants Responsibility:**

The Tenant will ensure that they are not smoking anywhere in the complex and within 25 feet of the complex. There will be no smoking allowed at the playground. It is the Tenant's responsibility to inform guests and visitors to the complex of this policy.

### **Necessary Action:**

If it is determined that the Tenant is smoking in their apartment, the Tenant will be charged for the total and complete cost of cleaning the apartment.

If there are consistent violations of this policy the Village of Canton Housing Authority reserves the right to begin eviction proceedings due to the violation of this policy.





# VILLAGE OF CANTON HOUSING AUTHORITY

37 Riverside Drive  
Canton, NY 13617

Phone: 315-386-8381  
Fax: 315-386-4028  
TDD: 1-800-662-1220

## The Village of Canton Housing Authority: Air Conditioner Policy

1. It is the Tenant's responsibility to purchase their own air conditioner and safety bracket.
  - a. Any A/C unit in the window above first floor must be installed by maintenance and include safety bracket.
  - b. All A/C units at 37 Riverside Dr must be rear-vented (in window).
2. The VCHA finds it necessary for reasons of safety and liability to install air conditioners in Tenant apartments. A request to *install or remove* an air conditioner should be completed on a work order.
3. If it is discovered that an air conditioner was installed by the Tenant without notifying the office, a member of the maintenance staff will inspect the installation to make sure it meets our standards. The Tenant will be given a violation notice.
4. Installation will only be allowed during the months of the cooling season, May 1<sup>st</sup> – October 1<sup>st</sup>.
5. The Tenant will be responsible for paying a monthly *Excess Utility Fee* of \$20 monthly, only for the months the Tenant requests, during the cooling season. (If an air conditioner is installed after the 15<sup>th</sup> of a month, the excess utility fee for that month will be \$10.)
6. When the air conditioner is removed, the Tenant is required to store it. Air conditioners cannot be stored in VCHA storage units.
7. If there is a medical reason a Tenant in this building requires use of an air conditioner year-round, they must complete a *Request for Reasonable Accommodation Form*. If the request is approved, the Tenant will still be responsible for paying excess utility fees as described above.
8. No Tenant having unpaid fees related to air conditioner use from a prior year will be allowed to have an air conditioner installed until the balance is paid in full.





# VILLAGE OF CANTON HOUSING AUTHORITY

---

37 Riverside Drive  
Canton, NY 13617

Phone: 315-386-8381  
Fax: 315-386-4028  
TDD: 1-800-662-1220

---

## **The Village of Canton Housing Authority: Visitor/Guest Policy**

The Village of Canton Housing Authority's (VCHA) Policy states that no person(s) other than those listed on the lease shall live/stay in the unit other than on a temporary basis, and/or not exceeding 14 days or 45 days (consecutive or not) within any calendar year. This is to ensure that the Total Tenant Payment is accurately based on the total monthly income and total household members of that household unit. If this situation should arise during the term of the lease, I agree to contact the VCHA with the additional information and comply with all the terms of the established Visitor/Guest Policy to add the member to the household or have the individual removed from the premises. I realize that failure to do this could result in repayment of rent, termination of lease and/or eviction, lifetime loss of the VCHA program due to fraud, and possible theft and fraud charges under state and federal law.





# VILLAGE OF CANTON HOUSING AUTHORITY

37 Riverside Drive  
Canton, NY 13617

Phone: 315-386-8381  
Fax: 315-386-4028  
TDD: 1-800-662-1220

## The Village of Canton Housing Authority: Pet Policy

The Village of Canton Housing Authority does comply with Federal regulations and will permit a common household pet in accordance with this policy. Common household pets as authorized by this policy means a domesticated animal such as a dog, cat, fish, birds, and turtles. Any animals not permitted in residential units by state or local laws may not be kept by VCHA residents, including, but not limited to, exotic or wild animal or snakes.

All tenants and applicants will read and sign a copy of this policy upon moving in and every year for your recertification.

1. Dogs are not to exceed twenty-five (25) pounds, or fifteen (15) inches in height at full growth. Such limitations do not apply to an assistive animal (as defined in FHEO-2020-01) used to assist a resident with a disability.
2. Cats and dogs must be spayed/neutered and housebroken.
3. Only one pet per household.
4. Pets must be on a leash when not in apartments. Under no circumstances is any animal to be tethered/tied to any type of in-ground stakes, runners, or clothes lines.
5. Pet owners need to have their pets licensed annually and up to date on rabies shots as required by NYS Law. Must bring proof to the VCHA office. VCHA will keep a copy of all records. A picture of your pet will also be mandatory.
6. Pets that are not registered with VCHA are not allowed on any VCHA properties. NO VISITING PETS ALLOWED unless they are service or emotional support animals.
7. Owners must make arrangements for the care of their animals if they are going to be away for more than 10 hours. If your animal is alone for more than 24 hours, VCHA will contact the appropriate state or local authority to remove and care for the animal.
8. All owners will be responsible for any damage caused by their pets.
9. Birds include canaries, parakeets, finches, and other species that are kept caged. Fish tanks or aquariums are not to exceed 50 gallons. Turtles are the only reptiles allowed and must be in their appropriate enclosures. Turtles must not exceed 3 pounds.
10. Pets are not permitted in the VCHA's offices, community rooms, laundry rooms, on the playground in Law Lane or any other common area except when in transit from the apartment to the outdoors.

If a resident, including a pet owner, breaches any of the rules set forth above, the Village of Canton Housing Authority may revoke the pet permit and evict the resident or pet owner.

### Tenant Obligations:

1. Cat owners must provide a litter box inside their apartment. Litter boxes should be cleaned at least once a week. For tenants in 37 and 35 Riverside Drive apartments, **cat litter is to be put in sealed plastic trash**



---

**bags in the appropriate dumpsters located outside. At no time is cat litter to be placed in the trash rooms.**

2. Dog owners are to pick up after their dogs when they are finished and place the trash bags in the appropriate dumpsters located outside. For 35 and 37 Riverside Drive, **pet feces are to be placed in the appropriate pet waste receptacles.**
3. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the owner's housing unit for the purpose of handling or cleaning the cage but shall not generally be unrestrained. Cages should be cleaned at appropriate intervals **and all waste from cages should be disposed of in sealed plastic bags in the appropriate dumpsters located outside.**
4. Pets should be appropriately and effectively always restrained and under the control of a responsible individual. Owners must always keep their pets under control.

**The VCHA may initiate procedures for termination of residency based on the Pet Policy violation if:**

1. The pet owner has failed to remove the unauthorized pet or correct a Pet Policy violation within the time period specified; or
2. The Pet Rule violation is sufficient to begin procedures to terminate residency under the terms of the lease.

Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to fully indemnify and hold harmless the Village of Canton Housing Authority from all claims, causes of actions, damages, or expenses, including attorney's fees due to damages to either persons or property, including death, resulting from the action or activities of his or her pet.