|  |  |
| --- | --- |
| Date: |       |

|  |  |
| --- | --- |
| Resident Name  |       |
| HOH Name if Different  |       | Unit Number |       |
| Cert Type |       | Cert Effective Date |       |

In compliance with HH 4350.3 R1, C4 Paragraph 5-13, *an owner/agent may accept a tenant’s notarized or witnessed statement regarding the veracity of information submitted if the information cannot be verified by another acceptable verification method.   In these instances, the owner must document the file why third-party verification was not available.  The owner may witness the tenant signature(s) in lieu of a notarized statement or affidavit.*

Information being documented:

[ ]  Employment Income for

[ ]  Termination of Employment Income for

[ ]  Change to Child Care Expense for

[ ]  Other       for      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other       for      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We requested the tenant       *(name)* provide a copy of written documentation from       on       (date) at       (time) and have been unsuccessful. Notes:

We have attempted to conduct third-party verification via mail/email to       on       (date) at       (time) and have not received a response.

We have attempted to follow up with the third-party via phone on       (date) at       (time) and have been unsuccessful.

Document reason tenant file does not include third-party verification: *There is no third party verification in the tenant file because this certification was submitted without tenant signature due to extenuating circumstances. The resident has been advised that these verification must be complete one the extenuating circumstances no longer apply and any change will be retroactive to the certification effective date.*

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| **PENALTIES FOR MISUSING THIS VERIFICATION FORM** |
| Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government, HUD, the PHA and any owner (or any employee of HUD, the PHA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than $5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (6), (7) and (8).  Violation of these provisions are cited as violations of 42 U.S.C.  408 (a) (6), (7) and (8). |

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Owner/agent representative Date

cc: Resident File