



# Prairie Band Potawatomi Nation Housing Department

## Rental Housing Application

APPLICATION AND GUIDELINES ARE PURSANT TO THE PBBNHD MANAGEMENT POLICES AND PROCEDURES  
APPROVED NOVEMBER 2022

### APPLICANT INFORMATION

Full Name:		Tribal Enrollment Number (CDIB): <small>Attach copy to application</small>	
Date of birth:	SSN: <small>Attach copy to application</small>	Phone:	Age:
<b>Current address:</b>			
City:		State:	Zip Code:
Own    Rent <small>(Please circle)</small>	Monthly payment or rent:		How long?
<b>Contact information for Landlord and/or Managing Company:</b>			
Name:		Phone:	
Address:			
City:		State:	Zip Code:
Are you or any member in your household a Veteran? <small>(You must provide appropriate documentation at the time of screening)</small>		Yes	No
Are you or any member in your household need special accommodations for a disability? <small>(You must provide appropriate documentation at the time of screening)</small>		Yes	No
Is a foreclosure or eviction action now pending against you?		Yes	No
If yes, for what reason?			
Has an eviction ever been instituted against you?		Yes	No
If yes, for what reason?			
Have you ever vacated a unit owing rent or other amounts?		Yes	No
If yes, for what reason?			

### RENTAL HISTORY

<b>Previous address:</b>			
City:		State:	Zip Code:
Own    Rent <small>(Please circle)</small>	Monthly payment or rent:		How long?
<b>Contact information for Landlord and/or Managing Company:</b>			
Name:		Phone:	
Address:			
City:		State:	Zip Code:
<b>Previous address:</b>			
City:		State:	Zip Code:
Own    Rent <small>(Please circle)</small>	Monthly payment or rent:		How long?
<b>Contact information for Landlord and/or Managing Company:</b>			
Name:		Phone:	
Address:			
City:		State:	Zip Code:

**RENTAL HISTORY CONTINUED****Previous address:**

City: State: Zip Code:

Own Rent (Please circle) Monthly payment or rent: How long?

**Contact information for Landlord and/or Managing Company:**

Name: Phone:

Address:

City: State: Zip Code:

**EMPLOYMENT INFORMATION**

Current employer:

Employer address: How long?

Phone: E-mail: Fax:

City: State: Zip Code:

Position: Hourly Salary (Please circle) Annual income:

Previous employer:

Address: How long?

Phone: E-mail: Fax:

City: State: Zip Code:

Position: Hourly Salary (Please circle) Annual income:

**CO-APPLICANT INFORMATION***NEED NOT BE TRIBAL*Full Name: Tribal Enrollment Number (CDIB):  
Attach copy to Application

Date of birth: SSN: Attach copy to Application Phone: Age:

**Current address:**

City: State: Zip Code:

Own Rent (Please circle) Monthly payment or rent: How long?

Is a foreclosure or eviction action now pending against you? Yes No

If yes, for what reason?

Has an eviction ever been instituted against you? Yes No

If yes, for what reason?

Have you ever vacated a unit owing rent or other amounts? Yes No

If yes, for what reason?

**CO-APPLICANT RENTAL HISTORY**

**Previous address:**

City:	State:	Zip Code:
Own    Rent    (Please circle)	Monthly payment or rent:	How long?

**Contact information for Landlord and/or Managing Company:**

Name:	Phone:	
Address:		
City:	State:	Zip Code:

**Previous address:**

City:	State:	Zip Code:
Own    Rent    (Please circle)	Monthly payment or rent:	How long?

**Contact information for Landlord and/or Managing Company:**

Name:	Phone:	
Address:		
City:	State:	Zip Code:

**Previous address:**

City:	State:	Zip Code:
Own    Rent    (Please circle)	Monthly payment or rent:	How long?

**Contact information for Landlord and/or Managing Company:**

Name:	Phone:	
Address:		
City:	State:	Zip Code:

**CO-APPLICANT EMPLOYMENT INFORMATION**

Current employer:		
Employer address:	How long?	
Phone:	E-mail:	Fax:
City:	State:	Zip Code:
Position:	Hourly Salary (Please circle)	Annual income:

Previous employer:		
Address:	How long?	
Phone:	E-mail:	Fax:
City:	State:	Zip Code:
Position:	Hourly Salary (Please circle)	Annual income:

**OTHER SOURCES OF INCOME**

List name, source of income and total annual income for **all** individuals who will be occupying the unit. Include per capita payments, social security, social security disability Insurance (SSDI), VA benefits, retirement, and all other sources of income.

Name	Source/Type of Income	Annual Income

**REFERENCES**

*RELATIVES CANNOT BE USED AS REFERENCES*

Name of person not residing with you:		Relationship:
Address:		Phone:
City:	State:	Zip Code:
Name of person not residing with you:		Relationship:
Address:		Phone:
City:	State:	Zip Code:
Name of person not residing with you:		Relationship:
Address:		Phone:
City:	State:	Zip Code:

**OCCUPANTS**

*LIST ALL INDIVIDUALS WHO ARE EXPECTED TO LIVE WITH THE APPLICANT*

Name	Relationship	Birthdate	Tribal Roll Number (CDIB)	Student Status Y or N

**OTHER**

Are you currently serving as a foster parent?	Yes	No
Are you employed by the tribal government or its enterprises?	Yes	No
Do you or anyone in the household have unpaid debts owed to the Prairie Band Potawatomi Nation or to the Prairie Band Potawatomi Nation Housing Department?	Yes	No
Has anyone in the household had a debt forgiven by the Prairie Band Potawatomi Nation Housing Department?	Yes	No

**Other Background Information**

Has the applicant or any other household member who will reside in the house been convicted of any of the crimes listed below within the time period indicated?		
<b>Last 25 years</b> Murder or attempted murder, manslaughter, rape, attempted rape, kidnapping, child molestation or incest at any time during age of maturity	Yes	No
<b>Last 10 Years</b> Assault with a dangerous weapon, arson, drug manufacturing or distribution/sale	Yes	No
<b>Last 5 years</b> Assault and battery, drug possession or use	Yes	No

HOUSING OPTIONS				
Types of Housing: Circle all options you would consider				
House	Duplex	Apartment		
Would you be willing to live in a cluster?		Yes	No	
Number of Bedrooms preferred:				
One	Two	Three	Four	More
Do you own a pet(s)?			Yes	No
If yes, what type?				
Would you be willing to give up the pet(s)?			Yes	No

I hereby certify the above information is correct to the best of my knowledge and may be used for purposes of verification. I hereby authorize the release of information requested to the Prairie Band Potawatomi Nation Tribal Housing Department for the purposes of determining housing eligibility. I hereby also certify I have read and understand the Prairie Band Potawatomi Nation Tribal Housing Department's Rental Eligibility Requirements.

Signature of Applicant Head of Household

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of co-applicant

Date

\_\_\_\_\_

\_\_\_\_\_

**ALL APPLICANTS ARE RESPONSIBLE FOR KEEPING THE INFORMATION IN THEIR APPLICATION CURRENT, E.G., ADDRESS CHANGES, NUMBER OF OCCUPANTS.**

**FAILURE TO UPDATE YOUR APPLICATION AT LEAST ONCE A YEAR WILL RESULT IN YOUR APPLICATION BEING PLACED ON AN INACTIVE LIST.**

<i>TO BE COMPLETED BY HOUSING DEPARTMENT STAFF ONLY</i>		
Date Received:		
Received by:		
Entered By:	Rental Database:	Mail log:

**Prairie Band Potawatomi Nation  
Housing Department**

**Rental Eligibility Requirements**

1. The applicant must be a Prairie Band Potawatomi Nation tribal member. If at any time the home is not occupied by at least one adult (at least 18 years of age) member of the Prairie Band Potawatomi Nation, the lease will terminate with a minimum 30 day notice.
2. The applicant's household income (after tax and other statutory withholdings) must be adequate to support a reasonable rental payment.
  - Rental rates for Low-Income Tax Credit housing will not exceed \$365.00 and eligibility will be based on HUD median income guidelines in accordance with Low-Income Tax Credit Regulations.
  - Rental rates for all other rental properties will be based on income and determined by a sliding scale.
3. Applicants must not have had any past due debts owed to or have had a debt forgiven by the Prairie Band Potawatomi Nation or Prairie Band Potawatomi Nation Tribal Housing Department.
4. Applicants are ineligible for this program if they have previously received tribally funded housing assistance consisting of Down Payment Assistance or Renovation/Repair Assistance within the last three (3) years.
5. Applicants are not eligible to rent tribal housing if they own or have an interest in and a right to occupy any other residential property.
6. Applicants and potential residents must have a background that indicates they will be able to live harmoniously in the community without presenting a danger to the health and safety of other residents, including a criminal history that does **NOT** include any of the following (As stated in the Potawatomi Law and Order Code, Title 15 Criminal Offenses):
  - Conviction of a Tier 2 and/or 3 sex offense or for murder or attempted murder, manslaughter, kidnapping, or attempted kidnapping within the last 25 years.
  - Conviction of Tier 1 or for assault with a dangerous weapon, arson, drug manufacturing or distribution/sale within the last 10 years.
  - Conviction for assault and/or battery, drug possession or use within the last 5 years
7. Applicants and potential residents must have a rental history that indicates they will occupy Tribal Housing in a manner consistent with desirable tenants. Applicants may be denied due to any of the following findings on their rental screening application:
  - a. Amounts owed for unpaid rents or damages
  - b. History of damages at previous properties
  - c. Omission or falsification of application information
8. Priority assignment of rental housing will be based on time and date application is received in the Housing Office. Applications will be processed according to qualifying information provided on initial application and type of housing, i.e. Land Acquisition, Tax Credit, HUD, etc., available to the applicant based on this qualifying information at the time the application comes up for consideration. (NOTE: All applications will be time and date stamped and initialed by Housing staff upon receipt.)

## Rules of Occupancy

In order to prevent overcrowded conditions and unusual wear and tear on units, the following schedule shall be adopted to determine household size for occupancy:

Bedrooms	Minimum Number of Occupants	Maximum Number of Occupants
1	1	2
2	1	4
3	2	6
4	3	8
5	4	9
6	5	9

## Application Procedures

- Only original applications with original signatures will be considered.
- Incomplete applications will not be processed. This includes signatures, dates, and all other required documentation.
- Applications received through fax or electronic submissions are not eligible.
- Applicants who also qualify for Senior Housing or Lease/Purchase Housing may apply for all programs in which they meet the basic eligibility requirements.
- All information or any statements made by the applicant are subject to verification.
- Applicants are responsible for keeping the all information on their application current. Prairie Band Potawatomi Nation Housing Department will attempt to notify applicants of available home via postal mail at the last known address. If the applicant cannot be located at the last known address the application will be placed at the bottom of the waiting list.



*The Prairie Band Potawatomi Nation Department has the right to reject applications for housing in cases where it has been determined that admission of the applicant would be damaging to the health, safety, and welfare of other residents, or financial stability or physical environment of the Prairie Band Potawatomi Nation Housing Department.*