



## Mille Lacs Band Housing Rental Program

Thank you for your interest in applying for admission into the Mille Lacs Band Housing Rental program. Please take a few moments to read the following information about the program and the **information you will need to provide with the application** for admittance into the Mille Lacs Band Rental Program and onto the waiting list.

The following is an overview of the Program; currently the Mille Lacs Band Housing Rental Program offers housing rental options in 5 areas within the 3 service Districts of the Mille Lacs Band Housing Department. They are listed below:

- District 1 – Onamia
- District 2 – McGregor
- District 2A – Isle
- District 3A – Lake Lena
- District 3H – Hinckley

The Mille Lacs Band Rental Program offers three options, they are:

1. Elder Rental Units – (55 and older); next available unit goes to oldest applicant
2. Regular Rental Units – minimum income required – **see** included sheet
3. Low Rent Units – HUD based housing with Federal Requirements and Regulations

During the application intake process, the applicant lease holder(s) will be required to submit to a background check to process the rental application. This background check will be paid for by **you through a Per Capita deduction form**. Enclosed you will find the Tribal Bonus Deduction form to complete. This form authorizes the Housing Department to deduct the cost of the background check from your per capita payment. If the background check has revealed **no background history that would exclude** you from the program, the cost of the background will be **applied to your damage deposit** upon acceptance of a rental unit.

In the event the background check **contains a history that would exclude** you from the Housing Rental program, the Per Capita deduction form will be submitted to OMB to recover the cost of the background check for the housing department.

## Mille Lacs Band Housing Rental Program

Please note: the cost of the background check varies. You will be given the receipt to show the cost of your background check.

Enclosed is a Rental Admission Policy – Section II Rejection Criteria listing. This list indicates cause for immediate exclusion from the rental program. Other circumstances can and will be considered as well.

Applicant(s) must be in good standing with Community Development in order to be placed on the Rental Housing List.

In order to fully complete an application for housing, the following documents must be submitted:

1. A fully completed Mille lacs Band Housing Application.
2. A fully completed Pre-Tenancy Screening Questionnaire for each adult.
3. A fully completed Disclosure and Release of Information Authorization for each adult.
4. A fully completed Tribal Bonus Deduction Form for each adult.
5. A fully completed OMB Income Verification Request form for each adult.
6. Income verification for each adult:
  - a. Check stubs from your employer going back at least two months
  - b. TANF
  - c. Child support
  - d. All other sources of income
7. To determine family composition and household size, the required documents will need to be provided;
  - a. Tribal ID
  - b. Social Security cards for all members listed on the rental application
  - c. Birth Certificates for all children listed on the rental application
  - d. Documentation supporting Legal Custody or Guardianship of listed children

**REGULAR RENT  
MINIMUM MONTHLY GROSS INCOME REQUIREMENTS**

| <b>Bedroom Size</b> | <b>Minimum Gross Income</b> |
|---------------------|-----------------------------|
| <b>2 Bedroom</b>    | <b>\$1,400.00</b>           |
| <b>3 Bedroom</b>    | <b>\$1,600.00</b>           |
| <b>4 Bedroom</b>    | <b>\$1,900.00</b>           |
| <b>5 Bedroom</b>    | <b>\$2,100.00</b>           |



## Rental Admission Policy

### Section III Rejection Criteria

|   |   |                                    |
|---|---|------------------------------------|
| A. Arson  |   |                                    |
|   | i. Of Band property                     | Lifetime Ban                       |
|   | ii. Other                               | 10 Years                           |
| B. Assault on person  |   |                                    |
|   | i. Third degree                         | 2 Years                            |
|   | ii. Second degree                       | 5 Years                            |
|   | iii. First degree                       | 7 Years                            |
| C. Assault against property   |   |                                    |
|   |   | 1 year OR until damage is paid for |
| D. Burglary   |   | 3 Years                            |
| E. Drugs  |   |                                    |
|   | i. Intent to Sell/Distribute            | 5 Years                            |
|   | ii. Manufacture of Meth                 | Banned for Life                    |
|   | iii. Possession of Controlled Substance |                                    |
|   | 1. First through Fifth Degree           | 3 Years                            |
|   | 2. Importation                          | 3 Years                            |
|   | 3. Misdemeanor Drug Possession          | 1 Year                             |
| F. Eviction or Lease Termination for Drug-Related Criminal Activity                 |   |                                    |
|   |   | 5 Years after Eviction             |
| G. False Imprisonment   |   | 3 Years                            |
| H. Forgery of Checks  |   | 1 Year                             |
| I. Kidnapping   |   | 5 Years                            |
| J. Homicide   |   |                                    |
|   | i. First Degree                         | Lifetime Ban                       |
|   | ii. Second Degree                       | Lifetime Ban                       |
|   | iii. Third Degree Murder                | Lifetime Ban                       |
|   | iv. First Degree Manslaughter           | 10 Years                           |
|   | v. Second Degree Manslaughter           | 5 Years                            |
| K. Sex Crimes   |   |                                    |
|   | i. Criminal Sexual Conduct              | 5 Years                            |
|   | ii. Registered Sex Offender             | Lifetime Ban                       |
| L. Theft against the Band   |   |                                    |
|   |   | 1 year OR until amount repaid      |
| M. Gang Member Status   |   | Lifetime Ban                       |
| N. Previous eviction for abandonment, non-payment of rent, or damage to rental unit |   | 2 Years                            |



# MILLE LACS BAND HOUSING APPLICATION

Which district are you applying for?

- DI - Mille Lacs       DII - East Lake       DIIA - ISLE  
 DIIIIH - Hinckley       DIIIIA - Lake Lena

Is the Applicant a Mille Lacs Band Member? \_\_\_\_\_ Enrollment # \_\_\_\_\_

Is the Applicant disabled with Social Security Benefits?       Yes       No

If you are disabled, do you require a unit that has handicapped access?       Yes       No

Applicant Full Legal Name      Soc. Sec. No.      Date of Birth      Telephone #

Mailing Address      City      State      Zip Code

Employer      City      State      Telephone#      Dates Employed

Occupation      Monthly Income      How Long Employed?

Email address to send letters or other communication: \_\_\_\_\_

Co-Applicant Legal Name      Date of Birth      Enrollment #

Co-Applicants Employer      City      State      Telephone#      Dates Employed

Occupation      Monthly Income      How Long Employed?

Legal Name Other Household Member over 18      Date of Birth      Enrollment #

Employer      City      State      Telephone#      Dates Employed

Occupation      Monthly Income      How Long Employed?

**\*\*\*UPDATE EVERY 6 MONTHS\*\*\***

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Other Income Information (i.e. AFDC, Social Security, Veterans, Unemployment, Financial Aid)

| Recipient | Source Name & Address | Amount Monthly | Date Received |
|-----------|-----------------------|----------------|---------------|
|-----------|-----------------------|----------------|---------------|

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Family Data - all persons that will be moving into the unit attach additional pages if needed):

| Name of Family Member | Relation to Applicant | Date of Birth | Age | Sex | SS# |
|-----------------------|-----------------------|---------------|-----|-----|-----|
|-----------------------|-----------------------|---------------|-----|-----|-----|

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List last 3 years previous housing:

| Landlord or Mortgage Company | Address | Payment Amt. | Date of Residency |
|------------------------------|---------|--------------|-------------------|
|------------------------------|---------|--------------|-------------------|

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I certify that the above information is complete and accurate, and give permission to the Mille Lacs Band Housing Department to verify the information I have provided. I understand and agree that if I provide false or misleading information, I may be disqualified from the Mille Lacs Band Housing Department program(s).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

**\*\*\*UPDATE EVERY 6 MONTHS\*\*\***

**Release of Information**

**PLEASE PRINT LEGIBLY**

Legal Name: \_\_\_\_\_  
*First*
*Middle*
*Last*

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M / F Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

**Email Address** \_\_\_\_\_

Please list all addresses for the past seven years (attach additional sheets if necessary):

Current Home Address: *Street* \_\_\_\_\_ *Apt* \_\_\_\_\_ *City* \_\_\_\_\_ *County* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip Code* \_\_\_\_\_

Past Home Address: *Street* \_\_\_\_\_ *Apt* \_\_\_\_\_ *City* \_\_\_\_\_ *County* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip Code* \_\_\_\_\_

Past Home Address: *Street* \_\_\_\_\_ *Apt* \_\_\_\_\_ *City* \_\_\_\_\_ *County* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip Code* \_\_\_\_\_

Past Home Address: *Street* \_\_\_\_\_ *Apt* \_\_\_\_\_ *City* \_\_\_\_\_ *County* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip Code* \_\_\_\_\_

List any other names you have used (attach additional sheets if necessary):

\_\_\_\_\_  
*Name* \_\_\_\_\_ *Dates Used* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_

\_\_\_\_\_  
*Name* \_\_\_\_\_ *Dates Used* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_

Have you ever been convicted of a crime? Yes / No If yes, please complete the section below.

\_\_\_\_\_  
*Date* \_\_\_\_\_ *Offense* \_\_\_\_\_ *City* \_\_\_\_\_ *County* \_\_\_\_\_ *State* \_\_\_\_\_  
 (Please Explain \_\_\_\_\_)

(Attach additional sheets if necessary)

I authorize all persons, schools, companies, corporations, state agencies, federal agencies, credit reporting agencies and law enforcement agencies to release information without restriction or qualification to The McDowell Agency, Inc. I hereby release The McDowell Agency, Inc. and the Mille Lacs Band of Ojibwe from any liability arising from the preparation of this report or investigation relating thereto to the extent permitted by law. I agree that failure to reveal any requested information, or the giving of any false or misleading information on this form or any application form, may be grounds for refusal to allow me any rental possibilities with this organization. Furthermore, I understand that any offer that has been made to me for the rental agreement is contingent upon full disclosure of requested information and subject to personal reference checks. I understand that the results of said background check may disqualify me from renting at and that any offer I have received is contingent upon this report and may be rescinded at any time as a result of findings deemed essential.

I have read and understand the terms of this authorization and agree to the terms stated herein. A photocopy or facsimile of this authorization will be treated the same as an original.

\_\_\_\_\_  
*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_

### Consumer Report/Investigative Consumer Report Disclosure and Release of Information Authorization

I authorize The Mille Lacs Band of Ojibwe and The McDowell Agency, Inc., a consumer-reporting agency, to retrieve information from all personnel, education institutions, government agencies, companies, corporations, law enforcement agencies at the federal, state, or county level, relating to my past activities; and I authorize these entities to supply any and all information concerning my background. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving records, and criminal history records. I understand some or all of this information may be transmitted electronically and authorize such transmission.

I understand a Consumer Report or Investigative Consumer Report ("Consumer Report") may be prepared summarizing this information. If my prior landlords and/or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics, and mode of living. I may request a copy of any report that is prepared regarding me and may also request the nature and substance of all information about me contained in the files of the consumer-reporting agency. I understand I have the right to inspect those files with reasonable notice during regular business hours and I may be accompanied by one other person. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required, and I should direct my request to: **The McDowell Agency, Inc., 1101 North Snelling Avenue, St. Paul, MN 55108. Phone 1-877-644-3880/651-644-3880.**

If currently under lease: My current landlord may be contacted.

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_ Post Hire Only \_\_\_\_\_ Applicant's Initials

Is tenancy in California? \_\_\_\_\_ YES \_\_\_\_\_ NO

If you are applying for tenancy in the State of California, please note that a new *Disclosure and Release of Information Authorization* is required for any subsequent Consumer Report/Investigative Consumer Report.

Are you applying for tenancy in California, Minnesota, or Oklahoma? \_\_\_\_\_ YES \_\_\_\_\_ NO

If so, would you like a copy of any Consumer Report prepared on you? \_\_\_\_\_ YES \_\_\_\_\_ NO

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to tenancy any such statements and/or answers are found false or information has been omitted, such false statements or omissions will be just cause for the termination of my tenancy. Further, I understand that by requesting this information, no promise of tenancy is being made. *I am willing that a photocopy of this authorization be accepted with the same authority as the original; and if that accepted by the above-named company (except if employed in the State of California), this authorization will remain in effect throughout such tenancy.*

Signature \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NOTE: The following information is provided voluntarily and IS NOT considered as part of your application. It is used only for identification purposes in verifying information on your Tenant Application. **PLEASE PRINT CLEARLY.**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Driver's License Number \_\_\_\_\_

State of License \_\_\_\_\_

Expires on \_\_\_\_\_

Date of Birth \_\_\_\_\_

List any other CITIES AND STATES in which you have lived during the previous 7 years.

List any other LAST NAMES you have used during the previous 7 years.

List any other LAMES NAMES under which you received your GED, high school diploma, or other degrees.



*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

| <b>TYPE OF BUSINESS:</b>  | <b>CONTACT:</b>  |
|---|--|
| <p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>   | <p>a. Consumer Financial Protection Bureau<br/>1700 G Street, N.W.<br/>Washington, DC 20552</p> <p>b. Federal Trade Commission<br/>Consumer Response Center<br/>600 Pennsylvania Avenue, N.W.<br/>Washington, DC 20580<br/>(877) 382-4357</p>  |
| <p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p> | <p>a. Office of the Comptroller of the Currency<br/>Customer Assistance Group<br/>1301 McKinney Street, Suite 3450<br/>Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center<br/>P.O. Box 1200<br/>Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center<br/>1100 Walnut Street, Box #11<br/>Kansas City, MO 64106</p> <p>d. National Credit Union Administration<br/>Office of Consumer Financial Protection (OCFP)<br/>Division of Consumer Compliance Policy and Outreach<br/>1775 Duke Street<br/>Alexandria, VA 22314</p> |
| <p>3. Air carriers</p>  | <p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings<br/>Aviation Consumer Protection Division<br/>Department of Transportation<br/>1200 New Jersey Avenue, S.E.<br/>Washington, DC 20590</p>   |
| <p>4. Creditors Subject to the Surface Transportation Board</p>   | <p>Office of Proceedings, Surface Transportation Board<br/>Department of Transportation<br/>395 E Street, S.W.<br/>Washington, DC 20423</p>  |
| <p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>   | <p>Nearest Packers and Stockyards Administration area supervisor</p>   |
| <p>6. Small Business Investment Companies</p>   | <p>Associate Deputy Administrator for Capital Access<br/>United States Small Business Administration<br/>409 Third Street, S.W., Suite 8200<br/>Washington, DC 20416</p>   |
| <p>7. Brokers and Dealers</p>   | <p>Securities and Exchange Commission<br/>100 F Street, N.E.<br/>Washington, DC 20549</p>  |
| <p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>   | <p>Farm Credit Administration<br/>1501 Farm Credit Drive<br/>McLean, VA 22102-5090</p>   |
| <p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>  | <p>Federal Trade Commission<br/>Consumer Response Center<br/>600 Pennsylvania Avenue, N.W.<br/>Washington, DC 20580<br/>(877) 382-4357</p>   |



**COMMUNITY DEVELOPMENT DIVISION**

**TRIBAL BONUS DEDUCTION**

By signing below, I, \_\_\_\_\_ hereby grant my permission to **Mille Lacs Band of Ojibwe** to deduct the amount of \$\_\_\_\_\_ from my tribal bonus to be applied towards payment on a background check for my housing rental application I owe to Mille Lacs Band Housing Department. I understand that the cost of this background check may be as high as \$250.00. The monthly deduction, regardless of total, will not exceed \$25.00.

I hereby acknowledge the following:

1. That if my background check is acceptable I will be added to the Housing Waiting List. This fee will be retained by Housing and credited toward my security deposit when I do move into a rental unit. If I choose not to accept a rental unit, this fee will be forfeited to pay the cost of the background check fee.
2. That if my background check is NOT acceptable, this fee will be used to pay the cost of the background check and I will not be added to the Housing Waiting List.

I understand that this deduction may exceed the 70% cap placed on bonus deductions and choose this deduction anyway. This deduction is not revocable until this debt has been paid in full. This is a voluntary action and not a garnishment.

I understand:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Band Member

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Tribal ID #

**OFFICE OF MANAGEMENT AND BUDGET**

**INCOME VERIFICATION REQUEST**

I, \_\_\_\_\_ am requesting a printout of my

Per Capita / Payroll (circle one) income for the time frame (dates) 3 months to

\_\_\_\_\_. I would like this report to be sent to Housing or

~~I will pick it up.~~

**I understand that OMB has 3 (three) business days to produce this information for me.**

\_\_\_\_\_  
**Enrollment # or Employee #**

\_\_\_\_\_  
**Signature** **Date**