



**Important Notice. Please have this notice translated if necessary.  
Aviso Importante. Por favor haga traducir si es necesario.**

**GENERAL AUTHORIZATION FOR RELEASE OF INFORMATION**

NAME: \_\_\_\_\_  
(TENANT)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

I, the above named individual, have authorized the Salem Housing Authority to verify the accuracy of the information which I have provided to the Housing Authority, from the following sources (Specify):

- |  |                          |
|--|--------------------------|
| DEPT OF CRIMINAL JUSTICE INFO SERVICES | TRANSITIONAL ASSISTANCE  |
| PERSONAL REFERENCES                    | UNEMPLOYMENT BENEFITS    |
| LANDLORD REFERENCES                    | SUPPORT/ALIMONY PAYMENTS |
| SOCIAL SECURITY                        | VETERAN'S BENEFITS       |
| PENSIONS/ANNUITIES                     | FINANCIAL INSTITUTIONS   |
| SALARIES/WAGES                         | LIFE INSURANCE           |
| DISABILITY BENEFITS                    | MEDICAL EXPENSES         |
| WORKERS COMPENSATION                   | CHILDCARE EXPENSES       |
| OTHER                                  |                          |

I hereby give you my permission to release this information to the Salem Housing Authority. I would appreciate your prompt attention in supplying the information requested on the attached page to the Salem Housing Authority within five (5) days of receipt of this request.

**I understand that a photocopy of this authorization is as valid as the original.**

Thank you for your assistance and cooperation in this matter.

\_\_\_\_\_  
Tenant Signature

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

**THIS AUTHORIZATION IS VALID FOR A PERIOD OF ONE YEAR  
FROM THE DATE NOTED ABOVE**

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## FAIR INFORMATION PRACTICES ACT STATEMENT OF RIGHTS

The Salem Housing Authority collects information about applicants and tenants for its housing programs as required by law in order to determine eligibility, amount of rent, and correct apartment size. The information collected is used to manage the housing programs, to protect the public's financial interest and to verify the accuracy of information submitted. When permitted by law, it may be released to government agencies, other housing authorities, and to civil or criminal investigators or prosecutors. Otherwise, the information will be kept confidential and used only by housing authority staff in the course of their duties.

The Fair Information Practices Act established requirements governing housing authorities' use and disclosure of the information it collects. Applicants and tenants may give or withhold their permission when requested by a housing authority to provide information, however, failure to permit the housing authority to obtain the required information may result in delay, ineligibility for programs, or termination of tenancy or housing subsidy. The provision of false or incomplete information is a criminal offense punishable by fines and/or imprisonment.

As an applicant or tenant, you have the following rights in regard to the information collected about you:

1. No information may be used for any purpose other than those described above without your consent.
2. No information may be disclosed to any person other than those described above without your consent.
3. You or your authorized representative have a right to inspect and copy any information collected about you.
4. You may ask questions and receive answers from the housing authority about how it will collect and use your information.
5. You may object to the collection, maintenance, dissemination, use, accuracy, completeness or type of information the housing authority holds about you. If you object, it will investigate your objection, and either correct the problem or make your objection part of the file. If you are dissatisfied, you may file a grievance under the housing authority's grievance procedure.

I have read and understood this Fair Information Practices Act Statement of Rights and have received a copy for future reference.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

mrtfipa

FIPA Statement (Fipasr)

11/2000

EQUAL HOUSING OPPORTUNITY