



POLK COUNTY
**HOUSING
 TRUST FUND**

Basic Needs | Powerful Solutions

PCHTF Tenant Consent for Release of Information

In accordance with acceptance of funding awards, the Polk County Housing Trust Fund (PCHTF) must verify compliance with affordability restrictions per funded project. The purpose of this release is to conduct compliance by verifying the income of individuals benefiting from housing units with affordability restrictions in PCHTF funded projects. If you are requested to sign this release, it means you live in a PCHTF funded project with income-restricted housing units.

This release authorizes disclosure of your tenant information by the private owner or management entity of your building to the PCHTF for the sole purpose of compliance verification. The information will be safely and securely obtained, stored, and disposed of, as part of compliance review procedures. The information collected may only be shared with the Iowa Finance Authority, if requested, as the State Housing Trust Fund managing agency.

Each member of the household who is at least 18 years of age and whose income is included in the initial application and certification must sign the consent form.

I consent to the release of my tenant file, including, but not limited to, application documents and income information, by the property owner or management entity to the Polk County Housing Trust Fund for the sole purpose of verifying eligibility and compliance with income restrictions.

Signatures:

_____	_____	_____
Head of Household Printed Name	Signature	Date
_____	_____	_____
Spouse Printed Name	Signature	Date
_____	_____	_____
Other Family Member 18+ Printed Name	Signature	Date
_____	_____	_____
Other Family Member 18+ Printed Name	Signature	Date

If you have any questions, please contact the Polk County Housing Trust Fund at 515-282-3233