

RE:   
 Applicant's Name (print)

The applicant referenced above has applied for assistance with our agency's federally funded housing program. Federal regulations require that we verify the homeless status of this individual. Written verification from a publicly or private operated shelter or safe haven designated to provide temporary living arrangements (including congregate shelters) must be obtained. The verification must include: the emergency shelter/safe haven name, address, applicant's entry and exit dates, and the title and signature of agency staff providing the information

I do hereby authorize the release of this information:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Applicant Name (print clearly)	Signature of Applicant	Date

**SECTION BELOW TO BE COMPLETED BY EMERGENCY SHELTER/SAFE HAVEN STAFF OR HOUSING PROVIDER STAFF (IF ORAL)**

(Applicant Name)  is currently homeless and residing at  Shelter Name:  Shelter located at  Shelter Address  
 The client entered the shelter on  Start Date and exited on  End Date

Additional information (including prior entry and exit dates):

**\*\*Please include dates, names/relationships, and locations if that information is known\*\***

This information was collected by means of:

- Written Referral from Shelter/Safe Haven
- Oral Referral from Shelter/Safe Haven (if so, complete information below)

Name of individual providing information:  Shelter/Safe Haven Staff providing oral information  
 Title of individual providing information:  That staff member's title  
 Contact number:  Their contact information  
 Date and Time of conversation:  Date and time that information was shared

**I certify this information is true and complete.**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Staff Name and Title	Signature	Date

Staff Completing Form telephone and email information  
 Staff Phone/Email

**\*\*All of this same information can be provided in a letter on letterhead. Please include locations, dates, names, and contact information\*\***