RE:

Applicant's Name (print)

The completion of this form is required when third-party source documentation is not provided or HUD'S preferred method of verifying homeless is not followed. Potential reasons for not providing third-party verification include: safety of the individual(s), no third party sources identified, inability to contact third party, etc. Efforts reflecting attempts to follow HUD's preferred order include phone calls, emails, letters, faxes, etc. When documenting the efforts and outcomes for phone calls attempts, descriptions must include the name and title of the individual, contact number, date and time. Copies of efforts to obtain third-party documentation through email correspondence, certified letters, faxes, etc. should be attached to this document.

Describe the reason(s) you were unable to acquire the third-party verification and include dates homeless in months and years e.g. Jan 2026)

Describe efforts to follow HUD's preferred method of verification and the outcome:

Document(s) attached: ☐ YES ☐ NO

If yes, specify:

I certify this information to be true and complete.

Staff Name and Title	Signature	Date

Staff Phone/Email

last updated April 2026