SHELTER VERFICATION

Local District Name and Address:	Case Number:	Worker ID:
	Case Name and Address:	

Dear Sir/Madam:

We are currently reviewing the assistance case of the above named person. In order to complete our evaluation of this case, we need information regarding household composition and shelter expenses. This form is for verification purposes only, and does not imply any obligation on the part of this Agency.

Please complete this questionnaire beginning with Section A below. Thank you for your cooperation.

SECTION A: SHELTER DESCRIPTION

Address:	Type of Dwelling (Check One)		
Address	Hotel/Motel	Room in Private Home	
City:	Apartment (#)	Commercial Rooming House Are Meals Included?	
Zip Code:	🗌 House 🛛 Trailer		
County:	No. of Bedrooms:	Is any part of the room rent used for heat or utilities? □Yes □No	

SECTION B: HOUSEHOLD COMPOSITION

Number of people living in this rental unit:			
Names	How long has this person lived here?	Names	How long has this person lived here?
Does anyone listed above have a telephone? Yes No		Is anyone listed above employed? Yes No	
Number:		Name:	
		Employer:	
Does anyone listed above perform any services for you for which he/she receives a lower rent? Yes No		Do you have any employment opportunities for a member of this household?	
If yes, explain:		If yes, explain:	

SECTION C: SHELTER EXPENSES

Rental Amount: \$	Is rent paid up to date?	□Yes □No	
Due: Weekly Monthly Every 2 weeks Twice a month	Last month that rent was paid in f	ull:	
Name of person(s) paying rent:	Is rent subsidized? (e.g. HUD)	□Yes □No	
Name of Tenant of Record: (If different from person paying the rent)	If yes, amount subsidized: Subsidizing agency:		
Check the following which are included in the rent:			
Heat Electricity Hot Water Air Conditioning Furniture Garbage Collection			
Stove Refrigerator Water/Sewer Cooking Fuel Meals Heating Equipment			
If heat is not included in rent, check the primary type of fuel used for heating : Natural Gas Kerosene Propane Coal Wood Electricity			
Does the furnace/stove heat: Only this apartment Entire House Other (Specify):			
Does the tenant pay to you an amount, separate from the rent, for heat?			
Yes No If yes, list monthly amount:			
If no, does the tenant pay the vendo	r directly for heat? Ves	🗌 No	
Does the tenant pay to you an amount, separate from the rent, for water?			
Yes No If yes, list monthly amount:			
Does the tenant pay to you an amount, separate from the rent, for other non-heating utilities?			
Yes No If yes, list monthly amount:			
If tenant pays for non-heating utilities, are there separate meters for the tenant's apartment?			
To your knowledge, does anyone that lives outside of the household pay all or part of the rent and/or utilities?			
Yes No If yes, please explain:			

SECTION D: LANDLORD INFORMATION

Does Landlord live in the same apartment/ rental unit as tenant?	Date Tenant moved in / will move in:
Relationship to Tenant:	Landlord's Name:
Landlord's Address:	Landlord's Telephone Number:
Landlord's Signature:	Landlord's E-mail Address:
Date:	Owner's Name (If different than landlord):
Owner's Address:	Owner's Telephone Number:
	Owner's E-mail Address: