

Housing Consumer Education Center (HCEC) Referral Form

<p style="text-align: center;"><u>Please complete the following preliminary information.</u></p> <p>Date: _____ Time: _____</p> <p>First Name: _____ Last Name: _____</p> <p>Client Address: _____ Child Under age 21 in household? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Cell Phone: _____</p> <p>Email: _____</p> <p>What is your preferred language? _____</p> <p>Other languages spoken at home: _____</p>	<p style="text-align: center;"><u>Client Information</u></p> <p>Date of Birth: _____</p> <p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender</p>
<p>Referring Contact Name: _____</p> <p>Agency: _____</p> <p>Email: _____</p> <p>Phone Number: _____</p>	<p style="text-align: center;">Reason for Referral: Please check all that apply.</p> <p><input type="checkbox"/> Housing Resources <input type="checkbox"/> Workshops <input type="checkbox"/> RAFT</p>

What is the current Housing Crisis? Please check the most accurate description and provide documentation

- Upstream Rent Arrears** (Documentation: Notice of rent arrears issued by landlord with verification of amount owed)
 - Additional Documentation – proof of financial hardship, proof of sustainability and ledger.
- Upstream Mortgage Arrears** (Documentation: Notice of mortgage arrears issued by lender with verification of amount owed)
- Eviction**: (Documentation: Court Summons or Court Date Documentation)
- Eviction(Subsidized)**: (Documentation: Court Summons or Court Date Documentation)
 - Additional Requirements for Tenants with Housing Subsidies**
 - If a tenant with a housing subsidy applies for assistance with rent arrears; s/he must document proof of financial hardship that prevented him/her from paying the affordable rental share
 - Tenants requesting assistance for RAFT for subsidized rental arrears may not receive assistance for more than six months' worth of their affordable rental share
 - Tenants who receive RAFT for subsidized rental arrears may not receive assistance with arrears twice in 24 months
- Doubled-up**: Letter stating guest must leave immediately due to certain factors and needs financial assistance in order to move into an apartment.
 - Please note that if a family is seeking assistance with start-up or relocation costs because of a current housing crisis, they should apply for RAFT after they have identified their new unit, but before they move in
- Health & Safety**: Residency in housing that has been condemned by housing officials and is no longer, or never was fit for human habitation.
 - (Documentation: Failed Inspections Report)
- Foreclosure** of owner-occupied home or of the rental property (Documentation: Bank Letter stating Foreclosure)
- Severe overcrowding**: Landlord has given a warning to reduce occupancy or be evicted.
 - (Documentation: (Landlord/Housing Authority written letter stating Violation)
- Domestic Violence**: A household in which the family cannot remain in the housing situation due to risk of violence
 - (Documentation: Restraining order, Police Report, Etc.)
- Fire/Flood/Natural Disaster** causing homelessness.
- Utility Shutoff**: Family has received a utility shutoff notice and will no longer be able to live in current housing.
 - (Documentation: Current Shut off Notice)
- Homeless**: Family currently living in shelter, or place not meant for human habitation
 - (Documentation: Letter from shelter provider or advocate)



Counselor Notes:

For arrears only:

Which months did the client not pay rent?_____

What was happening during that time that explains why the client was unable to pay rent?

What documentation will be provided to support this reason?

