

HOMELESS OUTREACH DOCUMENTATION AND WAIVER REQUEST

Directions: This form applies to homeless units that are not under the Stewart B McKinney Act. Homeless units identified in a property's Restrictive Use Covenant are required to be rented to qualifying homeless individuals or families where a certification of homelessness can be obtained. If a property owner has exercised due diligence in the search for a qualified homeless family but cannot locate one, and leaving the unit vacant will cause a financial hardship, the owner may apply for a temporary waiver. This form also applies to properties that have located a qualified homeless household but was unable to stabilize the household within 24 months. Rather than put the household back on the street to be homeless again, this waiver can allow up to an additional 24 months.

Property Name and Procorem #:	Property Address:
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The following due diligence was implemented prior to requesting this waiver (please include copies of advertisements, fliers, marketing plans, etc.) or explain due diligence taken by ownership/management to try and help the family transition to permanent housing:

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Owner/Agent's Printed Name	Signature	Date
Contact Phone #	Contact FAX	Email Address

Note: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statement or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

State Agency Approval:

The above request is: _____ Approved _____ Denied

For the term of _____ months, beginning on _____

Director, Housing Compliance Division:	Date
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