



Guide to Housing Subsidy Program Tenant Information Form

Please input information electronically or print legibly on form to avoid delays of process.

Current Contact Information

01. **First Name** – Print the first name of the Applicant.
02. **Last name** – Print the last name of the Applicant.
03. **Gender** – Select the gender of the Applicant.
04. **Street Address** – Print the full street number and name of the applicant's primary residence.
05. **Apartment #** - Print the apartment number of the primary address (if applicable)
06. **City** – Print the name of the municipality where the primary residence of applicant's household is located.
07. **State** – Print the name of the state where the primary residence of the household is located.
08. **Telephone number** – Enter household's primary telephone number (include area code).
09. **Email address** – Print the email address of the applicant (If no email address, leave blank).
10. **Zip code** – Enter zip code of household's primary residence.
11. **County of Residence** – Print the name of the county where the primary residence of the household is located.
12. **Current target waiver** – Check for which of the following programs you are currently enrolled and receiving:
 - 13. **Current living arrangement** – Print the type of living arrangement the applicant currently lives in (i.e. with family, group home, nursing home, psychiatric hospital, etc.)
14. **Gross annual income** – Indicate the income of the applicant based.
15. **# of people in subsidized setting** – Print the number of individuals that will be living in the household supported by the housing subsidy voucher.
16. **Relationship to the applicant** – Print the relationship of the listed people in the household to the applicant (if applicable).
17. **# of bedrooms the applicant is qualified for** – Print the number of bedrooms the applicant is approved for. This information has been provided via email by the Housing Subsidy Specialist.
18. **Monthly rent amount** – Print the current monthly rent being paid by the applicant (if applicable). This question should only be completed if the applicant is planning to remain in their current rental setting that is at or below DHS Published Rent Standards (PRS).
19. **Past evictions from subsidized housing within the past three years** – Check yes if there are past evictions or check no if there are no past evictions.
20. **Lease renewal date** – Print the date the applicant's lease is due to be renewed, if applicable, otherwise print N/A. This question should only be completed if the applicant is planning to remain in their current rental setting that is at or below the DHS Published Rent Standards (PRS).
21. **Utilities included in rent** – Check yes if utilities are included in the rent, check no if no utilities are included in the rent. If yes, print the monthly amount of the included utilities. This question should only be completed if the applicant is planning to remain in their current rental setting that is at or below PRS.
22. **United States citizen or legal resident** – Check yes if a U.S. resident or legal residency status, check no if not a U.S. resident or legal residency status.

Landlord information (Complete if staying in current rental unit or prospective rental unit has been identified)

23. **Management Company/Organization Name** - Print the name of the management company/ Organization responsible for the residence the applicant resides in.
24. **Title** – Print the title of the contact person for the management company or the landlord.
25. **First Name** – Print the first name of the management company contact person or the landlord.
26. **Last name** – Print the last name of the management company contact person or the landlord.
27. **Street Address** – Print the full street number and name of the management company or the landlord's business is located.
28. **City** – Print the name of the municipality where the management company or the landlord's business is located.
29. **State** – Print the name of the state where the management company or the landlord's business is located.

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30. **Zip Code** – Enter zip code of the management company or the landlord’s business.
31. **Telephone number** – Enter the management company or the landlord’s primary telephone number (include area code).
32. **Email address** – Print the email address of the management company’s contact person or the landlord (An email address must be provided).

Additional Contacts (Any responsible party willing to aid the applicant throughout the subsidy process i.e. legal guardian, social worker, family member, friend, support coordinator, etc.)

33. **Title** – Print the title of the additional contact.
34. **First Name** – Print the first name of the additional contact.
35. **Last name** – Print the last name of the additional contact.
36. **Street Address** – Print the full street number and name of the additional contact.
- Print the name of the municipality where the additional contact’s residence is located.
 - Print the name of the state where the additional contact’s residence is located.
 - Code** – Enter zip code of the management additional contact’s residence is located.
 - Phone number** – Enter the additional contact’s primary telephone number (include area code).
 - Email address** – Print the email address of the additional contact (an email address must be provided).
42. **Relationship to the applicant** – Print the relationship of the additional contact to the applicant.
43. **Should subsidy correspondence be sent to the applicant** - Check yes if the subsidy correspondence should be sent to the applicant, check no if the subsidy correspondence should not be sent to the applicant.
44. **Name** – Print the full name (first & last) of the contact the subsidy correspondence should be sent to.
45. **Full Address** – Print the full street number, street name, city, state and zip code of the contact the subsidy correspondence should be sent to.
46. **Telephone number** – Enter the primary telephone number (include area code) of the contact the subsidy correspondence should be sent to.
47. **Email address** – Print the email address of the contact the subsidy correspondence should be sent to (an email address must be provided).
48. **Relationship to the applicant** – Print the relationship of the contact to the applicant.
49. **Additional Comments** - Print any additional information that may be needed to help make a decision about the applicant’s eligibility for the Housing Subsidy Program (i.e. live in care giver needed, additional bedrooms needed, etc.).