

## UNIVERSAL HOUSING APPLICATION

A Universal Housing Application is a form that helps participants manage the information needed to find housing and make the housing process more efficient when a housing option is identified. This form can be used to develop a housing resume and support the housing search and placement process. This form is not designed to be shared directly with housing providers; rather, it includes basic household information, housing needs, preferences and barriers, documents required to obtain a lease, and housing history and references that can be transferred to housing applications.

Section1 Household Contact Information		
Head of Household/Primary Applicant Name		
Primary Contact Information		
Phone	Email	Other
<b>Alternative Contact</b> <i>Include any additional methods of contact for the participant.</i>		
Name of Contact		
Phone	Email	
Relationship to Household		
Name of Contact		
Phone	Email	
Relationship to Household		

## Section 2 Household Composition

### Adult household members

- Includes all household members 18 and older.
- Note the relationship of each household member to the head of household.
- Place a check mark next to the student status of each household member.
- All household members over the age of 18 must have a photo ID. Examples of photo IDs include state-issued IDs, Driver's licenses, Passports, and Permanent Resident Cards.
- Social Security cards are required for all household members eligible to receive them.

### Instructions for document verification:

- Verified: place a check mark if the document has been viewed by the service provider.
- In HMIS: place a check mark if the document has been uploaded to HMIS.
- N/A: place a checkmark if the document is not required for this household/participant.
- If the document is required but not verified or uploaded, do not check a box, note that the document is still needed.

HoH Full Name	Relationship to HoH  <b>Self</b>	Student <input type="checkbox"/> Y- FT <input type="checkbox"/> Y-PT <input type="checkbox"/> N	SS Card <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS <input type="checkbox"/> N/A	Photo ID <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS
Notes				
Adult 2 Full Name	Relationship to HoH	Student <input type="checkbox"/> Y- FT <input type="checkbox"/> Y-PT <input type="checkbox"/> N	SS Card <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS <input type="checkbox"/> N/A	Photo ID <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS
Notes				
Adult 3 Full Name	Relationship to HoH	Student <input type="checkbox"/> Y- FT <input type="checkbox"/> Y-PT <input type="checkbox"/> N	SS Card <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS <input type="checkbox"/> N/A	Photo ID <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS
Notes				

### Children

- Includes all household members under the age of 18.
- Note the relationship of each household member to the head of household.
- Place a check mark next to the student status of each household member.
- All household members under the age of 18 must have a birth certificate.
  - Custody agreement may be used in place of birth certificate
- Social Security cards are required for all household members eligible to receive them.

Child 1 Full Name	Relationship to HoH	Age	Student <input type="checkbox"/> Y-PT <input type="checkbox"/> Y-PT <input type="checkbox"/> N	SS Card <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS <input type="checkbox"/> N/A	Birth Cert* <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS
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Child 2 Full Name	Relationship to HoH	Age	Student <input type="checkbox"/> Y-PT <input type="checkbox"/> Y-PT <input type="checkbox"/> N	SS Card <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS <input type="checkbox"/> N/A	Birth Cert* <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS
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Child 3 Full Name	Relationship to HoH	Age	Student <input type="checkbox"/> Y-PT <input type="checkbox"/> Y-PT <input type="checkbox"/> N	SS Card <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS <input type="checkbox"/> N/A	Birth Cert* <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS
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Child 4 Full Name	Relationship to HoH	Age	Student <input type="checkbox"/> Y-PT <input type="checkbox"/> Y-PT <input type="checkbox"/> N	SS Card <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS <input type="checkbox"/> N/A	Birth Cert* <input type="checkbox"/> Verified <input type="checkbox"/> In HMIS
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Notes

**Total Household Income** (Refer to verification of income form below)

**Income source (s)** Source of income will not determine housing eligibility but can assist with understanding household income. (Refer to verification of income form below)

**Use an addendum to include additional household members.**

### Section 3 Verification Documents

In many cases, additional documentation is needed to verify eligibility for housing. The following is a guide to documents that may be requested. Copies of the documents below can be found in the [Housing for Health Partnership Forms and Tools webpage](#).

#### Instructions for document verification:

- Verified: place a check mark if the document has been viewed by the service provider.
- In HMIS: place a check mark if the document has been uploaded to HMIS.
- N/A: place a checkmark if the document is required for this household/participant.
- If the document is required but not verified or uploaded, do not check a box, note that the document is still needed.

#### Verification of homelessness and/or chronic status

Required for all household members if seeking housing through the Coordinated Entry System (CES) or housing designated for people experiencing homelessness. Verification of homelessness includes HUD Definitions Category 1 and Category 4.

☐ Verified

☐ In HMIS

☐ N/A

Notes

**Verification of disabling condition** Required for at least one adult household member if seeking housing that requires a disabling condition. 24-Hour Live in Care Verification may be included here if care is required. Designated housing opportunities exist for households with specific disabilities such as HIV/AIDS, mental health disorders, etc. Household should verify if eligible.

☐ Verified

☐ In HMIS

☐ N/A

Notes

<p><b>Verification of income</b> <i>Required for all household members with income, including any benefits such as SSI, SSDI, CalWORKS (TANF), General Assistance (GA) section 8 voucher, etc.</i></p>	<input type="checkbox"/> Verified <input type="checkbox"/> In HMIS <input type="checkbox"/> N/A
<p>Notes</p>	
<p><b>Verification of legal status</b> <i>Required for at least one household member if seeking publicly funded housing.</i>  <b>Documents include: Birth Certificate, Passport, Permanent Resident Card, Employment/Work Authorization Card, ITIN or other Household Verification Status, Special Visa, I-90 Documentation, or Matricula in lieu of permanent resident card.</b>          To obtain a Permanent Resident Card, you must visit a local U.S. Customs and Immigration Services (USICS) local field office or visit the USICS website (<a href="https://www.uscis.gov/">https://www.uscis.gov/</a>) for information.</p>	<input type="checkbox"/> Verified <input type="checkbox"/> In HMIS <input type="checkbox"/> N/A
<p>Notes</p>	
<p><b>Verification of Veteran status</b> <i>Proof of Veteran Status, such as a DD214 or Veteran ID, is required for at least one household member if seeking housing that requires veteran status.</i>          To obtain proof of veteran status refer to Nation's Finest: <a href="mailto:bedmonds@nationsfinest.org">bedmonds@nationsfinest.org</a> or Housing Matters: <a href="mailto:ssvf@housingmatterssc.org">ssvf@housingmatterssc.org</a></p>	<input type="checkbox"/> Verified <input type="checkbox"/> In HMIS <input type="checkbox"/> N/A
<p>Notes</p>	

<p><b>Verification of foster care involvement</b> <i>Required for at least one household member if seeking housing for those who grew up in or stayed in the foster care system as a child.</i></p> <p>To obtain verification of foster care involvement, contact Santa Cruz County H4H at <a href="mailto:housingforhealth@santacruzcountyca.gov">housingforhealth@santacruzcountyca.gov</a></p>	<p><input type="checkbox"/> Verified</p> <p><input type="checkbox"/> In HMIS</p> <p><input type="checkbox"/> N/A</p>
<p>Notes</p>	
<p><b>Verification of child welfare involvement is</b> <i>Required for any household seeking housing for those with child welfare involvement.</i></p> <p>To obtain verification of child welfare involvement, contact Santa Cruz County H4H at <a href="mailto:housingforhealth@santacruzcountyca.gov">housingforhealth@santacruzcountyca.gov</a></p>	<p><input type="checkbox"/> Verified</p> <p><input type="checkbox"/> In HMIS</p> <p><input type="checkbox"/> N/A</p>
<p>Notes</p>	
<p><b>Verification of service/companion animal</b> <i>Required for any household service/ companion animals.</i></p> <p><i>To obtain verification contact your primary care provider</i></p>	<p><input type="checkbox"/> Verified</p> <p><input type="checkbox"/> In HMIS</p> <p><input type="checkbox"/> N/A</p>
<p>Notes</p>	
<p><b>Credit reports</b> <i>Helpful for all adult household members to identify any significant debts that could impact housing, including evictions or judgments and money owed to utility companies.</i></p> <p>Credit reports can be accessed online annually free of cost via any of the major credit report agencies including Experian, Equifax, and Transunion. If a credit report is not attainable, mark N/A</p>	<p><input type="checkbox"/> Verified</p> <p><input type="checkbox"/> In HMIS</p> <p><input type="checkbox"/> N/A</p>
<p>Notes</p>	

#### Section 4 Housing History

##### Most recent Leased/Owned Housing

For participants who have completed an CES Housing Needs Assessment (HNA), information on most recent leased or owned housing and evictions can be transferred from the HNA. Information on debts and money owed to housing providers can be found on participant credit reports.

Most recent address

Dates of residency From: \_\_\_\_\_ To: \_\_\_\_\_

Name on lease/ Mortgage:

Evictions in the last three years?

☐ Yes ☐ No

Do you owe money to a landlord/  
housing provider? (*refer to credit report if  
available*)

Do you owe money to a utility company? (*refer  
to credit report if available*)

☐ Yes ☐ No

☐ Yes ☐ No

Amount \_\_\_\_\_

Amount \_\_\_\_\_

Do you have any other outstanding debts that a housing provider might flag? *For example, medical bills. credit card debt, or student loans (refer to the credit report if available.)*

☐ Yes ☐ No

List Debts:

### Housing and Personal References

Name and contact information of previous housing provider or individuals who can provide a positive reference to a housing provider. This can be a previous landlord, shelter provider, or case manager. A Personal Statement provides information to a housing provider explaining any history or issues that may show up in a housing application or background check e.g., criminal history, credit issues, past evictions.

Name

Relationship to Household

Phone

Email

Name

Relationship to Household

Phone

Email

Personal Statement



### Section 5 Housing Needs and Preferences

For participants who have completed an HNA, information on housing needs and preferences can be transferred from the HNA.

Unit size	Open to shared Housing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Preferred Housing Location
Do you require an ADA accessible unit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please list accessibility needs:	
Do you have service/companion animals? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have documentation for service/companion animals? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have pets other than service/companion animals? If so, please provide a list of each type of pet and breed.		