



## Intellectual & Developmental Disabilities Housing Assistance Request Form

Client Name:		Client DOB:	Date Submitted:
Current Address:			
New Address (if moving):			
Phone:		Email:	
Payment to be made to:			
Address to mail check:			
Phone:		Email:	
Head of Household Name:		DOB:	Relation to Client:
Name:		DOB:	Relation to Client:
Name:		DOB:	Relation to Client:
Name:		DOB:	Relation to Client:
Name:		DOB:	Relation to Client:
Name:		DOB:	Relation to Client:
Name:		DOB:	Relation to Client:
Name:		DOB:	Relation to Client:
Name:		DOB:	Relation to Client:
Case Manager:		CM PHONE:	CM Agency:
Type of Assistance Requested: (rent, deposit, etc.)		AMOUNT REQUESTED: \$	List month(s) asst. needed for:

**Current Income:** Last 30 days **monthly NET** income for all household members

**\*Employment Income – submit last 30 days of paycheck stubs with application.**

Source:                      Amount:	Source:                      Amount:	Source:                      Amount:
Source:                      Amount:	Source:                      Amount:	Source:                      Amount:
SNAP/Food stamp    Amount:	Source:                      Amount:	Source:                      Amount:
Additional Notes:		

**Current Expenses:** last 30 days expenses for ALL household members. **Include move in costs if moving.**  
**Income minus expenses figure must demonstrate need to qualify for assistance.**

<input type="checkbox"/> Rent, <input type="checkbox"/> Mortgage:	Electricity:	Food (include SNAP amt):
Natural Gas/Oil:	Water/Sewer:	Garbage:
Cable TV:	Telephone:	Internet:
Medical:	Credit Card:	Loan Pmts:
Car Payments:	Car Insurance:	Gasoline:
Car Maintenance/Repairs:	Bus Fare:	Clothing:
Personal Care:	Laundry:	Pet Care/Supplies:
School Expenses:	Child Support:	Childcare:
Other: _____ \$	Other: _____ \$	Other: _____ \$
Other: _____ \$	Other: _____ \$	Other: _____ \$
Additional Notes:		
<b>Current Income</b>	<b>Current Expenses</b>	<b>Income minus Expenses =</b>

**Future Income:** Anticipated **monthly net income** for all household members following the receipt of assistance. **If seeking employment estimate net earnings.**

Source:	Amount:	Source:	Amount:	Source:	Amount:
Source:	Amount:	Source:	Amount:	Source:	Amount:
SNAP/Food stamp Amount:		Source:	Amount:	Source:	Amount:

**Future Expenses:** Anticipated expenses for ALL household members following receipt of assistance. Write 'onetime' if applicable.

<input type="checkbox"/> Rent, <input type="checkbox"/> Mortgage:	Electricity:	Food (include SNAP amt):
Natural Gas/Oil:	Water/Sewer:	Garbage:
Cable TV:	Telephone:	Internet:
Medical:	Credit Card:	Loan Pmts:
Car Payments:	Car Insurance:	Gasoline:
Car Maintenance/Repairs:	Bus Fare:	Clothing:
Personal Care:	Laundry:	Pet Care/Supplies:
School Expenses:	Child Support:	Childcare:
Other: _____ \$	Other: _____ \$	Other: _____ \$
Other: _____ \$	Other: _____ \$	Other: _____ \$
Additional Notes:		
<b>Future Income</b>	<b>Future Expenses</b>	<b>Income minus Expenses =</b>

## Housing History & Plan

1. **Reason for the Request:** What are the circumstances that led to this request?

2. **Housing Plan:** What is the plan to address the housing issues and prevent them from happening in the future?

3. **Payee:** Does applicant have a representative payee? ☐ Yes / ☐ No, If yes, who: \_\_\_\_\_

a. If no payee, is a payee needed to achieve housing stability? ☐ Yes / ☐ No

5. **Rental Debt:** Does the applicant owe past rent/deposit beyond what is being requested? ☐ Yes / ☐ No If yes, please explain how debt will be paid: \_\_\_\_\_

6. **Eviction:** Did the applicant receive an eviction notice from the current property manager? ☐ Yes (please attach) / ☐ No

7. **Housing History:** How long has applicant lived in current living situation? \_\_\_\_\_
8. **Subsidized Rent:** Is applicant's rent based on a percentage of their income? ☐ Yes / ☐ No
9. **Utility Assistance:** Does the applicant have a disconnection pending/shut off notice?  
(required to receive utility assistance) ☐ Yes (attach notice to this request) / ☐ No
10. **Moving:** (Complete only if the applicant is moving)
- a. Is the move necessary or required? (must be yes to receive deposit assistance) ☐ Yes / ☐ No
- i. If yes, please explain why? \_\_\_\_\_
- b. Is the new unit subsidized housing (rent is based on a percentage of household income)?  
☐ Yes / ☐ No
- c. Anticipated move in date: \_\_\_\_\_

**Additional Comments:**

I certify the foregoing statements are true and correct to the best of my knowledge. I authorize Multnomah County Intellectual and Developmental Disabilities to share information with my payee about my financial information; my landlord regarding payment information; and partnering agencies/service providers as necessary to arrange for the assistance being requested. **I hereby authorize the release of the above information for the purpose of evaluating my request for assistance.**

\_\_\_\_\_  
Print name of person completing this form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\*\*\*\*\*Housing Specialist Use only \*\*\*\*\*

Pay stub 1:  
Pay stub 2:  
Pay stub 3:  
Pay stub 4:

Annual Gross Income Amount:

Percentage of Median Family Income:

0% - 30%  
30%-50%  
50%-80%  
Over 80