

Emergency Applicants must attach or submit proof of homelessness.

All applicants must fully document the following:

1. Without or about to be without a place to live; and
2. Life or safety threatening situation; and
3. Made reasonable efforts to locate alternative housing; and
- 4. Housing search verification attached**
5. Applicant did not contribute to circumstances; and
6. Applicant has tried to prevent the life threatening situation.

Acceptable verification includes letters from social workers, shelters, social service agencies, or code enforcement agencies that confirm that you meet the definition of “Homeless Applicant”.

Priority 1: Displaced by Natural Forces

- ☐ Report from Fire Department, letter from Board of Health or other government agency documenting destruction of your residence by earthquake, flood or other disaster.

Priority 2: Displaced by Public Action

- ☐ Relocation Notice, letter from Urban Renewal or other government agency documenting for public works projects.

Priority 3: Displacement due to enforcement of minimum standards of fitness for human habitation

- ☐ Sanitary Code Enforcement complaint listing code violations, placard, notices or letters from Board of Health documenting condemnation

Priority 4: Emergency Case Plan Categories

- A. Homeless & Facing a significant immediate and Direct Threat
 - ☐ Proof of No-fault of Housing such as summary process summons and complaint, court decision and execution from the court.
- B. Severe Medical Emergency
 - ☐ Proof of medical condition
 - ☐ Proof of unsuitable housing such as letter from landlord, visiting nurse or Board of Health documenting unsuitability of current housing, or photographs of current housing showing unsuitable features.
- C. Abusive situation
 - ☐ Copies of medical reports, police reports, restraining orders, applications for criminal complaints, social service evaluations.

Emergency applications submitted without required documentation will be denied.