



HARDSHIP REQUEST FORM

All households participating in a Home Forward Subsidized Housing program whose rent is calculated using Rent Reform qualify to be considered for a hardship. A hardship would be a temporary change in the rent calculation to reduce the rent burden on the family for a limited period of time.

To be eligible for a hardship a household must be paying more than of 50% of their gross monthly income towards their shelter costs (rent and utilities). Households paying less than 50% of gross monthly income towards their shelter costs will not generally qualify for a hardship. In determining shelter costs, the following amounts will not qualify for a hardship consideration:

- Amount of subsidy reduction for mixed families (a mixed family is one that includes at least one U.S. citizen or eligible non-citizen and any number of ineligible family members).

Only hardships expected to last longer than 90 days will be eligible.

How to apply for a hardship

To apply for a hardship consideration, please complete and sign the reverse side of this form, attach any supporting documentation if applicable, and return to your Property Management office.

What happens next?

Upon receipt of your request, your Property Manager/Site Manager will forward the request to Home Forward's hardship committee for review. The committee will review hardship requests on a monthly basis. If your request is approved, Home Forward will notify you in writing of the new rent and subsidy amount and the start and end date of the temporary rent reduction. If your request is denied, Home Forward will notify you of a decision in writing within 15 business days of the determination.

If you have any questions or need assistance with completing this form, please contact your Property Manager/Site Manager.

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact your Property Manager/Site Manager.

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Head of Household Name: _____ T#: _____

I am currently paying more than 50% of monthly income toward rent and utility costs:*

☐

YES

☐

NO

**Utility costs are based on the Home Forward's Utility Allowance Chart*

My gross monthly household income is \$ _____

I am paying more than 50% of income toward rent and utility costs due to the following circumstances:

These circumstances are expected to last at least _____ months

I am attaching the following (please check all that apply):

☐

Proof of application for unemployment

☐

Proof of application for TANF and/or child support (for households with children)

☐

Proof of application through Work Source

☐

Proof of application to Home Forward's self-sufficiency programs

☐

Proof of application for low income energy assistance

☐

Other _____

Head of Household Signature _____

Date _____

STAFF USE ONLY

Hardship Approved ☐

Hardship Denied ☐

Date entered in computer: _____