

Housing Assistance Intake Questions

When seeking housing services, clients will be asked intake questions to determine eligibility. Requirements may vary by organization and often depend on whether you have children and their ages. Expect questions about your children and past housing situations.

Be as honest as possible. Accurate information increases your options and helps connect you to the right resources.

Purpose of housing assistance: temporarily assist individuals and families with crises, landlord tenant mediation and diversion/case management for homelessness. Examples: rent, deposit, and utility assistance and education.



Common Intake Questions

1. Do you have an agency or someone working with you?
2. Have you experienced homelessness in the past year, or are you currently experiencing homelessness?
 - a. If you are currently experiencing homelessness, are you unsheltered? Do you need emergency shelter tonight?
 - b. Where were you previously living or where are you currently living?
3. Do you have family support or someone you can live with or stay with for a short time?
4. What are the resources you have tried?
5. Have you had rental assistance services in the last 12 months?
6. Do you have a current lease?
7. Have you connected to benefits through the Department of Workforce Services (DWS)?
8. Are there any adults and children in the household who do NOT have a social security number (SSN)?
9. Do you have more than 3 children residing in the household under the age of 18?
10. Do you have any children under the age of 6 in the household?
11. Are you a single parent with any children under the age of 18 in the household?
12. Is anyone in your household over the age of 55 and/or 62?
13. Have you ever served in the US military?
14. Have you experienced domestic violence?
15. Are you able to stabilize in your current unit with rental assistance?
16. What is the household income for anyone on the lease (18 and older in the household)?
You must have 30-60 days of income. The required and accepted documents are below.
17. What are the last 30-60 days of your current crisis? How is it fully impacting your household? Describe it in detail.

*For emergency shelter contact the Connie Crosby Family Resource Center by calling 801-569-1201.
Call first, if you are unable to connect visit 529 W 9th Avenue, Midvale, Utah 84047.*



Required and Accepted Documents



Below is a list of commonly accepted, required documents you will be asked to submit when requesting housing assistance. Processes can be faster if documents are prepared ahead of time before seeking assistance.



Note: each organization might have different document requirements. This list gives you an idea of what is commonly asked of applicants.

Common Required and Accepted Documents

- Information about work including income received on a regular basis for all adults listed on the lease (18 and older in the household).
 - Must include pay information for the last 30 days
 - If the adults aren't working, must have a job dismissal letter or unemployment insurance weekly payment history
 - SSI/SSDI statement
- Copy of the full lease agreement or a letter of approval from the landlord
- Vital documents
 - Government issued photo ID for anyone in the household 18 or older (could be State ID, driver's license or passports)
 - Social security cards or birth certificates for all household members
- Eviction notices or legal notices
 - If there isn't an eviction notice, must have the landlord's contact information
- If divorced and have children, must have a copy of the custody agreement
 - Need to have 50% custody to show the child(ren) are in the household and be eligible for services

Additional Documents Requested for Specific Housing Services

- Information about bank accounts, vehicles, or property owned
- List of expenses for housing, childcare, medical bills, or child support
- Complete copy of the most recent income tax return (including W-2 and/or 1099 forms)
- Demand for rent (pay or vacate notice)
- Statement of benefits from the Department of Workforce Services (DWS)
 - Information is sent from DWS to the household once per year; information can be requested from DWS
- If pregnant and in the third trimester, need a doctor's note (being pregnant can qualify someone for some services)

