

HOUSING SEARCH FORM

HEAD OF HOUSEHOLD NAME _____

EMAIL _____ PHONE _____

This form will be used to track your housing choice voucher search attempts.

Please fill out this form every time there is an attempt made to find housing. A completed form will be required when requesting a voucher extension to show that you **“actively”** searched. **If form is incomplete, you must provide written documentation as to why you were unable to complete this form when you submit your voucher extension request.**

EXAMPLE OF HOW TO FILL OUT THE FORM (ALL BOXES MUST BE FILLED OUT TO BE COMPLETE)

DATE OF CONTACT <i>02/01/2016</i>	PHONE # OR EMAIL <i>(408) 275-8770</i>	COMPLEX NAME AND/OR ADDRESS <i>Villa San Pedro / 282 Danze Drive, San Jose CA 95111</i>
# OF BEDROOMS <i>2</i>	ASKING RENT <i>\$1,800.00</i>	WHY WERE YOU UNABLE TO RENT THIS UNIT? <i>The 2 bedroom unit was no longer available.</i>

1

DATE OF CONTACT	PHONE # OR EMAIL	COMPLEX NAME AND/OR ADDRESS
# OF BEDROOMS	ASKING RENT \$	WHY WERE YOU UNABLE TO RENT THIS UNIT?

2

DATE OF CONTACT	PHONE # OR EMAIL	COMPLEX NAME AND/OR ADDRESS
# OF BEDROOMS	ASKING RENT \$	WHY WERE YOU UNABLE TO RENT THIS UNIT?

3

DATE OF CONTACT	PHONE # OR EMAIL	COMPLEX NAME AND/OR ADDRESS
# OF BEDROOMS	ASKING RENT \$	WHY WERE YOU UNABLE TO RENT THIS UNIT?

4

DATE OF CONTACT	PHONE # OR EMAIL	COMPLEX NAME AND/OR ADDRESS
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5

DATE OF CONTACT	PHONE # OR EMAIL	COMPLEX NAME AND/OR ADDRESS
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6		
DATE OF CONTACT	PHONE # OR EMAIL	COMPLEX NAME AND/OR ADDRESS
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7		
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8		
DATE OF CONTACT	PHONE # OR EMAIL	COMPLEX NAME AND/OR ADDRESS
# OF BEDROOMS	ASKING RENT \$	WHY WERE YOU UNABLE TO RENT THIS UNIT?

9		
DATE OF CONTACT	PHONE # OR EMAIL	COMPLEX NAME AND/OR ADDRESS
# OF BEDROOMS	ASKING RENT \$	WHY WERE YOU UNABLE TO RENT THIS UNIT?

10		
DATE OF CONTACT	PHONE # OR EMAIL	COMPLEX NAME AND/OR ADDRESS
# OF BEDROOMS	ASKING RENT \$	WHY WERE YOU UNABLE TO RENT THIS UNIT?

11		
DATE OF CONTACT	PHONE # OR EMAIL	COMPLEX NAME AND/OR ADDRESS
# OF BEDROOMS	ASKING RENT \$	WHY WERE YOU UNABLE TO RENT THIS UNIT?

12		
DATE OF CONTACT	PHONE # OR EMAIL	COMPLEX NAME AND/OR ADDRESS
# OF BEDROOMS	ASKING RENT \$	WHY WERE YOU UNABLE TO RENT THIS UNIT?

By submitting this form, I acknowledge that all the information is true and complete. I am also aware that I am to continue to search for housing in accordance with the program guidelines of NCFRHA. Any voucher extensions are granted solely at the discretion of the housing authority.

HEAD OF HOUSEHOLD SIGNATURE _____

EMAIL _____

PHONE _____

DATE _____

