



Clear

# VERIFICATION OF SHELTER EXPENSES

Date: \_\_\_\_\_

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

DCF Office Address/FAX #: \_\_\_\_\_

Please fill out this form to show how much you charge for rent for \_\_\_\_\_  
and return the form to us by \_\_\_\_\_.

1. \_\_\_\_\_ must pay me \$ \_\_\_\_\_ for: ☐ Rent or  
☐ Room and Meals each ☐ Week or ☐ Month or ☐ Other: \_\_\_\_\_

2. Check any of these expenses that are included in the rent: ☐ Electric ☐ Gas ☐ Water ☐ Sewer  
☐ Garbage ☐ Telephone

3. Does the renter pay or help pay to heat or cool the home with an air conditioner, fireplace, or space heater? ..... ☐ Yes ☐ No  
If **No**, does the renter pay for: ☐ Electric ☐ Gas ☐ Water ☐ Sewer ☐ Garbage ☐ Telephone?

4. This property is located at: \_\_\_\_\_  
Give the full name of the person making the payment: \_\_\_\_\_

5. What is the amount \$ \_\_\_\_\_ and date \_\_\_\_\_ of last payment?

6. Is the payment past due? ☐ Yes ☐ No If **Yes**, how much is past due? \_\_\_\_\_

7. How many adults \_\_\_\_\_ and how many children \_\_\_\_\_ live at this address?

## For HUD or Section 8 Landlords Only:

8. How much is the rent after HUD or Section 8 deductions? \$ \_\_\_\_\_

9. Is a utility allowance paid? ☐ Yes ☐ No If **Yes**, how much? \$ \_\_\_\_\_

**What I have written on this form is true. I know if I write amounts that are not true on purpose, I could get charged with fraud.**

Signature of Rent Collector / Landlord

Relationship to Renter

Address

Telephone

If applicable, enter "ext."  
and extension number

Date Completed