

## Documenting Due Diligence

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RE: \_\_\_\_\_ SSN XXX-XX-  
Applicant's Name (print) (last four digits)

The completion of this form is required when third-party source documentation is not provided or HUD's preferred method of verifying homeless status is not followed.

Potential reasons for not providing third-party verification include: safety of the individual(s), no third-party sources identified, inability to contact third party, etc.

Efforts reflecting attempts to follow HUD's preferred order include phone calls, emails, letters, faxes, etc.

When documenting the efforts and outcomes for phone call attempts, descriptions must include the name and title of the individual, contact number, date and time. Copies of efforts to obtain third-party documentation through email correspondence, certified letters, faxes, etc. should be attached to this document.

Describe the reason(s) you were unable to acquire third-party verification:

Describe efforts to follow HUD's preferred method of verification and the outcome:

Document(s) attached:  Yes  No

If yes, specify:

**I certify this information to be true and complete.**

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Staff Name and Title	Signature	Date
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**WARNING: It is unlawful to provide false information to the government when applying for federal public benefit programs per Section 1001 of Title 18 of the United States Code.**

