

HOMELESS CENTER TRANSITIONAL HOUSING

Homeless Center & Transitional Housing Program
123 Maine Street
Portland, ME 04101

Date: 3/16/2023

Re: Homeless Verification for John Doe DOB 12/1/1978

This letter is to verify that John Doe is currently a tenant of the HC Transitional Housing Program and is considered homeless under the HUD definition for Literal Homelessness, as the program is Transitional Housing for formerly homeless individuals.

Mr. Doe has been a resident of the program for the following dates:

1/3/2022 to present.

Mr. Doe was homeless when he was accepted onto the program and I have attached verification from our shelter as verification of his prior homelessness.

Thank you in advance for all of your assistance. If you have any questions, or concerns, please give me a call at 207-123-4567, ext 111.

Respectfully,



William Shakespeare
HCTHP Housing Navigator
123 Maine Street
Portland, ME 04101

Example 1: Page 1

HOMELESS CENTER EMERGENCY SHELTER

Homeless Center Emergency Shelter
123 Maine Street, Suite 1
Portland, ME 04101

Date: 3/16/2023

Re: Prior Homeless Verification for John Doe DOB 12/1/1978

This letter is to verify that John Doe is currently a guest at the Homeless Center Emergency Shelter in Portland. Mr. Doe has been a guest at the shelter on the following dates:

8/18/2019 to 8/21/2019,
10/1/2019 to 1/15/2020,
7/31/2020 to 1/5/2022 (when Mr. Doe was accepted into Transitional Housing)

Thank you in advance for all of your assistance. If you have any questions, or need further information, please give me a call at 207-123-4567, ext 111.

Respectfully,



Paul Macartney
Shelter Intake Coordinator
123 Maine Street
Portland, ME 04101

Example 1: Page 2

HOMELESS CENTER TRANSITIONAL HOUSING

Homeless Center & Transitional Housing Program
123 Maine Street
Portland, ME 04101

Date: 6/1/2023

Re: Homeless Verification for Rachel Doe, DOB 1/15/1981

This letter is to verify that John Doe is currently a tenant of the HC Transitional Housing Program and is considered homeless under the HUD definition for Literal Homelessness, as the program is Transitional Housing for formerly homeless individuals.

Ms. Doe has been a resident of the program for the following dates:

5/1/2023 to present.

Mr. Doe was homeless when she was accepted onto the program and I have attached verification from our file of her prior homelessness.

Thank you in advance for all of your assistance. If you have any questions, or concerns, please give me a call at 207-123-4567, ext 111.

Respectfully,



William Shakespeare
HCTHP Housing Navigator
123 Maine Street
Portland, ME 04101



CASE MANAGEMENT
COMPANY

Case Management Agency
145 Duck Pond Circle
Biddeford, ME 04005

4/25/2023

This letter is to verify that Rachel Doe is currently living on the streets in a tent. I have witnessed her living in this tent located behind the old sawmill in the woods and have seen her sleeping there on various occasions with all of her belongings. These are the dates that I have witnessed her in this situation:

2/1/2023, 2/12/23, 3/2/23, 3/15/2023, 4/15/2023, 4/18/2023

If you need anything further, please do not hesitate to give me a call.

COPY

Respectfully,

A handwritten signature in black ink that reads 'HCh' with a long, sweeping underline.

Heather Charming
Case Manager
CMA
145 Duck Pond Circle
Biddeford, ME 04005

Example 2: Page 2